

Completing the OADN Foundation Leadership Institute Application

Reminder—this cohort is just for Nursing Deans & Directors. Opportunities for faculty will be coming in 2026.

STEP 1 – REGISTER FOR A TRAJECSYS ACCOUNT

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



- Once on the Registration Page, begin typing “OADN” in the Educational Institution field. The system will suggest program names for you to choose; be sure to choose **“OADN Leadership Institute”** as indicated on the screenshot below. Complete the remainder of the application and click “Continue” when finished.

Trajecsyst Registration

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

Type "OADN" - As you type, you'll notice that "OADN - Leadership Institute" will appear below. Click to select it for this field.

Educational Institution *	<input type="text" value="OADN - Leadership Institute"/>	←
First Name *	<input type="text" value="Test"/>	← Add your first name
Middle Name	<input type="text"/>	
Last Name *	<input type="text" value="User"/>	← Add your last name
Suffix/Credentials	<input type="text"/>	
Current/New Student? *	<input checked="" type="radio"/> Yes <input type="radio"/> No	← Applicants will choose "Yes"
Select Area *	<input type="text" value="OADN"/>	← This will autopopulate
Username *	<input type="text" value="applicant8675309"/>	← Choose a username
Password *	<input type="password" value="....."/>	← Choose a password
Password Strength	<div style="width: 50%; height: 10px; background-color: green;"></div>	
Confirm Password *	<input type="password" value="....."/>	← Confirm password by re-typing in this field
Zip *	<input type="text" value="12345"/>	← Add your Zip Code
Primary Phone *	<input type="text" value="111-111-1111"/>	← Add your phone number
Email *	<input type="text" value="demouser@trajecsyst.com"/>	← Add an email address you have access to
Retype Email *	<input type="text" value="demouser@trajecsyst.com"/>	← Retype that email 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'. The 'Forms' link is highlighted with a red arrow and the text 'Click here to begin the application'. Below the menu, 'Instructions and other helpful info' is also highlighted with a red arrow. At the top right, a blue header reads 'OADN — Leadership Institute'. A yellow notification box says 'Your email is not confirmed.' with 'Learn more' and 'Confirm' links. A red arrow points from the 'Confirm' link to the text 'You'll want to click this link to confirm your email'. The main content area features the OADN Leadership Institute logo, a 'Welcome!' message, and a red-bordered box containing 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 states: '**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”

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 dates 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 \$395 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)

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 ▾

Apply Filter Reset Filter

Leadership Institute Application

Saved! ← Application has been submitted and saved

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

X