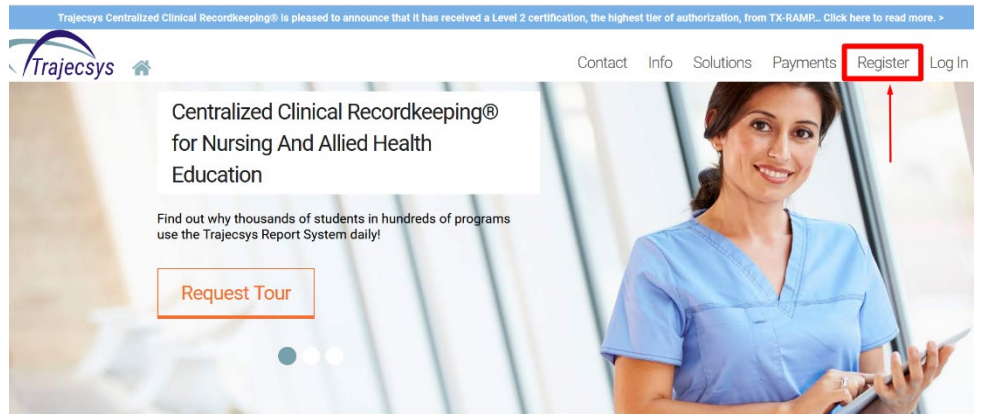


# How To Complete the OADN Leadership Institute Application

We suggest you keep this guide nearby throughout your application process.

## STEP 1 – REGISTER FOR A TRAJECSYS ACCOUNT

- Go to Trajecsyst.com
- Click “Register” in the top, right-hand area of the screen



- Complete the Information on the Registration Page according to the example below
- Click “Continue” when finished completing each field

**Trajecsyst Registration**

Note: \*Required Fields [I forgot my username and/or password](#)

Educational Institution *	OADN - Leadership Institute	As you begin to type, this name should come up for selection
First Name *	Test	Type in first name
Middle Name		
Last Name *	User	Type in last name
Suffix/Credentials		
Current/New Student? *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Applicants will choose "Yes"
Select Area *	OADN	This will auto populate when "Yes" is chosen
Username *	testuser8675309	Enter a username
Password *	.....	Enter a password
Password Strength	<div style="width: 50%; height: 10px; background-color: green;"></div>	
Confirm Password *	.....	Confirm your password
Zip *	12345	Enter your zip code
Primary Phone *	555-555-5555	Enter your phone number
Email *	demouser@trajecsyst.com	Enter an email address that you have access to
Retype Email *	demouser@trajecsyst.com	Confirm your email address here
	<input type="button" value="Continue"/>	Click "continue" when finished

## STEP 2 - ACCESS THE APPLICATION

- After clicking “continue”, the OADN — Leadership Institute home page will display (see example below)
- Confirm your email by clicking the “Confirm” link (see example below)
- Read through the instructions and other helpful info area
- Click “Forms” on the left side of the screen to access the application

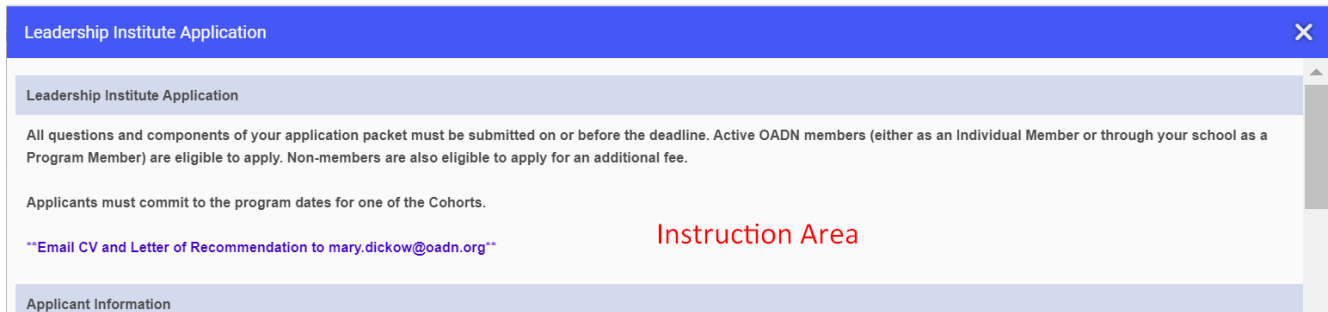
The screenshot shows the OADN Leadership Institute home page. On the left is a navigation menu with 'Home', 'Forms', and 'Logout'. A red arrow points to 'Forms' with the text 'Click here to begin the application'. Below the menu, another red arrow points to the 'Instructions and other helpful info' section with the text 'Instructions and other helpful info'. At the top right, a blue header reads 'OADN – Leadership Institute'. Below the header is a yellow notification box: 'Your email is not confirmed. Learn more Confirm'. A red arrow points to the 'Confirm' link with the text 'You'll want to click this link to confirm your email'. The main content area features the OADN Leadership Institute logo and a 'Welcome!' message. Below this, a red-bordered box contains instructions: 'To access the OADN Leadership Institute Application: . Click "Forms" on the left-hand side of the screen . Click "Leadership Institute Application" . Click "Submit" at the bottom when finished'. A note at the bottom of this box reads: '\*\*Note: If application cannot be completed promptly, click the box in the bottom left-hand corner of the application "Check to complete later, then click "Submit"'. Doing this will save the information you've already entered and allow you to return and finish completing it later.'

- Click on the form title to display the application

The screenshot shows the 'Forms' page in the OADN Leadership Institute system. The left navigation menu is visible with 'Forms' selected. The main content area has a 'Forms' section with a 'Form-Type' dropdown set to 'Forms' and 'Apply Filter' and 'Reset Filter' buttons. Below this is an 'Unscheduled Forms' section. A red box highlights the 'Leadership Institute Application' link, with a red arrow pointing to it and the text 'Click to display the application'.

## STEP 3 – COMPLETE THE APPLICATION

- Read through the instruction in the first section:



Leadership Institute Application

Leadership Institute Application

All questions and components of your application packet must be submitted on or before the deadline. Active OADN members (either as an Individual Member or through your school as a Program Member) are eligible to apply. Non-members are also eligible to apply for an additional fee.

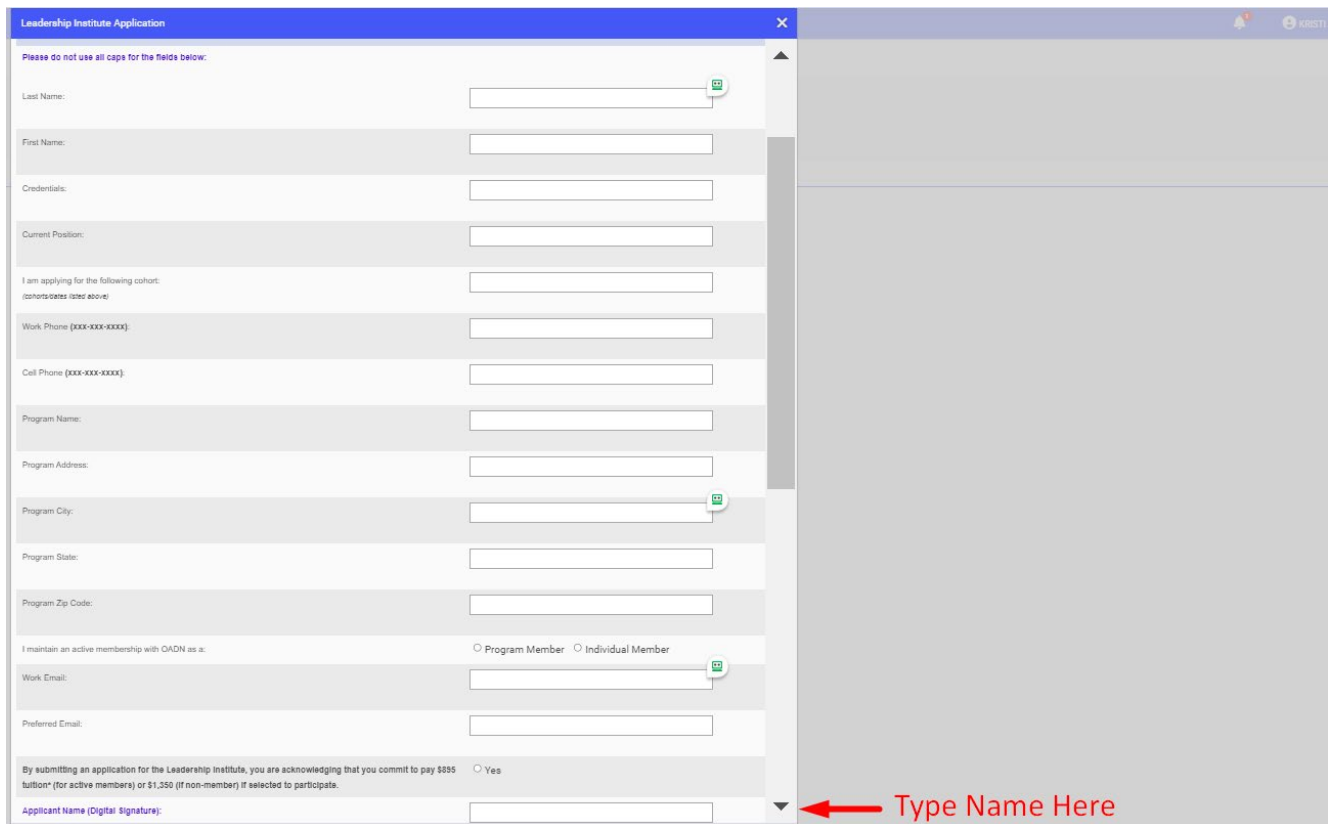
Applicants must commit to the program dates for one of the Cohorts.

**Instruction Area**

“Email CV and Letter of Recommendation to [mary.dickow@oadn.org](mailto:mary.dickow@oadn.org)”

Applicant Information

- Complete each field as appropriate in the *Applicant Information* section:



Leadership Institute Application

Please do not use all caps for the fields below:

Last Name:

First Name:

Credentials:

Current Position:

I am applying for the following cohort:  
(cohorts listed above)

Work Phone (xxx-xxx-xxxx):

Cell Phone (xxx-xxx-xxxx):

Program Name:

Program Address:

Program City:

Program State:

Program Zip Code:

I maintain an active membership with OADN as a:  Program Member  Individual Member

Work Email:

Preferred Email:

By submitting an application for the Leadership Institute, you are acknowledging that you commit to pay \$895 tuition\* (for active members) or \$1,350 (if non-member) if selected to participate.  Yes

Applicant Name (Digital Signature):

Type Name Here

- Complete the *Applicant Statement* Section by adding a response to each question in the corresponding text box

- Complete the *Applicant Expectations* section by clicking “Yes” to acknowledge each statement, then signing at the bottom

*Should you need to save your work and return to it later, just click inside the box to the left of “Check to complete later, then ‘Submit’”*

- When finished, click “Submit” at the bottom

**Applicant Statement** ← Add answers to each question in its corresponding text box

What is your greatest challenge/issue in current leadership role? (400-word maximum)

Personal story as to why this program will be helpful to your leadership journey? (400-word maximum)

What is your vision to lead and shape your current leadership position? (250-word maximum)

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**Applicant Expectations** ← Acknowledge each statement by clicking "Yes", then signing at the bottom

I understand that, if selected for the OADN Leadership Institute, I am committed to participation over the following timeline:  Yes

- 4 Virtual Leadership Seminars (Mandatory Attendance 4 hours each):
- Intersession Work:
  - Peer to Peer Coaching Calls (twice a month for a total of 8 hours)
  - Leadership Check-in Emails (total of 8 hours)
  - Personal Development (total of 16 hours)
- 1:1 Mentorship Experience:
  - Meetings via Zoom or phone (twice a month for total of 8 hours)
- Other:
  - There may be additional leadership webinars offered by OADN

I have read the timeline and agree to abide by these program expectations.  Yes

**Applicant Signature:**  
Using a mouse or a touch screen, add signature in area to the right.

Check to complete later, then click "Submit"  Approved  Not Approved

Click "Submit" when finished →

When you’ve successfully submitted the application, a screen like the one below will appear; click the “X” on the right to exit, do not click “Complete Again”

Forms

Form-Type  
Forms ▾

Leadership Institute Application ✕

Saved! ← Application has been submitted and saved

← Click the "X" in the top right to exit. Do not choose "Complete again"