



**OMICRON DELTA KAPPA**

The National Leadership Honor Society

MyODK Circle Officer

BASIC INSTRUCTIONS FOR CIRCLE OFFICERS

2024-2025

---

MyODK

Updated October 24, 2024

# Table of Contents

## [What is MyODK?](#)

### [How to Access a MyODK Account](#)

- Log In Credentials
- Edit Your Account

## [Circle Executive Dashboard](#)

### [Creating Your Membership Applications](#)

- Application Development Process
- Application Structure
- Application Management
- Application Creation
  - Set Dates
  - Select Custom Questions
- Review and Submit
- Special or Surprise Initiation

## [Application Review and Approval](#)

- Step 1: Application Review
- Step 2: Accept or Reject
- Step 3: Membership Payment/Verification
- Step 4: Certificate Order Form

## [Instructions for Applicants](#)

**To return to the Table of Contents at any time, click the MyODK logo in the top right corner.**

# What is MyODK?

---

## DESCRIPTION OF THE PROGRAM

# What is MyODK?

MyODK is a Member Engagement Platform (MEP) that provides members with 24/7 access to stay connected and engaged with OΔK throughout their lifetime. MyODK is powered by aarwinMEP, developed by JL Systems.

## For Members

1. Permanent Record for your OΔK Experience
2. Update Personal and Professional Information (addresses, emails, career changes)
3. View all OΔK activities (officer positions, volunteer roles, events attended)
4. Access Member Benefits (links to members-only benefits)
5. Networking (connect with members through the Discord Communities, register for the National Leadership Conference, search for other OΔK members in your field)

## For Circles

1. Application process with more customizable fields
2. Access to reports and data about members
3. National and local fee payment options during the recruitment process
4. Greater access to training and support

# How to Access a MyODK Account

---

LOG IN CREDENTIALS, CIRCLE EXECUTIVE PAGE, EDIT  
YOUR ACCOUNT

# Start at my.odk.org



[MYODK HOME](#) | [ABOUT](#) | [MEMBERS](#) | [PROGRAMS](#) | [CIRCLES](#) | [SHOP](#) | [DONATE](#)



Sign in with your email  
and MyODK password



*Welcome to MyODK.  
Log in to access your records or to complete your application.*

**Johnson Center for Leadership**  
**OAK National Headquarters**  
224 McLaughlin Street  
Lexington, Virginia 24450-2002  
(540) 458-5336  
odknhdq@odk.org



# Login Credentials



[MYODK HOME](#) | [ABOUT](#) | [MEMBERS](#) | [PROGRAMS](#) | [CIRCLES](#) | [SHOP](#) | [DONATE](#)

Sign in below if you have a website account.

Username:

treed

Password:

.....

[SIGN IN](#)

[Can't access your account?](#)

Not Registered?

Don't have an account for Omicron Delta Kappa website? Create one in just a few simple steps. [Register Now!](#)

**First Time:** You should have received an email providing you with a link to set up your credentials. As a member of OΔK, you already have a record in the portal. You need to activate it.

The **first time you sign in**, go to “Can’t access your account?” You will need to enter an email. If the system does not recognize the email, you need to contact [myodk@odk.org](mailto:myodk@odk.org)

If you have received a Quick Activation link, go to Register Now! and select Quick Activation.

# MyODK Home Page



[CONTACT US](#) [MY ACCOUNT](#) [CART](#)



[MYODK HOME](#)

[ABOUT](#)

[MEMBERS](#)

[PROGRAMS](#)

[CIRCLES](#)

[SHOP](#)

[DONATE](#)

[PRIVACY](#)

[TERMS](#)

## MyODK

### Welcome to MyODK

[ACCESS YOUR RECORDS](#)

[APPLY FOR MEMBERSHIP](#)

### Upcoming Events

2024 National Leadership  
Conference Registration

### Member Benefits

[ACCESS SPECIAL MEMBER BENEFITS](#)

### OAK Online Communities

*You have opted in to Online Communities. [Login to Discord.](#)*



# Your MyODK Account Dashboard

## General Membership Information



Upload Photo  
Remove

Timothy A. Reed (██████████)

Vice President for Membership and Operations  
Omicron Delta Kappa  
224 McLaughlin St  
Lexington, VA 24450

Email: [reed.timothy.a@gmail.com](mailto:reed.timothy.a@gmail.com)  
Phone: 5404585345  
Website: <https://www.linkedin.com/in/reedtimothy/>

### Membership Info

Circle: Virginia Polytechnic Institute and State University  
Type: Lifetime Member  
Initiation Member Type: Faculty Staff Initiate  
Current Class: Alumni  
Initiation Date: 11/13/1989

### Demographics

Description  
Are you of Hispanic, Latino, or Spanish origin? (optional): No, Not Hispanic or Latino

**1st Academic Institution:** Add

Name of College/University (1): Name of College/University  
University of Evansville

### Governance

Name	Start	End
Diversity Equity and Inclusivity Committee	7/1/2022	12/31/2099
- STAFF		
Membership Standards Subcommittee	8/15/2016	12/31/2099

## Account Actions

These are how you update personal information and access the Circle Executive Dashboard

### Account Actions

- ▶ Edit Profile
- ▶ Address Book
- ▶ Contact Information
- ▶ Demographics
- ▶ Bio
- ▶ Opt In and Out
- ▶ **Circle Executive Dashboard**
- ▶ Pay Outstanding Orders
- ▶ Change Username
- ▶ Reset Password

### Circle/Company Affiliations

██████████ University (Admin)

Started: 9/23/2024

- ▶ Pay Outstanding Orders
- ▶ Leave Company

# Circle Executive Dashboard



## University of South Carolina Columbia - Circle Executive Dashboard

### Welcome to the Circle Executive Dashboard

This dashboard allows circle officers to create and manage applications, create membership lists for download, and pay circle fees.

**Please note: Not all features are active yet. We are rolling out features as officers and members become familiar with the system.**

For assistance, email [myodk@odk.org](mailto:myodk@odk.org) or call (540) 458-5336 during regular business hours (M-F 8:30 a.m. - 5:30 p.m. Eastern).

# Circle Executive Dashboard

## Circle Officers Information

All circles are required to have a Circle Coordinator, Faculty Advisor, Student President, Student Vice President, and a Treasurer (student or staff).

If the list of active officers below is not correct, please submit ADDITIONS or CHANGES by through the OΔK webpage at [Update Circle Leadership](#)

NOTE: Student President does not show because she was entered on June 30, 2023. Student Officers automatically expire after one year unless they submit a new form or contact OΔK to say their appointment has been extended.

Maximum Annual Student Initiates:

### Circle Officers

<u>Position</u>	<u>Name</u>	<u>Email</u>	<u>Start Date</u>
Faculty Advisor	Courtney Robbins Worsham	courtney.worsham@moore.sc.edu	7/1/2013
Circle Coordinator	Kimberly A. McMahan	kmcmahon@sc.edu	1/12/2022
Student Vice President	Natalie Trimble	ntrimble@email.sc.edu	8/25/2023
Student Treasurer	Lauren Nicole Casey	lncasey@email.sc.edu	8/28/2023

The first part of the dashboard area provides information about the officers for which OΔK has received Officer Agreements. This is required for Circle executives to have access to the Circle Executive Dashboard. Faculty Advisors, Circle Coordinators, Alumni Advisors and Circle Assistants must submit the **Circle Advisor Agreement**. Student officers must submit the **Student Officer Agreement**.

# Creating Your Membership Application

---

CIRCLES CAN ADD SPECIAL QUESTIONS AND FIELDS TO THE NATIONAL APPLICATION

# Application Development Process

## REVIEW

The application process requires that all fields be accurate when the application is finalized. Review all questions and items before starting the application creation process.

## CREATE

MyODK is different from MMS. Each application is unique, and items from past applications are not used to create the next application. However, applications are available for officers to review.

## PUBLISH

All application changes are live when the “submit” button is selected. Make sure everything is set before the application is saved.

# Application Structure

The National Membership Application has two types of items: **Required** (by the Society) and **Custom** (inserted by the circle).

**Required** items include the basic membership information (name, email, address, etc.) that is required and cannot be changed. The default application has the required items. If the circle does not change any fields, this is the application your prospective members will see.

**Custom** items are those that the circle chooses to select and add to the application. Only the items selected and approved by the circle will appear on the application seen by individuals on your campus. Circles are limited to the options shown and cannot create items specific to only their campus.

## Application Management

Initiation Scheduled: 10/27/2024

### Rules for Customizing and Activating Your Circle's Membership Application and Payment Portal

- **INITIATION DATE:** **The initiation date must be set first.** The application must close no less than 14 days before the initiation date.
- **MAXIMUM NUMBER OF APPLICATIONS:** The circle may now opt to set a maximum number of applications they will accept. Circles should remember to be selective, not exclusive, in its recruitment process. Once the maximum number of applications is reached, the application will automatically close and can only be reopened with HQ assistance.
- **APPLICATION DATES:** Application Open/Close dates are required for the application setup process. Once set, these cannot be changed without HQ approval.
- **PAYMENT PORTAL:** If the circle is using the MyODK payment portal for National Initiation Fees, the portal will automatically open when the application is APPROVED by the circle. **The portal will automatically close eight (8) calendar days before the initiation date unless the circle sets an earlier date.**

# Application Creation

## Customize and Activate Your Circle's Membership Application

BEFORE you begin recruiting, the Circle must review, update, and activate your application. The application process requires:

1. a date for initiation,
2. open and close dates for the application, and
3. open and close dates for the ODK payment portal.

Custom questions with the ^ will only show on student applications.

**SETUP APPLICATION**



# Application Creation

## Select Your Circle

Choose Circle

-- Select a Circle --

Circles with active applications will not appear on the dropdown list.

**NOTE:** Circle may only have one (1) application process open at a time. If you have an open application, you will not be able to start another one.

If this drop-down does not appear, it means the system has recognized you as the circle officer, and you need to proceed to set the dates.

## Enter Your Dates. All Dates are Required Fields

Please enter the following information

Initiation Ceremony Date

mm/dd/yyyy

Date to open application

mm/dd/yyyy

Last day to accept applications

mm/dd/yyyy

Number of applications being accepted. Leave blank if no limit

Accepted applicants will pay online using the ODK National Payment Portal

-- Select a value --

**# The application closes at 12:00:01 (a.m.) Eastern. Set your application for the date after you want it to close. Ex: For Dec. 1, set the date to Dec 2.**

This cannot be changed, so be sure!

Give yourself time to review, accept, and approve.

This date must be no less than 14 calendar days before the ceremony. #

Once this limit is reached, no more applications will be allowed.

Circles select to use the payment portal or have applicants pay the circle.

# Application Creation – Local Dues

OΔK can now collect one-time local dues for circles in addition to the National Initiation Fee. Once initiation is complete and the Society ensures that all prospective members participated, OΔK will send the local dues as either a check or an electronic payment to the circle. *Members pay a \$4 service fee regardless of whether local dues are added.*

To opt in to this while creating your circle’s application:

Please enter the following information

Initiation Ceremony Date	<input type="text" value="mm/dd/yyyy"/>	
Date to open application	<input type="text" value="mm/dd/yyyy"/>	← Opens at 12:00:01 Eastern
Last day to accept applications	<input type="text" value="mm/dd/yyyy"/>	← Closes at 12:00:01 Eastern
Number of applications being accepted. Leave blank if no limit	<input type="text"/>	
Accepted applicants will pay online using the ODK National Payment Portal	<input type="text" value="Yes"/>	← Choose “yes”
Would you like ODK to collect the Initiate’s first year of your Local Membership Dues?	<input type="text" value="Yes"/>	← Choose “yes”
How much are your local dues?	<input type="text"/>	← Enter the amount of local dues

## Select Custom Questions

### *How Custom Questions Work*

The national application is dynamic using conditional logic. It *changes* based on the first two (2) choices made by the applicant.

When first opened in a web browser, ALL applicants see the same application.

1. The **first** change occurs when they select College/University. This narrows their choices to only that circle.
2. The **second** change occurs when they choose the Initiation Class. Juniors and Seniors may see a different application depending on the selection made in the Special Request Fields.
  - The application a prospective member sees will be determined by the “Class” they select. For example, if an applicant selects “Junior,” s/he will receive the application with academic data and custom questions. If the applicant chooses "Faculty/Staff," s/he will receive an application that has only the fields the circle requires for them.

# Application Creation

Select the items you want members to answer. Then, all selected questions become required for the applicant to complete.

Please select the questions for applicants

SELECT ALL

UNSELECT ALL

- What is your anticipated graduation month/year (MM/YYYY)? ^
- Please include your LinkedIn Public Profile URL
- Are you a full-time student (enrolled in 12 credit hours or more each semester)? ^
- Please list your Activities and Leadership Positions for the Academics and Research Pillar
- Please list your Activities and Leadership Positions for the Athletics Pillar
- Please list your Activities and Leadership Positions for the Service to Campus and Community Pillar
- Please list your Activities and Leadership Positions for the Communications Pillar
- Please list your Activities and Leadership Positions for the Creative and Performing Arts Pillar
- Which of our pillars speak most to you and why? Academics, Athletics, Service, Communications, or Arts. (250 word max.)
- What do you hope to achieve through your membership in Omicron Delta Kappa? (250 word max.)
- Describe how you expect to be engaged in our circle's programs.

**NOTE:** Items with a carat “^” at the end will not appear for faculty, staff, alumni, and honorary applicants

# Application Creation

## Review the Application Questions

**This is a crucial step. You cannot change questions once the application set-up is complete.**

Please review the information you entered

Is there a limit to the number of applications being created -

Date to open applications - 2024-08-29

Last day to accept applications - 2024-09-12

Initiation Ceremony Date - 2024-10-10

**Note:** The application closes at 12:00:01 Eastern on this date. If you want to include this application date, set the close date to the next day (2024-09-13)

### Application Questions you selected

What is your anticipated graduation month/year (MM/YYYY)?

Are you a full-time student (enrolled in 12 credit hours or more each semester)?

Describe your most significant leadership experience while attending college/university (250 words max)

What is your personal leadership philosophy? (250 word max)

What about your personality, skills, beliefs, or characteristics has contributed to your unique leadership style? (250 word max.)

Check and submit if you are ready and the above information is correct.

**Once submitted any questions missed cannot be added to the application.** Carefully review your application questions. Click the Previous button below to edit your selection if needed.

# Special or Surprise Initiation

Many circles want to surprise a faculty member, alumnus, or honorary member with initiation into ODK. That is perfectly fine to do. Please note the following:

This is the **ONLY** time you can complete an application for the individual.

This shall not be used for student initiates. This form should be used for NEW Circle Advisors.

To complete a Special Application, select the button in the Application Management dashboard. Before starting the application, make sure you have the required information about the person. **Individuals submitted through this form will be invoiced directly to the circle.**

**NEW!** One additional feature is that you can search the database to see if the person you are inviting is already a member.

## Special Applications

Use this link to create and submit special application. Special applications are used for Honorary Members and Faculty/Staff or Alumni members receiving a "surprise" or "unannounced" membership from the circle. Special applications are not permitted for student initiates.

[SPECIAL MEMBERSHIP APPLICATION](#)

Begin your search by entering the first few characters of the person's last or first name below. Enter at least 2 characters in the last name field (required).

If you are unable to locate the individual, [click here](#) to add them to the database.

First Name

Last Name

[SEARCH](#)

[CLEAR SEARCH](#)

# Application Review and Approval

---

FOUR STEPS TO APPLICATION PROCESSING

# Application Review and Approval

There are four (4) steps in the Application Review and Approval Process:

1. Step 1 - Review Applications
2. Step 2 - Accept/Reject Applications
3. Step 3 - Verify Payment and Approve for Membership
4. Step 4 - Submit the Certificate Order

**For on-campus or in-person initiation ceremonies:** All of these steps should be completed no less than 14 calendar days prior to your initiation ceremony. This ensures that OΔK can process your order, print certificates, and ship them to you in time. Many times this takes less than 14 days. The minimum time allowed is seven (7) days before the ceremony.

Only circle officers are permitted to access applications. Applications can be printed or downloaded for a committee to review.

Advisors can download a spreadsheet of application information to provide to officers or committees as well.

**IMPORTANT NOTICE:** **Circle advisors or other members of the circle are not permitted to complete an application for the initiate.** This includes FACULTY/STAFF and ALUMNI\* because the application constitutes a contract and includes permissions that the member must accept. A third party may no longer complete the application for the initiate. A third party can complete Honorary and Special Initiates\* but **MUST include all required information accurately submitted.**

\*If the circle seeks to surprise a Faculty/Staff or Alumni member with induction into OΔK, then a circle advisor may complete the application form for that individual.



# Step 1: Application Review

## Review and Approve Membership Applications

Circles should follow their pre-determined recruitment and selection plan to review and accept applications. NOTE: the application system will automatically close based on dates established by the circle. Once those dates are set, a circle can not alter the timeline.

APPLICATION MANAGEMENT

← To access applications, select Application Management

Start by filtering by initiation date. (Although you can have only one application active, uncleared data from previous applications may still appear if you do not filter by the initiation date.)

## Application Management

To de-select a search term, click "Clear Search" below.

First Name

Last Name

Filter by Applicant Status

Filter by Initiation Date

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

24 records

# Correcting the Personal Data

If you find a problem with the information provided on a National Membership Application, you can ask the individual to change their Personal Data, or an officer may edit the information BEFORE you submit the final order.

1. Open the Application
2. Select and Open the Member Application
3. Locate the item with the issue
4. Change the information (e.g. correct the name spelling)
5. Scroll to Bottom, Select Save Changes

Print	Name	App/Init Date	Class	Status
<input type="checkbox"/>	<a href="#">Mr. George McKenzie Bado</a>	11/15/2023 12/01/2023	Alumni	Submitted
<input type="checkbox"/>	<a href="#">Miss Alexia Chavez-Brown</a>	11/15/2023 08/10/2024	Junior	Accepted

## Personal Data

**Maiden or Previous Name:** (Please include only if your family name was change **APPROVAL for MY NAME on the MEMBERSHIP CERTIFICATE:**  
This is how your name will appear on your certificate. You may change or correct

Verify your full name as it should appear on your certificate:  
ODK requires both a school email and a non-school/permanent email to be able

Prefix:

First Name: \*

**SAVE**

You must select "Save" to keep the updates made in the above section.

**NOTE:** Once the application has been submitted, the information in Custom/Initiate Questions cannot be changed.

# Step 2: Accept or Reject

Each circle has its own process by which they review and vote on candidates for membership. Circles may choose to print applications to PDF and distribute them for review, or print hard copies.

- a. Select applications to print
- b. Click print applications

- Once all applications have been reviewed and the circle has voted, return to the Application or to the Applications panel to Accept or Reject each application.
- Rejected applications will be removed from the list and stored for future reference.
- Accepted applications will appear with the bold term “Accepted.”

The screenshot shows a control panel with the following buttons: 'SELECT ALL TO PRINT', 'CLEAR ALL FROM PRINT', 'PRINT SELECTED APPLICATIONS', 'ACCEPT ALL', 'REJECT ALL', 'CLEAR ACCEPT / REJECT', and 'SAVE'. Below the buttons is a table with columns: Print, Name, App/Init Date, Class, Status, and Sub. The table contains five rows of application data.

Print	Name	App/Init Date	Class	Status	Sub
<input type="checkbox"/>	<a href="#">Mr. George McKenzie Bado</a>	11/15/2023 12/01/2023	Alumni	Submitted	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">Miss Alexia Chavez-Brown</a>	11/15/2023 08/10/2024	Junior	Accepted	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Ms. Natalia Chavez-Brown</a>	10/12/2023 12/01/2023	Junior	Accepted	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Miss Michaela</a>	11/05/2023	Junior	Accepted	<input type="checkbox"/>

Print	Name	App/Init Date	Class	Status	Sub	Acc	Rej	Fee Circle	Fee ODK	Initiation	Cert
<input type="checkbox"/>	<a href="#">Mr. George McKenzie Bado</a>	11/15/2023 12/01/2023	Alumni	Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	No	No
<input type="checkbox"/>	<a href="#">Miss Alexia Chavez-Brown</a>	11/15/2023 08/10/2024	Junior	Accepted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	No	No

# Application Dashboard

Print	Name	App/Init Date	Class	Status	Sub	Acc	Rej	Fee Circle	Fee ODK	Initiation	Cert
<input type="checkbox"/>	<a href="#">Mr. George McKenzie Bado</a>	11/15/2023 12/01/2023	Alumni	Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	No	No
<input type="checkbox"/>	<a href="#">Miss Alexia Chavez-Brown</a>	11/15/2023 08/10/2024	Junior	Accepted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	No	No

Print	Name	App/Init Date	Class	Status	Sub	Acc	Rej	Fee Circle	Fee ODK	Initiation	Cert
<input type="checkbox"/>	<a href="#">Elizabeth Anderson</a>	08/11/2024 08/25/2024	Junior	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes
<input type="checkbox"/>	<a href="#">Kaylee Carlson</a>	08/10/2024 08/25/2024	Senior	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes
<input type="checkbox"/>	<a href="#">Sierra Cechura</a>	08/09/2024 08/25/2024	Junior	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes
<input type="checkbox"/>	<a href="#">Mackenzie Clayton</a>	08/11/2024 08/25/2024	Junior	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes
<input type="checkbox"/>	<a href="#">Charles R Cleghorn, Jr</a>	08/12/2024 08/25/2024	Senior	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes
<input type="checkbox"/>	<a href="#">Graham Hughes Appleman DePue</a>	08/10/2024 08/25/2024	Senior	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes
<input type="checkbox"/>	<a href="#">Susan Jessica Gietl</a>	08/11/2024 08/25/2024	Junior	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes
<input type="checkbox"/>	<a href="#">Sydney Gore</a>	08/11/2024 08/25/2024	Senior	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes
<input type="checkbox"/>	<a href="#">Keelee Marie Griffin</a>	08/09/2024 08/25/2024	Senior	Approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	Yes	Yes
<input type="checkbox"/>	<a href="#">Katelyn Rachel Grifka</a>	08/12/2024 08/25/2024	Junior	Accepted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	No	No

# Application Status Messages

At each stage of the application process, the applicant will be notified of their status. The following are the messages they will see on their Applicant Dashboard.

\* There are different messages depending on the payment process.

This is what appears on the Applicant Dashboard

**Membership Info**

**Circle:** University of Houston  
**Type:** Lifetime Member  
**Initiation Member Type:** Student Initiate  
**Current Class:** Senior  
**Initiation Date:** 10/8/2024  
**Status:** SUBMITTED (Application pending acceptance)

Status	Dashboard Message	Confirmation Message
STARTED	(Application pending submission)	You have started the membership application.
SUBMITTED	(Application pending acceptance)	Your application has already been submitted.
ACCEPTED	(Application pending approval)	Your application is pending payment. Please select PAY YOUR MEMBERSHIP FEES at link below.
APPROVED	(Application accepted and paid)	Your application has been accepted and paid.
COMPLETED	(Completed)	Your initiation has been completed.
REJECTED	(Rejected)	Your application for membership in Omicron Delta Kappa has not been accepted by the circle through which you applied. Your MyODK profile will remain active to allow you to apply again in the future. If you have questions, please contact a Circle Advisor.

# Step 3: Membership Payment

## For Circles using the MyODK payment portal:

1. Upon acceptance:
  - a. Application status becomes: *ACCEPTED (Application pending approval)*
  - b. Application message will be: *Your application is pending approval. Please check your outstanding orders to pay your initiation fees.*
  
2. Upon payment:
  - a. Application Status becomes: *APPROVED (Application accepted and paid)*
  - b. Application message will be: *Your application has been approved and paid.*
  - c. And, they will receive an email confirmation of payment.
  
3. After Initiation Ceremony (without changes to record)
  - a. Application Status becomes: *COMPLETED*

# Step 3: Membership Fee Verification

Circles not using the MyODK payment portal will need to verify payment on the Circle Executive Dashboard.

Applicants for Circles not using the MyODK Payment portal will see these messages.

1. Upon acceptance:
  - a. Application status becomes: *ACCEPTED (Application pending approval)*
  - b. Application message will be: *Your application is pending approval. Your circle is not using the MyODK payment portal for this initiation. Please contact your circle advisor to pay your initiation fee.*
  
2. Upon payment:
  - a. Application Status becomes: *APPROVED (Application accepted and paid)*
  - b. Application message will be: *Your application has been approved and paid.*
  - c. *And, they will receive an email confirmation of payment.*
  
3. After Initiation Ceremony (without changes to record)
  - a. Application Status becomes: *COMPLETED*

# Step 4: Certificate Order Form

Select which address for shipping.

Initiation date is automatically inserted

Ship date, type and tracking are provided by OΔK

List of initiate names

## Certificate Order Form

### Shipping Information

Please select the shipping address. *(Address must not be a P.O. Box.)*

Dr. Kent Sun 23320 15 Mile Rd Big Rapids, MI 49307-8202 (Work) ▼

Please choose the initiation event

Ferris State University OΔK Membership Application - Initiation Ceremony August 2024 ▼

Initiation Date 8/25/2024

The below individuals are approved and were marked as paying their fee to the circle.

Ship Date 08/19/2024  
Tracking # 1225610349576  
Shipment Type UPS ▼  
Arrive Date 08/21/2024  
Ship Notes

Mark Certificate as UnPaid

SAVE

### Member's Names

Elizabeth Anderson

Kaylee Carlson



# Amount Owed Section

To fully demonstrate what the circle will owe upon submission of the order, this section has been revised. The order below shows what an order would look like with expedited shipping.

Matthew Jay Wynia

**Order Summary**

Sophomore	3
Junior	7
Senior	17
Graduate Student	5

← Count by class of initiates

**Certificate & Pin Delivery**

OΔK will ship the certificates and pins to the circle via UPS. Shipping usually takes two business day ceremony, check the overnight shipping box below. If your ceremony is on a weekend, please provide

**Order Review**

Once you submit this form, your order will be processed. An invoice will be emailed to the circle coordinator responsible for payment of the invoice within 30 days of receipt.

**Amount Owed**

Total Membership Fees Owed

\$0

Total Discounts

(\$188)

**Total Order**

**\$0**

← Cost for expedited shipping is usually (\$70 - \$100)

← The circle owes OΔK for members who paid the circle locally

← Credits for members who paid online, free advisor, free honorary

← Total owed to OΔK, which will be invoiced.

# Instructions for Applicants

---

THE NEW PROCESS IS EASIER BUT STILL NEEDS EXPLANATION

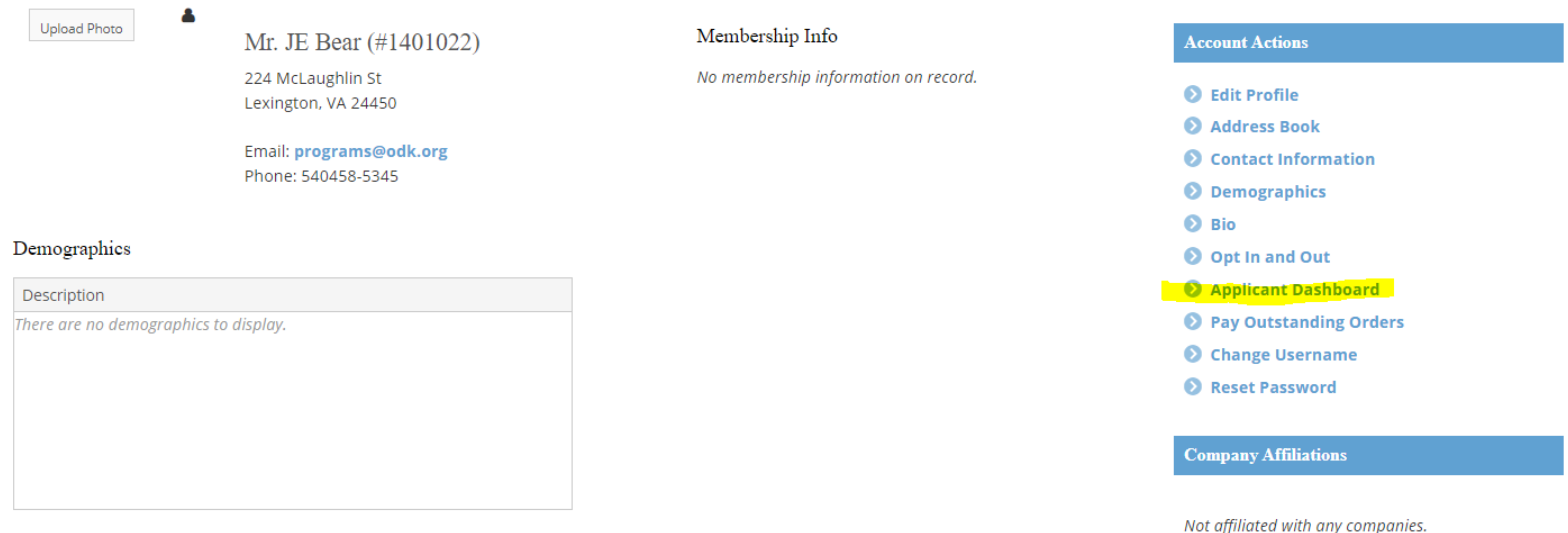
# Instructions to Applicant

MyODK is different from MMS because each applicant must create an account to gain access to the application.

These accounts will eventually be deleted if the applicant is not accepted and initiated.

## Steps to Apply

1. Create and Activate an Account on my.odk.org
2. Go to the Applicant Dashboard in Manage My Account OR use the “Apply for Membership” button on the homepage



Upload Photo

Mr. JE Bear (#1401022)  
224 McLaughlin St  
Lexington, VA 24450  
Email: [programs@odk.org](mailto:programs@odk.org)  
Phone: 540458-5345

Membership Info  
*No membership information on record.*

Demographics

Description  
*There are no demographics to display.*

Account Actions

- Edit Profile
- Address Book
- Contact Information
- Demographics
- Bio
- Opt In and Out
- **Applicant Dashboard**
- Pay Outstanding Orders
- Change Username
- Reset Password

Company Affiliations  
*Not affiliated with any companies.*

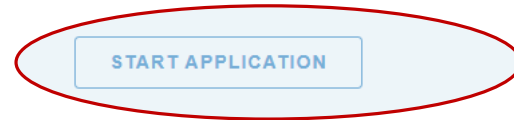
Instructions for Applying can be found at: <https://odk.org/members/apply-for-membership/>

# Instructions for Application

## 3) Start Application

### Applicant Dashboard

Welcome to the ODK National Lifetime Membership Application portal on MyODK. The status of your application or membership is below. Please note: Not all features are active yet. We are rolling out features as officers and members become familiar with the system. For assistance, contact [myodk@odk.org](mailto:myodk@odk.org) at any time or call (540) 458-5336 during regular business hours (M-F 8:30 a.m. - 5:30 p.m. Eastern).



#### Account Actions

- [Edit Profile](#)
- [Address Book](#)
- [Contact Information](#)
- [Demographics](#)
- [Bio](#)
- [Opt In and Out](#)
- [Applicant Dashboard](#)
- [Pay Outstanding Orders](#)
- [Change Username](#)
- [Reset Password](#)

4) Edit Profile if necessary – NOTE: Anytime the profile is changed, it automatically updates the application.

## 5) Select a Circle

Choose your Circle

# Instructions for Application

## 6) Applicant completes the following steps:

- Personal Data – updating and adding as necessary
  - **Applicants must enter two email addresses**
- Initiation Data
  - Class
  - Pillars
  - Marketing Information
  - Legacy Information
- Demographic Data (only birthdate is required)
- Academic Information
- Employment Information (if full-time employee)
- Custom Questions (Initiate Questions)
- Review and Save or Submit

### Initiation Data

Select an Initiation Class. \*

Junior

Please select which of the ODK Pillars in which you are active. \*

- Academics and Research
- Athletics
- Communications
- Creative and Performing Arts
- Service to Campus and Community

How did you learn about Omicron Delta Kappa National Leadership Honor Society? Select all that apply. \*

- Campus advertisement (e.g., campus newspaper, poster/flyer, electronic display)
- I know friends/other students who are in ODK
- A member of my family is in ODK
- I received a general invitation to join from my circle
- A faculty/staff member recommended ODK
- Online search (e.g., Google, Bing, Yahoo)
- I learned about ODK through my Merit Page connections
- I received an invitation from the ODK National Headquarters
- Social media (e.g., Facebook, Instagram, Twitter)
- A student member of ODK recommended me
- Other

**Are you an ODK Legacy?** A legacy is a member of your family inducted into ODK at any circle, in any year, even if that circle

Do you have a relative that is a member of ODK? \*

- No
- Yes

# End of Part 1

---

That's all for now.

This will get you started on your application process.

Look for Part 2 Training on how to manage reports, registering for events, and other features coming in September.

QUESTIONS?