

ODYSSEY FELLOWSHIP DISCOVER APPLICATION GUIDELINE

CREATING YOUR ACCOUNT

1. Use link provided in the Odyssey website (www.mdanderson.org/Odyssey) to access the Discover Application System.
2. Read the Terms of Use carefully and acknowledge at the bottom of the screen.
3. Complete the Program Account Request by filling in each field and confirm at the bottom of the screen.
4. Review your information once more and submit
5. Print your New Account Confirmation. Save in a secure place as this contains your Discover ID.
6. You may now log into your account.

COMPLETING THE APPLICATION

1. Sign into your account using your Discover ID and password.
2. Review your Account Summary. This page provides the status your application, required documents and letters of recommendation. Using the links to the left of the page, proceed to Step 1.
3. Step 1: Application Form
 - a. Read the system guidelines and instructions carefully. Click continue at the bottom of the screen to proceed to the next page.
 - b. Check the Application Acknowledgement and click continue.
 - c. Complete each of the Applicant Sections (I – VI).
 - d. Submit your completed application and proceed to Step 2.
4. Step 2: Upload Documents
 - a. Upload all required documents. Documents must be in pdf format.
 - b. The Odyssey Fellowship Application form can be downloaded from the Odyssey website and uploaded.
 - c. Once uploaded you may request for Letters of Recommendation from your mentors.
5. Letters of Recommendation
 - a. Review the detailed instructions using the link on the page.
 - b. Click on the Add Provider button to begin adding their information
 - c. Confirm provider information and click Save and Update to continue
 - d. Review the submission statement and click the button at the bottom to return to the main Recommendations list to enter your next Provider
NOTE: An automated email will be sent to each provider with instructions on the submission process
 - e. Once the recommendation forms have been accepted by the the application is complete. (NOTE: Please ignore the 'Pre-Appointment Status' in the bottom. This is used for the appointment of selected applicants.)