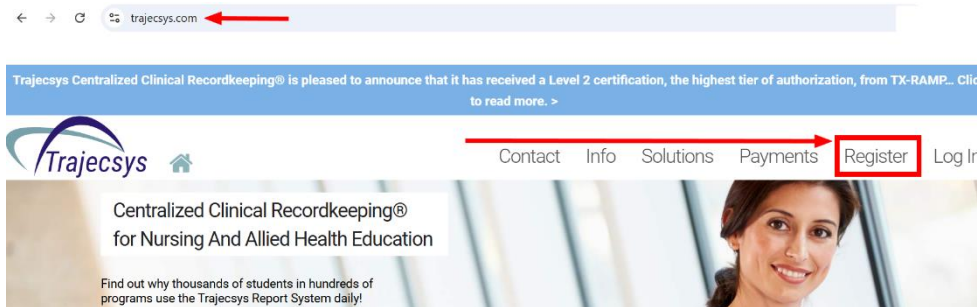


Completing the OADN Foundation Leadership Institute Application

STEP 1 – REGISTER FOR A TRAJECSYS ACCOUNT

- Go to the Trajecsyst website, www.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
	Continue	Click "continue" when finished

Completing the OADN Foundation Leadership Institute Application

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 below)
 - Read through the instructions area (see below)
 - Click the “Complete Forms” tab on the left-hand side of the screen to access the application (see below)

Trajecsys OADN – Leadership Institute

Your email is not confirmed. [Learn more](#) [Confirm](#) **Click to confirm email**

OADN LEADERSHIP INSTITUTE

Welcome!

Instructions **Click to begin the application**

To access the OADN Leadership Institute Application:

- Click "Complete Forms" on the left-hand side of the screen
- Click "Leadership Institute Application"
- Click "Submit" at the bottom when finished

****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:

Trajecsys OADN – Leadership Institute

Complete Forms

Form-Type
Forms ▾

Apply Filter Reset Filter

Unscheduled Forms

Leadership Institute Application **Click to begin the application**

Completing the OADN Foundation Leadership Institute Application

STEP 3 – COMPLETE THE APPLICATION

- Read through the instructions 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 for the Spring 2025 Cohort must commit to the following seminar dates:

- Seminar 1 (3 hours) February 11
- Seminar 2 (2.5 hours) March 4
- Seminar 3 (2.5 hours) March 25
- Seminar 4 (2.5 hours) April 8
- Seminar 5 (2.5 hours) April 29
- Seminar 6 (3 hours) May 13

***Application Due Date: January 21, 2025**

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

Leadership Institute Application

Applicant Information

Please do not use all caps for the fields below:

Last Name:

First Name:

Credentials:

Current Position:

Program Name:

Program Address:

Program City:

Program State:

Program Zip Code:

Work Phone (xxx-xxx-xxxx):

Cell Phone (xxx-xxx-xxxx):

Work Email:

Preferred Email:

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

By submitting an application for the Leadership Institute, you are acknowledging that you commit to pay \$995 tuition* for OADN members / \$1,495 for non-members (*Limited number of partial scholarships available to members only through the OADN Foundation). Yes

Applicant Name (Digital Signature):
(type name in space to right)

Completing the OADN Foundation Leadership Institute Application

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

Applicant Statement ← Add answers to each question in the 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)

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

Applicant Expectations ← Acknowledge each statement by clicking "Yes"

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

- 6 Virtual Leadership Seminars (Mandatory Attendance):
- Intercession 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

Email CV and Letter of Recommendation to mary.dickow@oadn.org Yes

I have read the timeline and understand the expectations outlined above. Yes

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

Add signature →

- Should you need to save your work and return to it later, just click to place a check mark in the box to the left of “Check to complete later, then click ‘Submit’”:

OR

- When finished, simply click “Submit” at the bottom:

Check to complete later, then click "Submit"

- 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”:

Leadership Institute Application X

Saved! ← Application has been submitted and saved

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