

Online Grant Application System - Instructions

Follow the instructions below to submit your online grant application. You'll be able to return to the application to make adjustments or changes as needed until it has been submitted. Please contact United Way of Galveston at 409.762.4357 with questions or if you forget your password.

1. Navigate to www.ckodm.com/unitedwaygalveston

Use either Internet Explorer or Firefox as a browser for the best compatibility. It will also be necessary to enable pop-ups during the application process.

Log in using the following username and password:

Username: **apply**

Password: **apply**

Every time you log in to the system you will use the above username and password.



2. My ODM Dashboard

Click the link for the Navigation Menu at the top left. This will open and close the menu, and will remain visible from every screen within the CI ODM.

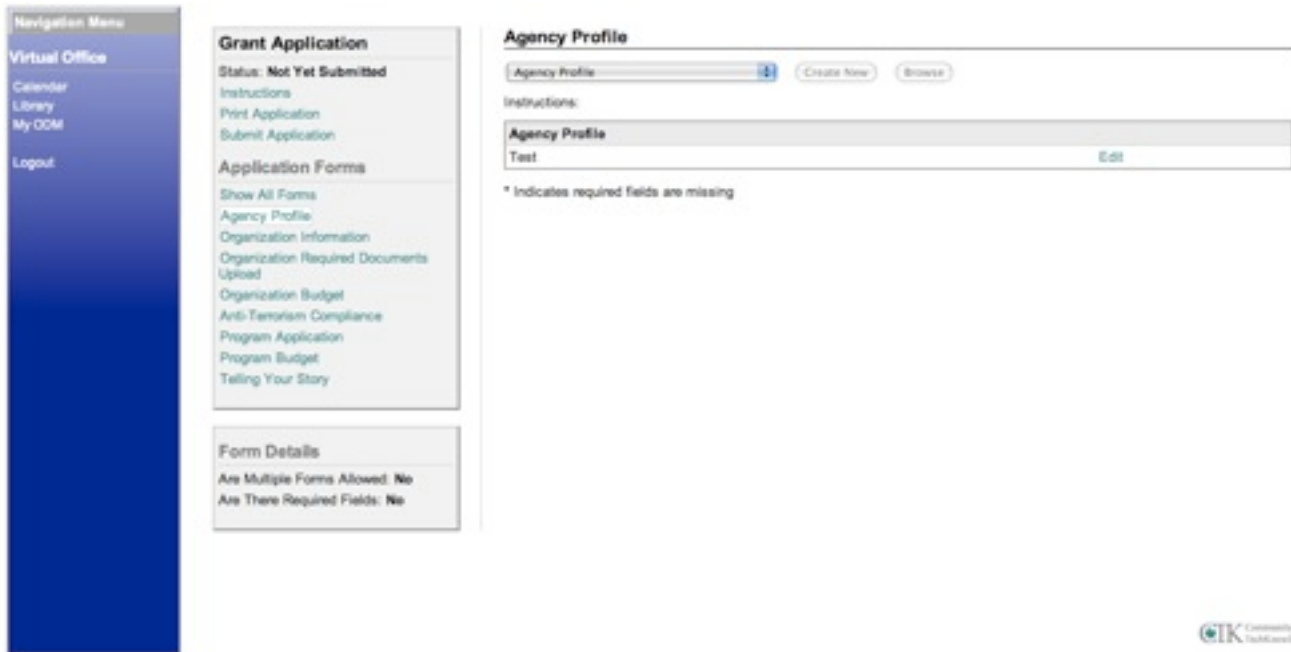
To return to the My ODM Dashboard page, click on the Navigation Menu, then under the "Virtual Office" Section click the "My ODM" link.

To log out of the CI ODM, use the Logout link in the Navigation Menu.

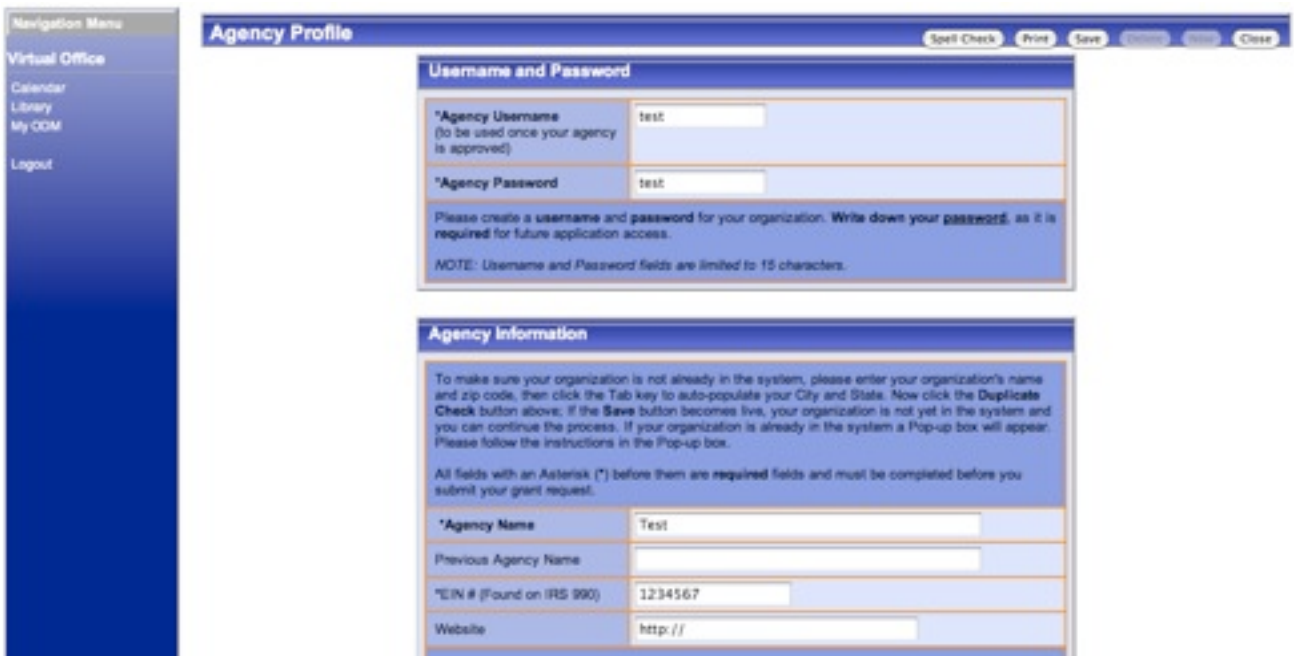
3. Beginning Your Application

If this is your first time logging in, click on the first link in the bulletin to take you to the initial [Agency Profile](#) form.

The [Agency Profile](#) form is the primary form in the system. All of your other forms will tie to this form. There should only be one for each agency.



To begin the process, enter a **Username** and **Application Password**. They must be different from *apply* and *apply* and are necessary to access your application again. You will need the Username later for your agency reporting, but you will need the Application Password now to access your application while you are completing the process.



After filling out the Agency Profile, complete the **Duplicate Check** to make sure someone else at your agency has not already begun the process. Select **Duplicate Check** in the top right corner of the screen. If your agency is not in the system the **Save** button will become live. If your agency is already in the system, please close this form and move on to step 4.

After completing the form and saving you can then begin the process of completing the other required forms. Once the Agency Profile has been closed, you'll be taken to the **Application View Screen**.

From this screen you can view the Instructions, print your application and submit your application. This screen also lists all of the form you must complete.

Note: Please complete only one copy of the Agency level forms. You must complete one Program Profile and one Program Budget form for each program for which you are requesting funding.

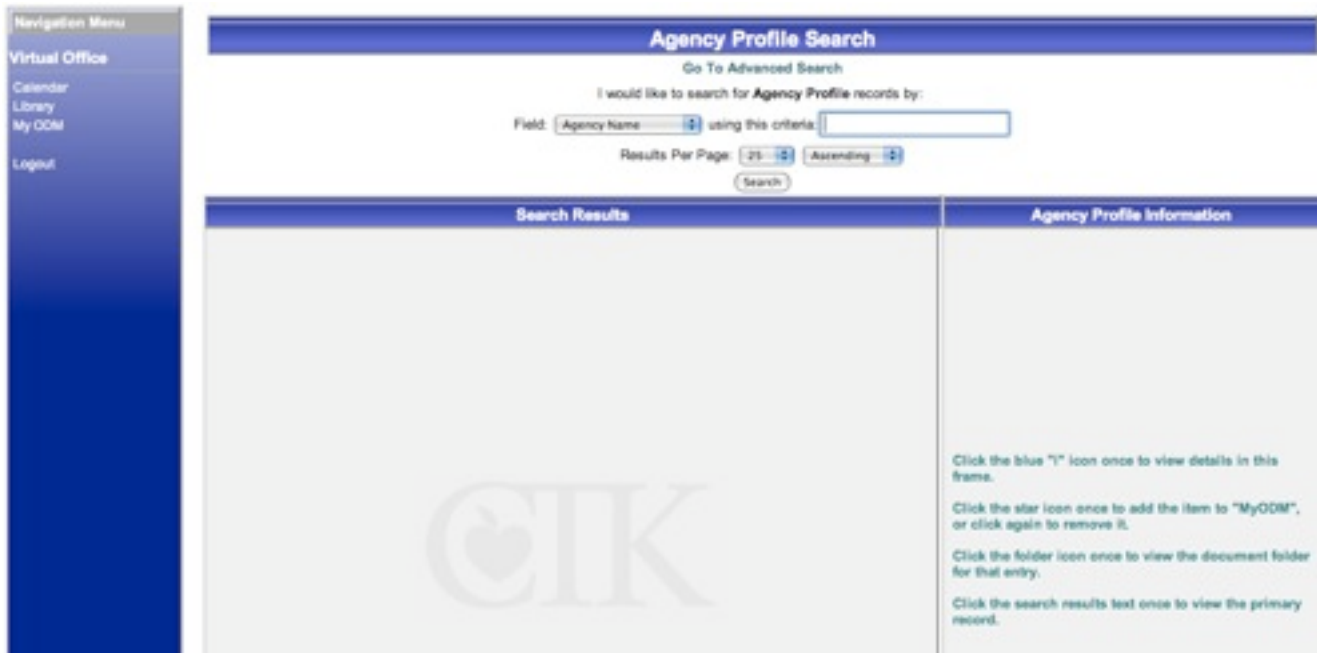
To complete the forms you can either click on the form name from this screen or click on the **Show All Forms** link. From the **Show all Forms** view you can use the **Create New** drop down menu at the top to select a new form or click on the **Edit** link to edit a form you have already started.

Create New and/or Edit all forms to complete all of the required forms for the application. Remember to save and save often so you do not lose your work!

4. Returning to your Application

You can logout and return at anytime by following the second set of instructions in the Welcoming Bulletin.

Clicking on the **Application in Progress** link will take you to the **Agency Profile Search** screen. From here you can search for your agency's application.



The easiest way to search for your agency is to enter the “%” sign (indicates a wildcard search) and your agency’s name in the Criteria box and click **Search**.

After finding your agency’s name, click on the yellow file folder icon to the left of your agency’s name. That will bring up a Password box for your application.

Navigation Menu
Virtual Office
Calendar
Library
My ODM
Logout

Agency Profile Search

Go To Advanced Search

I would like to search for **Agency Profile** records by:

Field: Agency Name using this criteria: %

Results Per Page: 25 (Ascending)

Search

Search Results

Results 1 to 2 of 2, Page 1 of 1

Agency Profile Identifier	Searched Data
18 CTIK Test - Do Not Remove	CTIK Test - Do Not Remove
30 Test	Test

Agency Profile Information

Click the blue "i" icon once to view details in this frame.

Click the star icon once to add the item to "MyODM", or click again to remove it.

Click the folder icon once to view the document folder for that entry.

Click the search results text once to view the primary record.

Enter the Application Password you entered on your Agency Profile form. You will not be able to access your application without this password. Please contact United Way of Galveston at 409.762.4357 for forgotten passwords.

Login for: Test

Tue, Sep 06, 2011

Password

Submit

Entering the password will take you back to the **Grant Application** screen, where you'll be able to view and complete your forms.

Multiple people from the same agency can login at the same time and work on different forms. Please do not work on the same form.

5. Printing Your Forms

At any time you can print one or all of your forms by clicking on the Print Application link. This link will bring up a window with the options to print your form(s) as a PDF or as an HTML document. If you print them in PDF it creates one PDF file of all of your forms. You can then print, save and/or email the forms. If you print it as a HTML document you can only print one document at a time, but it looks more like the screen version.

6. Submitting your forms

When you are ready to submit your application, simply click the **Submit Application** link. This button will do three things:

- Determine if all required fields have been completed; if any fields remain incomplete the system will notify you of which forms need to be completed. Complete these changes and click the link again.
- Lock the application and prevent any changes from being made to the forms.
- Send you an email confirming the receipt of your application.

DO NOT click the **Submit Application** link until you have completed your application.