

OMICRON DELTA KAPPA

The National Leadership Honor Society

MyODK Circle Officer BASIC INSTRUCTIONS FOR CIRCLE OFFICERS

2024-2025

MyODK

Updated December 18, 2024

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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 O Δ K throughout their lifetime. MyODK is powered by aarwinMEP, developed by JL Systems.

For Members

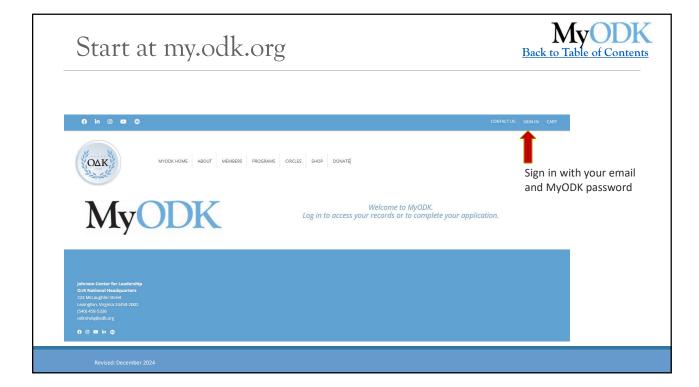
- 1. Permanent Record for your $O\Delta K$ Experience
- 2. Update Personal and Professional Information (addresses, emails, career changes)
- 3. View all $O\Delta K$ activities (officer positions, volunteer roles, events attended)
- 4. Access Member Benefits (links to members-only benefits)
- 5. Networking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

For Circles

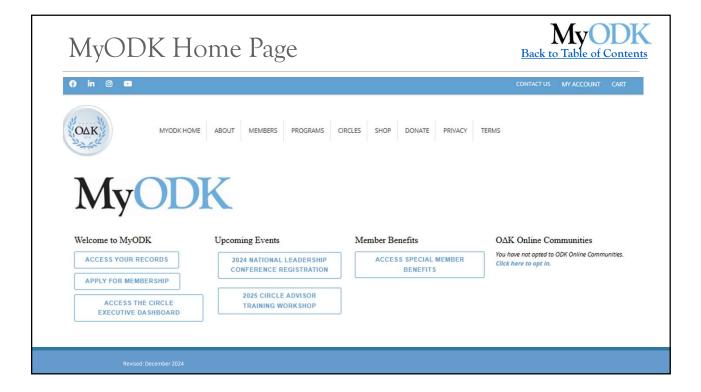
- 1. Application process with more customizable fields
- 2. Access to reports and data about members
- 3. National and local fee payment options during the recruitment process
- 4. Greater access to training and support



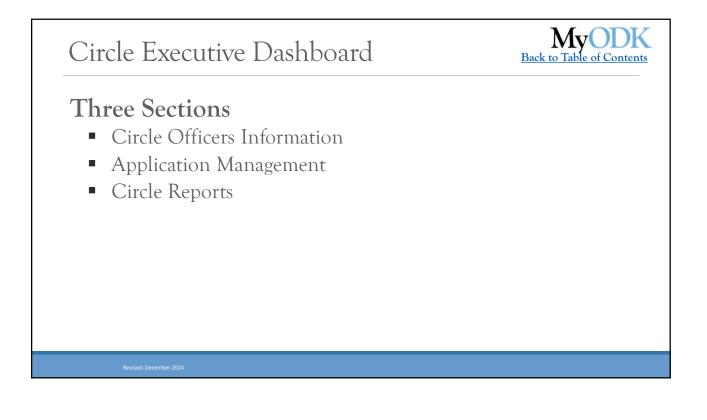
LOG IN CREDENTIALS, CIRCLE EXECUTIVE PAGE, EDIT YOUR ACCOUNT



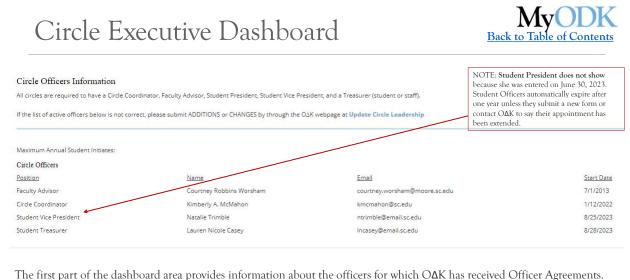
Login Credentials	MyODK Back to Table of Contents
(+) in © ■ (‡)	CONTACT US SIGN IN CART
NYODK HOME ABOUT MEMBERS PROGRAMS CIRCLES SHOP DONATE	<u>First Time</u> : You should have received an email providing you with a link to set up your credentials. As a member of $O\Delta K$, you already have a record in the portal. You need to activate it.
Username: freed Password: P	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
SIGN IN	the email, you need to contact myodk@odk.org
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!	If you have received a Quick Activation link, go to Register Now! and select Quick Activation.
Revised: December 2024	



eneral Membersh	ip Information	Account Actions These are how you update personal informatic and access the Circle Executive Dashboard
Jamie Fussell Bo	uldin (# Membership Info	Account Actions
Nacogdoches 75965- Email: jamie@odk.or Website:	Initiation Member Type: Student Initiate	 Edit Profile Address Book Contact Information
Luplasd Photo Remove Demographics	in.com/in/jamiebouldin/ Governance	 Demographics Bio Opt In and Out Circle Executive Dashboard Pay Outstanding Orders Change Username Reset Password
Uplead Photo Remove	n.com/in/jamiebouldin/	 Bio Opt In and Out Circle Executive Dashboard Pay Outstanding Orders
Upload Photo Remove Demographics Description	in.com/in/jamiebouldin/ Governance	 Bio Opt In and Out Circle Executive Dashboard Pay Outstanding Orders Change Username
Upload Photo Remove Demographics Description Two; Ywu: Traperine Or Lawno	Governance Current Current All Positions -	 Bio Opt In and Out Circle Executive Dashboard Pay Outstanding Orders Change Username Reset Password



Circle Executive Dashboard	MyODk Back to Table of Conten
🤁 in © 🗖	CONTACT US MY ACCOUNT CART
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 or call (540) 458-5336 during regular business hours (M-F 8:30 a.m 5:30 p.m. Eastern).	•



The first part of the dashboard area provides information about the officers for which $O\Delta K$ 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

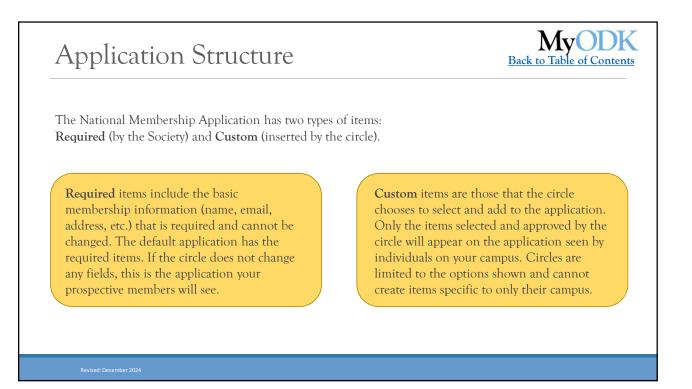
The application process requires that all fields be accurate when the application is finalized. Review all questions and items before starting the application creation process.

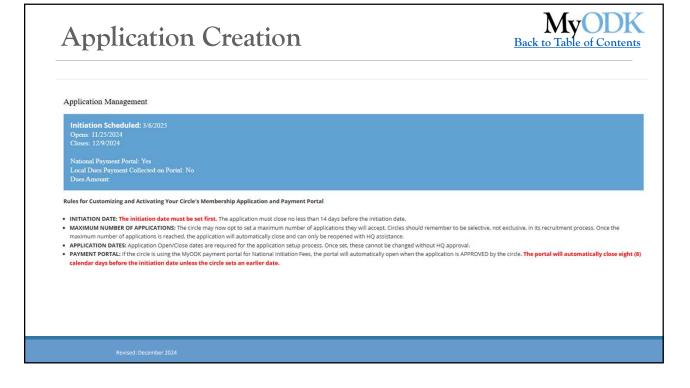
CREATE

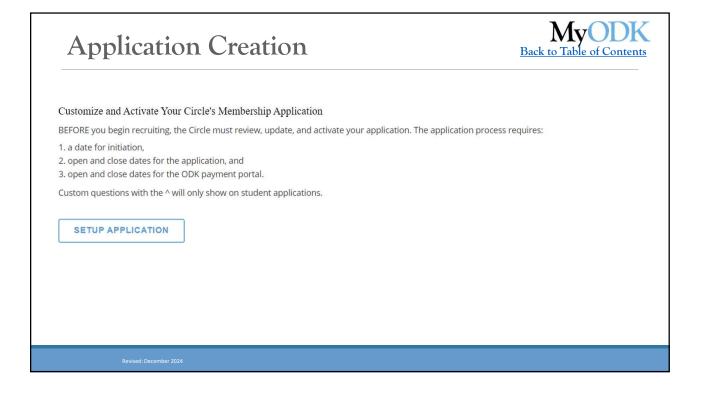
MyODK is different from MMS. Each application is unique, and items from past applications are not used to create the next application. However, applications are available for officers to review.

PUBLISH

All application changes are <u>live</u> when the "submit" button is selected. Make sure everything is set before the application is saved.







Application Creation		MyODK Back to Table of Contents
Select Your Circle Choose Circle		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
Select a Circle 💙		start another one.
Circles with active applications will not appear on the dropdown list.		If this drop-down does not appear, it means
Enter Your Dates. All Dates are Required Field	ds	the system has recognized you as the circle officer, and you need to proceed to set the dates.
Please enter the following information		
Initiation Ceremony Date	mm/dd/yyyy 🗖	This cannot be changed, so be sure!
Date to open application	mm/dd/yyyy 🗖	Give yourself time to review, accept, and approve.
Last day to accept applications	mm/dd/yyyy 🗖	This date must be no less than 14 calendar days before the ceremony
Number of applications being accepted. Leave blank if no limit		Once this limit is reached, no more applications will be allowed.
Accepted applicants will pay online using the ODK National Payment Portal	Select a value 🗸	Circles select to use the payment portal or have applicants pay the
# The application closes at 12:00:01 (a.m.) Eastern. Set your appl the date after you want it to close. Ex: For Dec. 1, set the date to		circle.

Application Creation – Local Dues



 $O\Delta K$ 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, $O\Delta K$ 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	mm/dd/yyyy 🗖		
Date to open application	mm/dd/yyyy 🛱	←───	Opens at 12:00:01 Eastern
Last day to accept applications	mm/dd/yyyy 🗖	←───	Closes at 12:00:01 Eastern
Number of applications being accepted. Leave blank if no limit			
Accepted applicants will pay online using the ODK National Payment Portal	Yes 🗸		Choose "yes"
Would you like ODK to collect the Initiate's first year of your Local Membership Dues?	Yes 🗸		Choose "yes"
How much are your local dues?			Enter the amount of local dues

Application Creation



Select Custom Questions

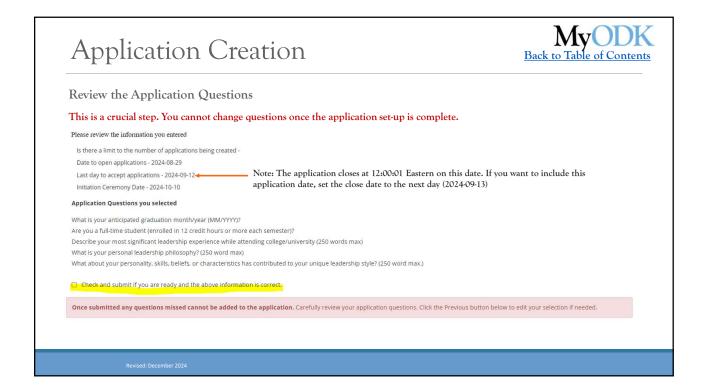
How Custom Questions Work

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, <u>ALL applicants see the same application</u>.

- 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.

MyO Application Creation Back to Table of Cont 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 LinkeIn 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



Many circles want to surp	rise a faculty member, alumnus, or honorary member with initiation into OD	K. That is perfectly fine to do. Please note the followin
/	ou 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 Ap required information abo	pplication, select the button in the Application Management dashboard. Be out the person. Individuals submitted through this form will be invoiced dir	fore starting the application, make sure you have the rectly to the circle.
		. 1 1 1
Special Applications Use this link to create and subn from the circle. Special applicat	ature is that you can search the database to see if the person you are inviting nit special application. Special applications are used for Honorary Members and Faculty/Staff or Al ions are not permitted for student initiates.	
Special Applications Use this link to create and subn	nit special application. Special applications are used for Honorary Members and Faculty/Staff or Al ions are not permitted for student initiates.	
Special Applications Use this link to create and subn from the circle. Special applicat SPECIAL MEMBER SHIP Begin your search by enteri If you are unable to locate	nit special application. Special applications are used for Honorary Members and Faculty/Staff or Al ions are not permitted for student initiates. APPLICATION ing the first few characters of the person's last or first name below. Enter at least 2 ch e the individual, click here to add them to the database.	umni members receiving a "surprise" or "unannounced" membership
Special Applications Use this link to create and subn from the circle. Special applicat SPECIAL MEMBER SHIP Begin your search by enteri	nit special application. Special applications are used for Honorary Members and Faculty/Staff or Al ions are not permitted for student initiates. APPLICATION ing the first few characters of the person's last or first name below. Enter at least 2 ch	umni members receiving a "surprise" or "unannounced" membership



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 $O\Delta K$ 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.

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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 $O\Delta K,$ then a circle advisor may complete the application form for that individual.

Step 1: Ap	plication Review	Back to Table of Content
Review and Approve Membership Applicatio Circles should follow their pre-determined recrui circle. Once those dates are set, a circle can not a APPLICATION MANAGEMENT	itment and selection plan to review and accept applications. NOTE: the application system will automatically close based	
		e, uncleared data from previous
First Name	Last Name	
Filter by Applicant Status	Filter by initiation Date - Select a Date -	
Show All		Z AI 24 records

individual to change their Personal Data, or an officer n	a National Membership Application, you can ask the nay edit the information BEFORE you submit the final order.
. Open the Application	Print Name App/Init Date Class Status
. Select and Open the Member Application	Mr. George 11/15/2023 Alumni Submitted McKenzie Bado 12/01/2023 Miss. Alexia 11/15/2023 Junior Accepted c.chavez-Brown 08/10/2024
. Locate the item with the issue	Personal Data
. Change the information (e.g. correct the name spelling)	Maidem or Previous Names (Risse Include only if your family name was change APPROVAL for NY NAME on the MiniBERSHIP CERTIFICATE That is how your name will appear on your certificate. You may change or correct Version our full manual at 9 should appear on your certificate Version our full manual at 9 should appear on your certificate
. Scroll to Bottom, Select Save Changes	Obc. requires both a school email and a non-school/permanent email to be able Pedire Int. Fitt Name:*
	George
	he he
NOTE: Once the application has been submitted, t nformation in Custom/Initiate Questions cannot l hanged.	SAVE

	rcle has its own process by										
	ates for membership. Circ	cles may choo	ose to print ap		10	SELECT	ALL TO PRINT	1		L FROM PRINT	
	nd distribute them for revi	ew, or print	hard copies.			GEELOTI			OLLAN AL	E FROM FRINT	
	t applications to print 🚽						LECTED APPLIC	ATIONS			
b. Clic	<pre>k print applications</pre>							-			
	ice all applications have be urn to the Application or					ACCEPT	ALL	REJECT A	LL	CLEAR AC	CEPT / F
	<u>iect</u> each application.	1.6	1 1 1	16.		and the second					
• Re fu	<u>iect</u> each application. jected applications will be ure reference. cepted applications will ap					Print	Name Mr. George	App/Init Date	<u>Class</u> Alumni	<u>Status</u> Submitted	Sut
• Re fu	jected applications will be ure reference.						Mr. George McKenzie Bad Miss Alexia	11/15/2023 12/01/2023 11/15/2023		and a second sec	
• Re fu	jected applications will be ure reference.						Mr. George McKenzie Bad	11/15/2023 12/01/2023 11/15/2023	Alumni	Submitted	
• Re fu	jected applications will be ure reference.						Mr. George McKenzie Bad Miss Alexia Chavez-Brown Ms. Natalia Chavez-Brown	11/15/2023 12/01/2023 11/15/2023 08/10/2024 10/12/2023 12/01/2023	Alumni Junior Junior	Submitted Accepted Accepted	
• Re fu	jected applications will be ure reference.						<u>Mr. George</u> <u>McKenzie Bad</u> <u>Miss Alexia</u> <u>Chavez-Brown</u> <u>Ms. Natalia</u>	11/15/2023 12/01/2023 11/15/2023 08/10/2024 10/12/2023 12/01/2023	Alumni Junior	Submitted	
• Re fu	jected applications will be ure reference.				Acc		Mr. George McKenzie Bad Miss Alexia Chavez-Brown Ms. Natalia Chavez-Brown	11/15/2023 12/01/2023 11/15/2023 08/10/2024 10/12/2023 12/01/2023	Alumni Junior Junior	Submitted Accepted Accepted	
 Refut Action 	iected applications will be ure reference. cepted applications will ap	opear with th	e bold term "A	Accepted."	Acc		Mr. George McKenzie Bad Miss Alexia Chavez-Brown Ms. Natalia Chavez-Brown Miss Michaella	11/15/2023 12/01/2023 11/15/2023 08/10/2024 10/12/2023 12/01/2023 11/05/2023	Alumni Junior Junior Junior	Submitted Accepted Accepted Accepted	

Print	Name	App/Init Date	Class	Status	Sub	Acc	Rej	Fee Circle	Fee ODK	Initiation	Cert
	Mr. George McKenzie Bado	11/15/2023 12/01/2023	Alumni	Submitted					No	No	No
	<u>Miss Alexia</u> Chavez-Brown	11/15/2023 08/10/2024	Junior	Accepted			_		No	No	No
Print	Name	App/Init Date	Class	Status	Sub	Acc	Rej	Fee Circle	Fee ODK	Initiation	Sert
	Elizabeth Anderso	08/11/2024 08/25/2024	Junior	Approved					Yes	Yes	Yes
	Kaylee Carlson	08/10/2024	Senior	Approved			0		Yes	Yes	Tes
	Sierra Cechura	08/25/2024 08/09/2024	Junior	Approved		0			Yes	Yes	Yes
	Mackenzie Clayto	08/25/2024	Junior	Approved	0	0		0	Yes	Yes	Yes
		08/25/2024	80000 V								
	Charles R Cleghorn, Jr	08/12/2024 08/25/2024	Senior	Approved					Yes	Yes	Yes
	Graham Hughes Appleman DePue	08/10/2024	Senior	Approved					Yes	Yes	Yes
	Susan Jessica Giet	08/11/2024	Junior	Approved		0			Yes	Yes	Yes
	Sydney Gore	08/25/2024 08/11/2024	Senior	Approved		0			Yes	Yes	Yes
0	Keelee Marie	08/25/2024 08/09/2024	Senior	Approved	0		0	0	Yes	Yes	Yes
	Griffin	08/25/2024	Senior	Approved		\bigcirc	<u> </u>		res	Tes	Tes
	Katelyn Rachel Grifka	08/12/2024 08/25/2024	Junior	Accepted			→ □		No	No	No
	Grirka	06/25/2024				\smile				14	

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.

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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 a
- ding accepta

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.

- 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

^{2.} Upon payment:

Certificate Orders

Certificate Order Rules

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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 $O\Delta K$ 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) The order must be submitted no less than 7 calendar days before the ceremony.
- 2) Only ONE (1) order per initiation date is permitted.
- 3) Once the order is submitted, no additions can be made. Please be sure all candidates approved for the initiation are included in this order.
- 4) 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

Select which address for	Certificate Order Form Shipping Information		
shipping.	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)		
Initiation date is	Please choose the initiation event		
	Ferris State University ΟΔK Membership Application - Initiation Ceremony August 2024	•	
automatically inserted	Initiation Date 8/25/2024 The below individuals are approved and were marked as paying their fee to the circle.		
Ship date, type and tracking are provided by $O\Delta K$	Ship Date 0021912/0 Tracking # 1225610349576 Shipment Type Up5 Arrive Date 002112/0 Ship Notes 0021212/0 Ship Notes 021212/0 Ship Notes 0321212/0 SAVE 0		
	Member's Names		
List of initiate names —	Elizabeth Anderson Kaylee Carlson		

		will owe upon submission of the order, this section has been an order would look like with expedited shipping.
Matthew Jay Wynia		
Order Summary		
Sophomore 3		
Junior 7		Count by class of initiates
Senior 17		
Graduate Student5		
Certificate & Pin Delivery		
	the circle via UPS. Shipping usually takes two busine: box below. If your ceremony is on a weekend, please	
Once you submit this form, your order w responsible for payment of the invoice w	ill be processed. An invoice will be emailed to the cir- ithin 30 days of receipt.	cle coi
Amount Owed		Cost for expedited shipping is usually (\$70 - \$100)
Total Membershp Fees Owed	\$0	The circle owes $O\Delta K$ for members who paid the circle locally
Total Discounts	(\$188)	Credits for members who paid online, free advisor, free honorary
Total Order	50	Total owed to $O\Delta K$, which will be invoiced.

Circle Reports

Circle Reports

Circle Reports

The following reports are available for circle executives.

Past Initiation (Certificate) Orders This link only allows Circle officers to view past orders placed through MyCDK. 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.

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

Revised: December 2024

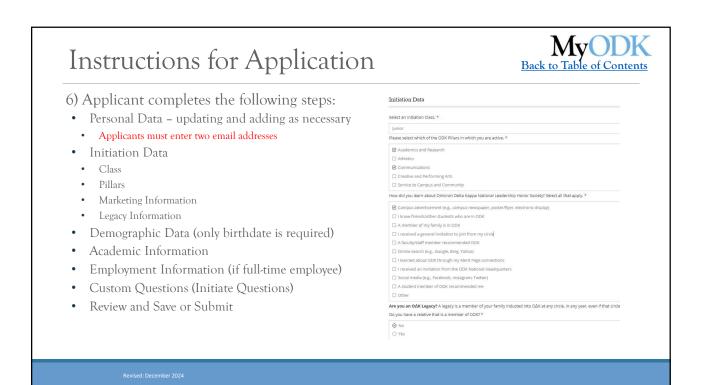
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Instructions for Applicants

THE NEW PROCESS IS EASIER BUT STILL NEEDS EXPLANATION

	ODK is different from MMS lication.	because e	each applicant must	create an account to ga	in access to the
The	ese accounts will eventually be	e deleted	if the applicant is r	ot accepted and initiate	ed.
Ste	eps to Apply	Upload Photo	Mr. JE Bear (#1401022) 224 McLaughlin St Lexington, VA 24450	Membership Info No membership information on record.	Account Actions O Edit Profile
1.	Create and Activate an Account on my.odk.org	Demographics	Email: programs@odk.org Phone: 540458-5345		Address Book Contact Information Demographics Bio Octin and Out
2.	Go to the Applicant Dashboard in Manage My Account OR use the "Apply for Membership"	Description There are no demograph	hics to display:		Applicanc Dashbaland Pay Outstanding Orders Change Username Reset Password Company Affiliations
	button on the homepage Instructions for Applying	g can be f	ound at: https://o	dk.org/members/apply-	Not againsted with any companies.

3) Start Application	Applicant Dashboard Welcome to the OAK National Lifetime Membership Application portal on MyODK. The status of your application or membership is below. Please note:	Account Actions
(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 at any time or or call (540) 458-5336 during regular business hours (M-F 8:30 a.m 5:30 p.m. Eastern).	Address Book Contact Information Commographics Bio Opt in and Out Applicant Dashboard Pay Outstanding Orders
		O Change Username
4) Edit Profile if nece 5) Select a Circle	ssary – NOTE: Anytime the profile is changed, it automatically upc	Reset Password



21