



**OMICRON DELTA KAPPA**

The National Leadership Honor Society

MyODK Training

BASIC INSTRUCTIONS FOR CIRCLE OFFICERS

2024-2025

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MyODK

Updated January 28, 2025

# Instructions

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Circle officers should review all slides thoroughly. At the end of the course, please use the link/QR code to access the MyODK Training Knowledge Check quiz to ensure you have retained information related to the management of the Circle Executive Dashboard features.

In order to receive access to the Circle Executive Dashboard, you must complete the Knowledge Check quiz. Once the quiz is completed, you will receive access to the dashboard within two business days.

# 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

## [Certificate Orders](#)

- Certificate Order Form
- Total Members and Amount Owed

## [Circle Reports](#)

- Past Certificate Orders
- Member Export
- Circle Standards
- Circle Annual Reports

## [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?

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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

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LOG IN CREDENTIALS, CIRCLE EXECUTIVE PAGE, EDIT  
YOUR ACCOUNT

# Access Instructions

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Start at [my.odk.org](https://my.odk.org) and click "Sign In"

If you were initiated before July 2024: You should have received an email providing you with a link to set up your credentials. **As an existing member of ODK, you already have a record in the portal that needs to be activated.**

If you were initiated after July 2024: Click on “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 via email, go to Register Now! and select Quick Activation.

# 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**  
**OΔK 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



[MYODK HOME](#)

[ABOUT](#)

[MEMBERS](#)

[PROGRAMS](#)

[CIRCLES](#)

[SHOP](#)

[DONATE](#)

[PRIVACY](#)

[TERMS](#)

# MyODK

## Welcome to MyODK

[ACCESS YOUR RECORDS](#)

[APPLY FOR MEMBERSHIP](#)

[ACCESS THE CIRCLE  
EXECUTIVE DASHBOARD](#)

## Upcoming Events

[2024 NATIONAL LEADERSHIP  
CONFERENCE REGISTRATION](#)

[2025 CIRCLE ADVISOR  
TRAINING WORKSHOP](#)

## Member Benefits

[ACCESS SPECIAL MEMBER  
BENEFITS](#)

## OAK Online Communities

*You have not opted to ODK Online Communities.  
[Click here to opt in.](#)*

# Your MyODK Account Dashboard

## General Membership Information



Jamie Fussell Bouldin (# [redacted])

[redacted]

Nacogdoches 75965-3219

Email: [jamie@odk.org](mailto:jamie@odk.org)

Website:

<https://www.linkedin.com/in/jamiebouldin/>

### Membership Info

Circle: Stephen F. Austin State University

Type: Lifetime Member

Initiation Member Type: Student Initiate

Current Class:

Initiation Date: 11/21/2004

Upload Photo

Remove

### Demographics

Description
Are you employed full-time?: Yes
Current Employment Title
Director for Membership Services
Current Employer

### Governance

Name	Start	End
ODK SEF Board of Trustees	7/1/2024	12/31/2099
- STAFF		
Staff	9/9/2023	12/31/2099
- STAFF		

## 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

[redacted] **University** (Admin)

Started: 9/23/2024

- ▶ [Pay Outstanding Orders](#)
- ▶ [Leave Company](#)

# Your MyODK Account Dashboard

The Governance section will include circle officer roles, attending previous conferences, and volunteer positions such as serving on committees. This information is still being updated, so more information will be added, but if you see anything that needs to be changed, please let us know.

If you do not see a "Circle Officer" section in Demographics, please email [myodk@odk.org](mailto:myodk@odk.org) for assistance. **You need this item in Governance in order to access the Circle Executive Dashboard.**

Use "Change Username" or "Reset Password" to update that information - ODK staff cannot change passwords or usernames.

Use "Edit Profile" or "Contact Information" to update your profile information (address, email, phone, etc.)

Use "Bio" to add information about yourself. This will show up in the searchable member directory.

Click "Demographics" to update educational and employment information, which will be visible in our searchable member directory.

Demographics also includes information related to your race, gender, and orientation, if you answered those questions in your application. **This information will not show up in the directory.**

Circle Officers will use "Circle Executive Dashboard" to access the applications, etc.

# Circle Executive Dashboard

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## Three Sections

- Circle Officers Information
- Application Management
- Circle Reports

At the top of the Circle Executive Dashboard, you will see messages intended for circle officers. ODK staff will occasionally update this section with information relevant to all circle officers, such as the Circle Annual Report opening for submissions.

# Circle Executive Dashboard



[MYODK HOME](#)

[ABOUT](#)

[MEMBERS](#)

[PROGRAMS](#)

[CIRCLES](#)

[SHOP](#)

[DONATE](#)

[PRIVACY](#)

[TERMS](#)

## Campbell University - 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.**

**NEW FEATURE: The Member Export function is now operational. Circles can download lists of members through their Circle Executive Dashboard.**

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**.

# Circle Executive Dashboard

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- Advisors retain access indefinitely, or until ODK is notified that there has been a transition of leadership.
- Student officers have access to the Circle Executive Dashboard for one calendar year. If a student is transitioning from one role to another (for example, from a treasurer to president) the student needs to complete a new agreement. If a student is serving in the same officer role for more than one year, they should email [myodk@odk.org](mailto:myodk@odk.org) to request an extension of their access.
- Many circles have more student officers than those listed. **Not all student officers need access to MyODK.**



# Creating Your Membership Application

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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 Creation

- **INITIATION DATE:** The initiation date must be set first. This must be a firm and final date - it cannot be changed except in truly extenuating circumstances with assistance from the national headquarters. The application must close no less than 14 days before the initiation date.
- **APPLICATION DATES:** Application Open/Close dates are required for the application setup process. Once set, these cannot be changed without HQ approval. **SPECIAL NOTE ON APPLICATION DATES:** All applications open and close at 00:00:01 (12:00:01 a.m.) on the dates selected. Please use the day **AFTER** the last day you want to collect applications as your closing date. For Example - If you want applications open all day on 2024-10-01 (Oct 1), then select 2024-10-02 (Oct 2) as your closing date. This is a system configuration that cannot be changed universally.
- **PAYMENT PORTAL:** Select whether your circle will use the MyODK National Payment Portal to accept the National Initiation Fee.
- **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, even if the application close date has not passed.
- Once you have finalized these and opened your application, you will see these dates in your Circle Executive Dashboard.

# Application Creation

## Application Management

**Initiation Scheduled:** 3/6/2025

Opens: 11/25/2024

Closes: 12/9/2024

National Payment Portal: Yes

Local Dues Payment Collected on Portal: No

Dues Amount:

### 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 --

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.

# 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.

# Payment Options

- Circles can opt for selected applicants to pay via the National Payment Portal in MyODK, or may collect the funds locally and opt to be invoiced by the national headquarters. This is an all-or-none option - either everyone pays through the portal, or everyone pays locally, with a few exceptions: If the circle covers costs for a few individuals locally (by providing funds from a donor or department, for example), those names should be communicated to your circle contact. National Headquarters will mark the individuals as "paid to circle," and the circle will be invoiced for those costs once a certificate order is placed.
- Those submitted via the Special Membership Application for a surprise or special initiation will be billed to the circle. Each circle receives one free honorary member per year.
- Students who receive a Gift of Membership will have a waiver applied to their account by national headquarters.
- For circles choosing the National Payment Portal through MyODK, the portal closes 8 calendar days before the initiation date and will not be reopened. This is because the certificate order must be submitted 7 calendar days before the initiation. *A \$4 service fee is applied to all payments through the National Payment Portal.*



# 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

# Application Creation

## 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, including date of birth, employment and educational history, address, and email address. **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

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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. Mark the boxes under “Acc” and “Rej” accordingly.
- Rejected applications will be removed from the list and stored for future reference. If this is done in error, reach out to myodk@odk.org.
- Accepted applications will appear with the bold term “Accepted.”
- You can run a report of members by status (accepted, rejected, submitted) using the "Member Export" button under "Circle Reports" on the Circle Executive 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
<input type="checkbox"/>	<a href="#">Ms. Natalia Chavez-Brown</a>	10/12/2023 12/01/2023	Junior	Accepted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	No	No
<input type="checkbox"/>	<a href="#">Miss Michaela</a>	11/05/2023	Junior	Accepted	<input type="checkbox"/>	<input 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*

# Certificate Orders

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# Certificate Order Rules

**What is the Certificate order?** This is the official request to process the memberships for the individuals the circle will initiate soon. From this order, the OΔK National Headquarters staff create the individual certificates and provide the Key of Membership pins for the individual.

The following are the rules for submitting a certificate order. Beginning in December 2024, these rules are strictly enforced to prevent duplicate orders, additional certificate processing, and increased shipping and labor costs.

- 1) Only advisors or circle assistants may place certificate orders.
- 2) The order must be submitted no less than 7 calendar days before the ceremony.
- 3) **Only ONE (1) order per initiation date is permitted.**
- 4) Once the order is submitted, no additions can be made. Please be sure all candidates approved for the initiation are included in this order.
- 5) No payments to the national payment portal will be accepted once the order is submitted.

When you are ready to submit, select the Certificate Order Form button in the Circle Executive Dashboard.

[CERTIFICATE ORDER FORM](#)



# Certificate Order Form

Select which address for shipping. These come from the advisor or circle's profile. →

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

<input type="checkbox"/>	Elizabeth Anderson
<input type="checkbox"/>	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.

# Circle Reports

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# Circle Reports

- *Past Initiation (Certificate) Orders* - This option allows Circle officers to view past orders placed through MyODK. For orders before July 2024, contact the National Headquarters for assistance.
- *Member List Export* - Circles can download two different lists of members – Member Export and Application Report.
  - Member Export generates a list of members between certain years and with specific statuses. Select the range of initiation dates. For statuses other than Approved, this is the planned initiation date for the applicant(s). Select the Status. To select multiple statuses, hold down the Control key (or Command key for Apple) and select the statuses. Select Run Report. Then select "Click here to go to My Reports." It may take a few minutes depending on the number of records.
  - Application Report is for generating a list of applicants that can be downloaded for review and selection. (*This is not available at this time.*)
- *Circle Standards* - Once this feature is live, circle officers will be able to track their progress toward meeting Circle Standards.
- *Annual and Health Reports* – Circle officers can download the last year’s Circle Annual Report and Circle Health Reports (if available).

# Circle Reports

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## Circle Reports

The following reports are available for circle executives.

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### Past Initiation (Certificate) Orders

This link only allows Circle officers to view past orders placed through MyODK. For orders before July 2024, contact the National Headquarters for assistance.

[PAST CERTIFICATE ORDERS](#)

### Member List Export

Circles can download a list of members by status and initiation year by selecting the Member Export button below.

[MEMBER EXPORT](#)

### Circle Standards

The Circle Standards are in development and will be posted in this location.

[CIRCLE STANDARDS](#)

### Annual and Health Reports

Download the current and last five years of Annual and Health reports that the circle has provided OAK National Headquarters.

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Current Annual PDF: None  
Last 5 years Annual Report: None  
Current Health PDF: None  
Last 5 years Health Report: None

# Instructions for Applicants

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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.*

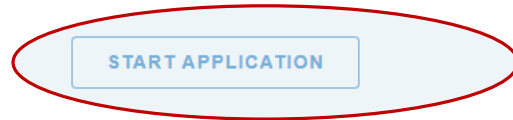
Instructions for Applying can be found at: <https://odk.org/members/apply-for-membership/>

# 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 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

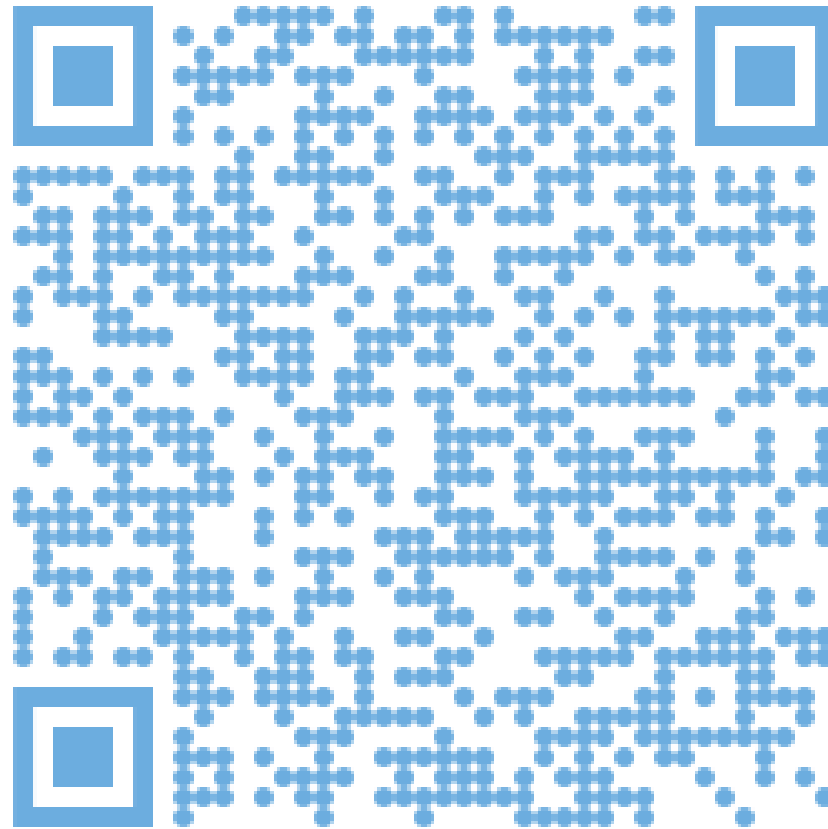
How did you learn about Omicron Delta Kappa National Leadership Honor Society? Select all that apply. \*

- 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



Knowledge Check – [Click here](#) to access the quiz