



Corporation for National & Community Service (CNCS)

My AmeriCorps Portal

User Guide

VISTA Sponsors

Updated: November 2007

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1. Overview

* Audience

The audience for this User Guide is the VISTA Sponsors.

* Purpose

The purpose of the User Guide is to provide you with a tool to help you understand how to use My AmeriCorps (“the Portal”) functionality as a project sponsor. It aims to answer your questions and help you to understand the workflow.

In this User Guide, you will find an overview of the Portal with step-by-step instructions and screen shots for the functionality that will be available beginning in **December (please stay tuned for launch date)**. The focus for VISTA Sponsors for this phase of the portal implementation is on the following components:

- **Service Opportunity Listings**
- **Recruitment and Application**
- **Member Management (V-81 forms)**

* Release Definition

The Portal functionality will be implemented in an incremental fashion with each implementation building on the previous one. This User Guide will be updated to reflect the functionality of each iteration or “release.” This document will also reflect any changes to functionality or screens that occur between releases.

2. New Users

2.1. System Overview: Using eGrants/My AmeriCorps

If you are new to the world of the Corporation for National and Community Service or AmeriCorps VISTA, we'd like to provide a brief introduction to the system.

2.1.1. Hardware and Software Requirements

The following hardware, software, and settings are recommended to take advantage of all of eGrants' features:

Computer

eGrants works best on later model PCs or Macintosh computers of the Power Macintosh generation or later. Earlier or less powerful machines, such as 486 PCs or Mac Classics, may run acceptably when paired with a fast internet connection, assuming the computer contains sufficient memory to run one of the browsers specified below.

Internet Connection

eGrants can be accessed by machines using DSL, T1, cable modems, or dial-up connections using a modem rate of 28.8 K Baud or higher. It is not recommended that an "online service provider", such as AOL or Compuserve, be used to connect to eGrants, because they present special training issues for novice users.

Browser

eGrants works best with Microsoft Internet Explorer 4.0, Firefox 1.5, Netscape 3.0, or higher.

Browser Settings

Your web browser's popup blocker must be turned off in order for you to edit or *view* some eGrants pages.

It is not necessary to accept cookies or to have a Flash viewer loaded to view eGrants.

2.1.2. eGrants: Grants Management

eGrants is the Corporation for National and Community Service's web-based system for:

- Submitting and tracking grant applications and concept papers;
- Peer-reviewing on-line grant applications;
- Negotiating and awarding grants and cooperative agreements;
- Managing grants and cooperative agreements including processing amendments, continuations; and
- Financial Status and Progress Reporting.

In short, eGrants is an online system designed to automate the entire grants and project management process from application to closeout. It allows applicants to find funding opportunities, apply for grants or projects, and manage grant reporting online. The system also allows the Corporation to review applications, award grants, and manage those grants and projects efficiently and effectively.

2.1.3. eGrants: Recruitment and Member Management

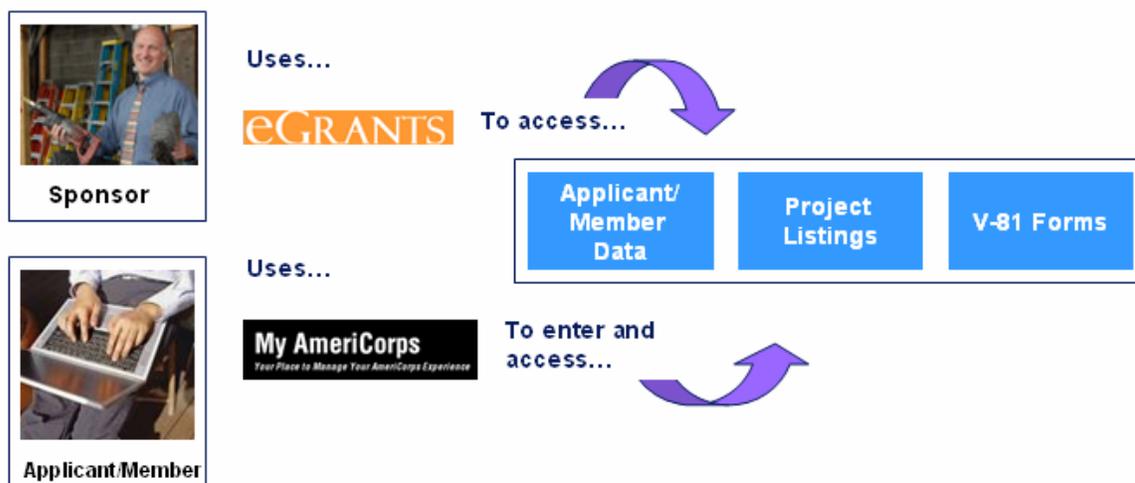
eGrants now also serves as the gateway to using (the My AmeriCorps) functions for recruitment and member management. These functions will be used within eGrants, but also connect to the Corporation's My AmeriCorps member portal. Using this functionality, you can:

- Create and update VISTA project descriptions
- View member applications and references for your VISTA project
- Verify documentation for citizenship
- Submit the Sponsor Evaluation and select applicants
- Approve assignment-related transportation forms (V-81)

2.1.4. My AmeriCorps: Connecting Applicants and Members to Sponsors

As a Sponsor, the data you enter and manipulate in eGrants with respect to Recruitment and Member Management is also part of the My AmeriCorps portal. For those of you who are new to My AmeriCorps, it is an online space designed to manage the AmeriCorps experience for our volunteers.

What this means to you is that the application data you see when an individual applies is actually entered using My AmeriCorps. And when you select the individual, it is reflected in the customized home page for the individual applying. My AmeriCorps links you to your applicants and members and vice versa. As My AmeriCorps grows in maturity, you will see increasing benefits of having this connection to your members.



The site is built to be interactive so that when a member applies to your program, you will receive an initial email notification. For VISTA Sponsors, this also occurs when you receive a V-81 request. As you change the status of applications or request forms, applicants or members also receive an alert to check the status. This keeps the process as transparent and progressive as possible.

3. Key Process Changes for Current ACRPS Users

The functionality of the AmeriCorps Recruitment and Placement System (AC*RPS) will be available through the Portal and this stand-alone system will be retired as My AmeriCorps launches. Current project listings and applicant files have been migrated to the Portal. The functions and features are the same, however, the look of the site, navigation, and ways to access the recruiting and application features have changed.

Applicants will be guided to a new, inviting web page to learn about service opportunities and begin the process of applying online. The application process is transparent as applicants will have a customized Home Page from which they can see the status of their applications, update profile information, update references, and search for opportunities.

As applicants become candidates and then members, their information will follow them throughout their services and will have access to new features and forms when they become available. This will decrease the amount of paperwork for everyone – members, sponsors, and staff.

How do I get to my current postings?

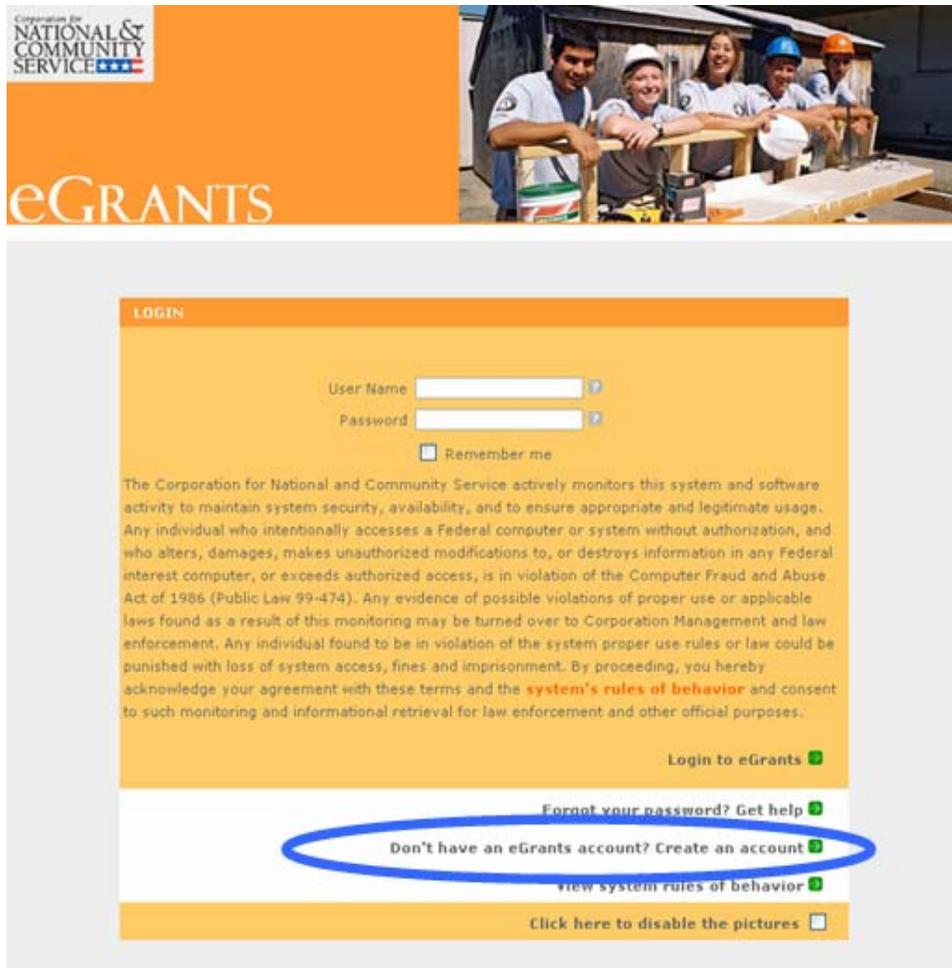
Current **project listings** have been migrated to *My AmeriCorps*. Specifically, on your eGrants home page, under “View My AmeriCorps Portal,” links will be provided for recruitment and application functions. On your Recruitment Page you will see a link for Service Opportunity Listings. Clicking on that link will bring up your current postings and also functionality for you to create and edit listings.

How do I see who has applied?

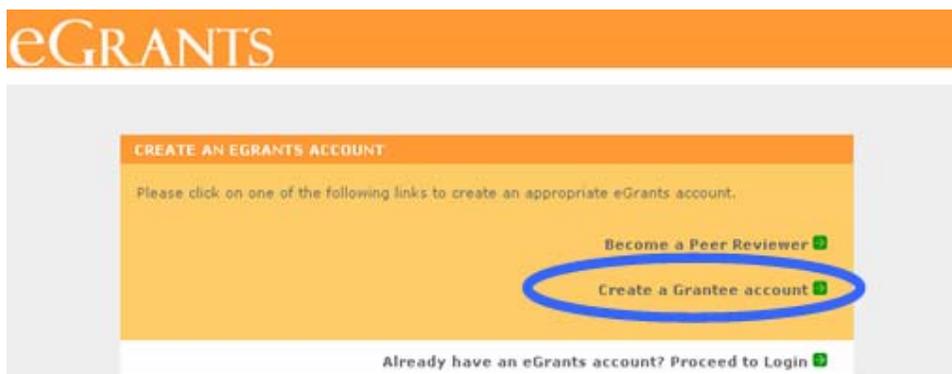
Current **applications** have been migrated to *My AmeriCorps*. Specifically, on the eGrants home page, under “View My AmeriCorps Portal,” links will be provided for recruitment and application functions. If you have applications to your program awaiting review, a link will appear next to your Recruitment link with “x” number of applications pending.

4. Setting Up an eGrants Account

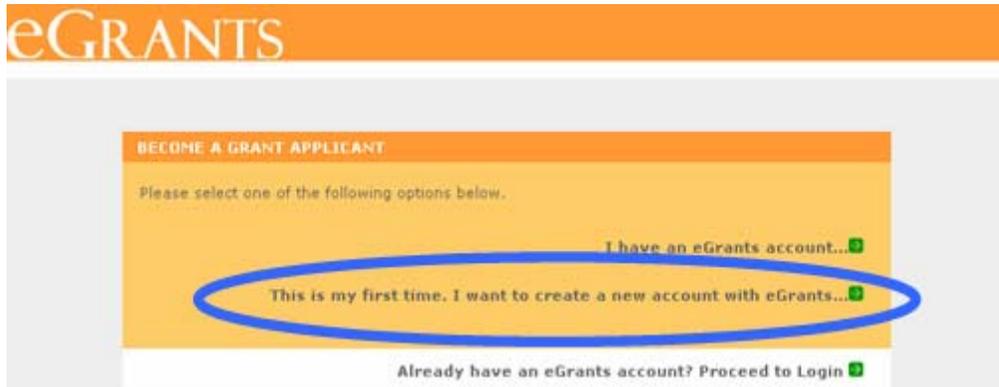
1. If a user does not have an eGrants account they will have the option to create one from the login page. Click on the link to create a new account.



2. Click on the link to create a grantee account.



3. Click on the link that indicates that it is your first time.



4. Complete all of the required fields. Be sure that your contact information is correct. The password requirements are:

- Must contain at least 8 characters
- Must contain at least 1 number, but cannot begin with a number
- Cannot contain a word found in the dictionary
- Cannot contain special characters such as !@#\$%^&*()_?><
- Cannot contain your username

Click on **next** to advance to the next screen.

5. Enter your EIN (Employer Identification Number) and click on **next** to advance to the next screen.

The screenshot shows the 'Enter EIN #' step of the 'Become a Grant Applicant' process. On the left is a navigation menu with 'Enter EIN#' selected. The main content area has a heading 'Enter EIN #' and a text prompt 'Please enter your organization's EIN#.' Below this is a text input field with the placeholder text 'Enter your EIN #:'. At the bottom of the main area are 'back' and 'next' buttons. A footer contains the text '508 Approved | Report a Bug | enable the pictures'.

6. Click on the button to either create a new profile or select an existing profile if there are already users and click on **next** to advance to the next screen.

The screenshot shows the 'Select an Organization' step of the 'Become a Grant Applicant' process. The navigation menu on the left has 'Select an Organization' selected. The main content area has a heading 'Select an Organization' and a text prompt: 'Your EIN# already exists in our record of organizations. Please make a selection below, and click next to proceed, or back to try another EIN.' Below this is a section titled 'List of Organizations with EIN# :'. It contains two radio button options: 'Create a new organizational profile for EIN# 23' and 'OR select an existing org below'. Under the second option, there is a radio button next to the text 'Commission of Citizen Service'. At the bottom of the main area are 'back' and 'next' buttons. A footer contains the text '508 Approved | Report a Bug | enable the pictures'.

7. Review your information and click **next** to advance to the next screen.

The screenshot shows the 'Organization Information' step of the 'Become a Grant Applicant' process. On the left is a navigation menu with options: 'Welcome Jerome', 'Create New Profile Menu', 'Login Information', 'Enter EIN#', 'Select an Organization', 'Organization Information' (highlighted), 'Grantee Phone Numbers', and 'Review and Submit'. The main content area has a title 'Organization Information' and two paragraphs of instructions. Below the instructions is a grey box containing the organization name and EIN: 'PennSERVE: the Governor's Commission of Citizen Service: EIN# 236003107'. Underneath, the following details are listed: 'Organization Type: State Government', 'Organizational Characteristics: State Commission', 'Address: 1306 Harrisburg, PA 17120', 'Phone: 717-', 'Fax: 717-70', and 'Email: test@cns.gov'. At the top right and bottom right of the main content area are buttons for 'back', 'save', and 'next'. At the bottom left, there is a footer with '508 Approved | Report a Bug | enable the pictures'.

8. Enter your phone number(s) and click **next** to advance to the next screen.

The screenshot shows the 'Grantee Phone Numbers' step of the 'Become a Grant Applicant' process. The navigation menu on the left is the same as in the previous screenshot, but 'Grantee Phone Numbers' is now highlighted. The main content area has a title 'Grantee Phone Numbers' and a paragraph of instructions: 'Please enter your phone/fax information below. All questions marked with an asterisk (*) are required.' Below the instructions are four input fields: '* Daytime Phone: [] . [] . [] ext. []', 'Evening Phone: [] . [] . []', 'Fax: [] . [] . []', and 'Cell: [] . [] . []'. Each input field has a small question mark icon to its right. At the top right and bottom right of the main content area are buttons for 'back', 'save', and 'next'. At the bottom left, there is a footer with '508 Approved | Report a Bug | enable the pictures'.

9. Conduct a final review of your information. If something is incorrect click on **change** or **edit** to make the necessary corrections. Click on **submit** if your information is correct.

Welcome Jerome

Become a Grant Applicant

submit

Create New Profile Menu

- Login Information
- Enter EIN#
- Select an Organization
- Organization Information
- Grantee Phone Numbers
- Review and Submit

Please review and submit your information

Please review your information and click on the "edit" to make any changes.

Organization: Governor's Commission of Citizen Service

EIN #: 236

Organization Type: State Government

Organizational Characteristics: State Commission/Alternative Administrative Entity

[change](#)

Username: jbettis

Password Question: Favorite color

Answer: Gold

Email: ntichon@cns.gov

[edit](#)

Daytime Phone: (202) 606-7534

[edit](#)

submit

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10. View confirmation and also helpful numbers and contact information. The Grantee Administrator will have received an email alerting the individual to the fact that the new user now must be assigned the appropriate roles in eGrants.

eGRANTS

Thank you

If you have created an account for an existing organization, the grantee administrator for your organization (listed below) has been notified about your account request. The grantee administrator must grant you access before you can login to eGrants.

For additional assistance, please contact your eGrants support provider or the eGrants help desk at 888-677-7849. For more information about your support provider go to <http://www.cns.gov/egrants/ta.html>.

- Stephen M. Schmerin
- Diane Sherwood

[Return to CNCS website](#)

[Go to eGrants Login](#)

11. New users will receive the following email.

|
This is an automated E-mail message. Please do not reply to it.

A new login account has been created for you with the username and password you have specified.

The grantee administrator(s) for your organization have been notified about your account. The administrator must complete the registration adding the "Grantee" role to your account. Once this is done, you will be able to access eGrants.

The grantee administrator(s) for your organization is/are listed below:

Stephen M. Schmerin	Email: test@cns.gov
Diane Sherwood	Email: test@cns.gov
Mike Moran	Email: mmoran@cns.gov

12. Proceed to login.

LOGIN

User Name ?

Password ?

Remember me

The Corporation for National and Community Service actively monitors this system and software activity to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer or system without authorization, and who alters, damages, makes unauthorized modifications to, or destroys information in any Federal interest computer, or exceeds authorized access, is in violation of the Computer Fraud and Abuse Act of 1986 (Public Law 99-474). Any evidence of possible violations of proper use or applicable laws found as a result of this monitoring may be turned over to Corporation Management and law enforcement. Any individual found to be in violation of the system proper use rules or law could be punished with loss of system access, fines and imprisonment. By proceeding, you hereby acknowledge your agreement with these terms and the **system's rules of behavior** and consent to such monitoring and informational retrieval for law enforcement and other official purposes.

[Login to eGrants](#) ➔

[Forgot your password? Get help](#) ➔

[Don't have an eGrants account? Create an account](#) ➔

[View system rules of behavior](#) ➔

[Click here to disable the pictures](#)

If a new user has not been assigned a role by the Grantee Administrator, he/she will be directed to this screen.

Welcome Jerome

Become a Grant Applicant

Create New Profile Menu

- Login Information
- Organization Information
- Grantee Phone Numbers
- Review and Submit

Please review and submit your information

Please review your information and click on the "edit" to make any changes.

Organization: Governor's Commission of Citizen Service

EIN #: 236

Organization Type: State Government

Organizational Characteristics: 'Alternative Administrative Entity
[change](#)

Username: jbettis

Password Question: Favorite color

Answer: Gold

Email: ntichon@cns.gov
[edit](#)

Daytime Phone: (202) 606-7534
[edit](#)

508 Approved | [Report a Bug](#) | [disable the pictures](#)

submit

5. Basic Navigation

5.1. Accessing the My AmeriCorps Portal Functions

5.1.1. eGrants Interface

Sponsors access the My AmeriCorps portal functions via the eGrants interface. Go to: <https://egrants.cns.gov/> and enter your user name and password, as you may already do. If you do not have an eGrants account and will need to access the Portal functions within eGrants, you'll need to contact your Grantee Administrator to be granted access.

The screenshot shows the eGrants login page. At the top left is the logo for the Corporation for National & Community Service. To the right is a photograph of a woman in a blue blazer. Below the logo and photo is the word 'eGRANTS' in a large, white, serif font. The main content area is a yellow box with the title 'LOGIN'. It contains two input fields: 'User Name' and 'Password', each with a question mark icon to its right. Below these fields is a checkbox labeled 'Remember me'. Underneath the checkbox is a paragraph of text: 'The Corporation for National and Community Service actively monitors this system and software activity to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer or system without authorization, and who alters, damages, makes unauthorized modifications to, or destroys information in any Federal interest computer, or exceeds authorized access, is in violation of the Computer Fraud and Abuse Act of 1986 (Public Law 99-474). Any evidence of possible violations of proper use or applicable laws found as a result of this monitoring may be turned over to Corporation Management and law enforcement. Any individual found to be in violation of the system proper use rules or law could be punished with loss of system access, fines and imprisonment. By proceeding, you hereby acknowledge your agreement with these terms and the **system's rules of behavior** and consent to such monitoring and informational retrieval for law enforcement and other official purposes.' Below this text is a green button labeled 'Login to eGrants' with a right-pointing arrow. At the bottom of the yellow box are three links: 'Forgot your password? Get help', 'Don't have an eGrants account? Create an account', and 'View system rules of behavior', all in green text with right-pointing arrows.

If you forget your password, the eGrants Help Desk can mail you information for resetting the password to the email address you provided when you created your account. After resetting your password you will be able to log back into eGrants. If you attempt to log into the system three times in a single session without providing the correct password, your account will be locked, and you must contact the help desk to have it reset.

5.1.2. User Roles

Existing eGrants users who need to use the recruitment and/or member management features of the My AmeriCorps portal will need to get new roles assigned to them by their Grantee Administrator.

New users will need to first have their eGrants account set up with specific roles to use the portal features within eGrants.

You will need **one or both** of the following roles to use the various portal features within eGrants. The activities you can complete with the roles are listed below them:

Grantee with Recruitment:

- Create and update service opportunity descriptions
- Search for applicants, by individuals, skill sets, language, education level and availability
- Access applicants' contact information, profile, and personal information
- View applications
- Reach out to applicants to alert them to service opportunities
- Review references submitted with applications
- Select or reject applicants

Grantee with Member Management:

- View and approve V-81 (Use of Vehicles) forms

5.2. My Home Page

Once you log into eGrants, you'll see links to the recruitment and member management functions under **View My AmeriCorps Portal**.

11/19/2007, 11:33 AM, EST

home my account help logout

Cooperation for NATIONAL & COMMUNITY SERVICE

eGRANTS

eGRANTS MESSAGES

Welcome Jane

VIEW MY GRANTS/APPLICATIONS

- View All
- 3 Awarded
- 1 Closed
- 1 Concept Papers
- 1 Grantee edit of application or report

VIEW MY AMERICORPS PORTAL

- Member Management (1 V-81 Requests)
- Recruitment (25 Member Applications)

Creating an Application	Managing My Account	Reporting to CNCS	
New	Click on the links below to access common account functions.	Financial Status Report	
Continuation/Renewal		My Account	Progress Report
Amendment		Org has users awaiting approval	PPVA Report
Concept Paper			

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6. Recruitment and Application Processes

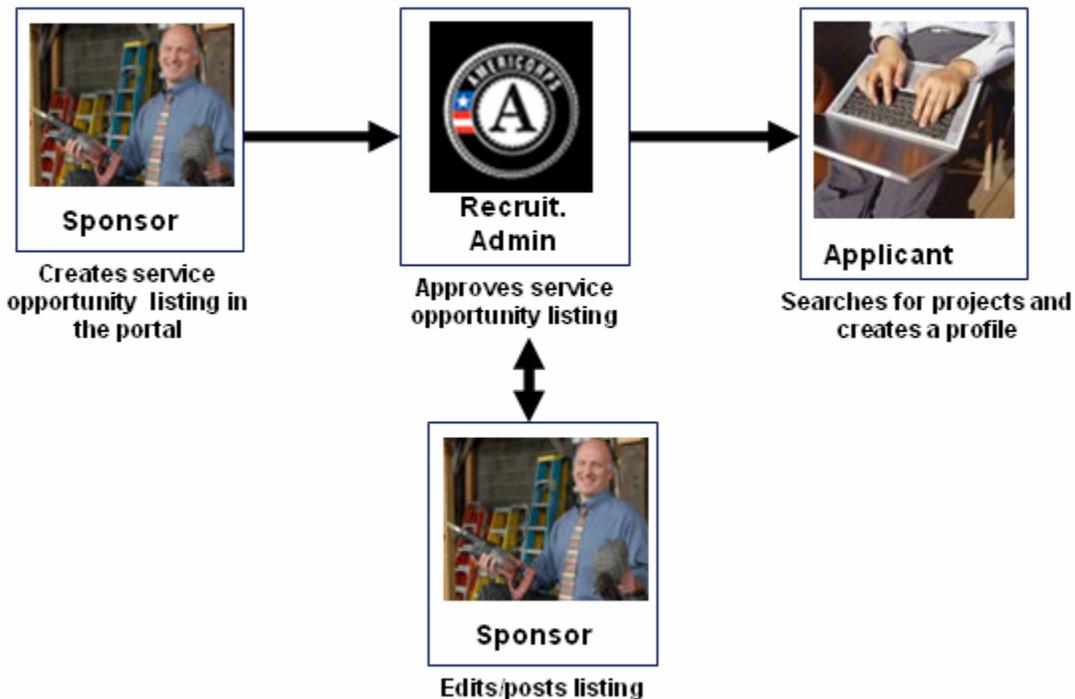
These processes will enable you to manage your service opportunity listings and search for and select VISTAs for your project.

It is critical that you keep the contact information associated with your listing current - specifically **the email address**. This is the address used to notify you of all actions taken associated with your program.

6.1. Service Opportunity Listings

This feature is used to create new listings and edit existing listings.

6.1.1. Workflow



6.1.2. View Service Opportunities

Process: View Listing

13. From your home page, click on **Recruitment**.

11/19/2007, 11:33 AM, EST

home my account help logout



eGRANTS

eGRANTS MESSAGES

Welcome Jane

VIEW MY GRANTS/APPLICATIONS

- View All
- 3 Awarded
- 1 Closed
- 1 Concept Papers
- 1 Grantee edit of application or report

VIEW MY AMERICORPS PORTAL

- Member Management (1 V-81 Requests)
- Recruitment (25 Member Applications)**

Creating an Application	Managing My Account	Reporting to CNCS
<ul style="list-style-type: none">NewContinuation/RenewalAmendmentConcept Paper	<p>Click on the links below to access common account functions.</p> <ul style="list-style-type: none">My AccountOrg has users awaiting approval	<ul style="list-style-type: none">Financial Status ReportProgress ReportPPVA Report

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14. On your Recruitment Workbasket page, click on **Service Opportunities**.

The screenshot shows the eGRANTS Recruitment Workbasket interface. It features a navigation menu with options: Service Opportunities, Search For Applicants, Search For Applicant Submissions, and Pending Application Submissions. The 'Pending Application Submissions' section is highlighted in yellow and contains a table with the following data:

Name	Listings	Date Submitted	Status	Date Available	
Shermeka M Kellum	Lutheran Social Services of Illinois	10/08/2007	Under Review	09/03/2007	print
MARION D DAVIS	Lutheran Social Services of Illinois	10/08/2007	Under Review	07/01/2007	print
Heidi L Reed	Lutheran Social Services of Illinois	10/08/2007	Submitted	10/01/2006	print
Jessica L Zaiz-Stanley	Lutheran Social Services of Illinois	10/08/2007	Submitted	06/01/2007	print

15. View your Service Opportunities summary page. Click on **view** to view the listing.

The screenshot shows the eGRANTS Recruitment Workbasket interface. It features a navigation menu with options: Create Opportunity and My Service Opportunities. The 'My Service Opportunities' section is highlighted in yellow and contains a table with the following data:

Name	Type	Start Date	Location	
Reach Community Development	VISTA	10/10/2007	Richmond	view/edit
Test	VISTA	12/01/2007	Silver Spring	view/edit
Teach For America	VISTA	10/10/2007	Richmond	view/edit
Hannah's VISTA Leaders	VLDR	01/01/2008	L'lih	view/edit
Hannah Testing VISTA Leaders	VLDR	10/15/2100	L'lih	view/edit

An arrow points to the [view/edit](#) link in the first row of the table.

16. View your listing. Clicking on **Home** at the bottom of the page returns you to your Service Opportunity summary list.

eGRANTS

Teach For America

Member Duties : dfgsdgfsdf

Program Benefits : Choice of Education Award or End of Service Stipend,

Terms : Requires full time service without outside commitments,

Service Areas : Community Outreach,

Skills : Architectural Planning,

Service Description : gfdgdfgdfg

SUMMARY

Program Type: AmeriCorps*VISTA

Program: Teach For America

Program Start/End Date: 10/10/2007 - 11/10/2008

Work Schedule: Full Time

Education level: Some college

Age Requirement: Minimum: 21 Maximum: None

Program Locations: APO Europe, Cleveland/ Akron,

Languages: Chinese

Contact: John Doe
1201 New York Avenue
Richmond, AE 20005

[home](#)

SAMPLE DATA

6.1.3. Create Service Opportunity Listing

Process

1. From your Recruitment Workbasket, click on **Create Opportunity**.

eGRANTS

RECRUITMENT WORKBASKET

[Create Opportunity](#)

My Service Opportunities

Name	Type	Start Date	Location	
Hurricane Rita recovery	VISTA	10/10/2007	Atlanta	view/edit

2. Enter the required information. The system will walk you through a series of screens so that you can edit a variety of fields. Make your changes to the listing and click on **next** or if you haven't reached the part of the description you wish to change, just click on **next**. Required fields are marked with a star. (Next does not save the changes.)

Screen 1

Do you want to make this Listing to be available now ? Yes No

*Project Name: Hurricane Rita recovery
*Project Type: AmeriCorps*VISTA
*Start Date: 10/10/2007 (mm/dd/yyyy)
*End Date: 11/10/2008 (mm/dd/yyyy)
*Term of Service: Full-Time Part-Time Summer

Contact Information
*First Name *Last Name: John Smith
Street Address1: 1201 New York Avenue
Street Address2:
*City: Atlanta
*State: BM
*Zip: 20194
Contact Phone: 309-314-1444
Email: akulkarni@cns.gov
Fax Number: 1231234444
Website: http://myamericorps.gov

In what states will you have members?*
ALABAMA
ALASKA
AMERICAN SAMOA
APO Americas
APO Europe

In what metropolitan area will you have members?
Atlanta
Boston
Chicago
Cleveland/ Akron
Dallas/Ft. Worth

The email address entered here will be the email address to which notifications of applications submitted will be sent. IMPORTANT to keep this current.

To make multiple selections, hold the "Control" key while you select them.

Screen 2

Create Listing

Give a brief two(2) line description of the program (200 characters or less) * :

All text must be within defined character limits.

Help the children of incarcerated family members by joining Prison and Family Ministry program.

Enter your program description (2000 characters or less) * :

LSS has 25 years experience implementing programs serving prisoners and their families. They have established themselves as a leader in prison and family ministry programs in Illinois. It exists to support families, strengthen relationships and involve the community is restoring all people affected by crime: This is done by the following programs- Visits to Mom and Dad, Storybook Project; Relatives as Parents and Re-Connections programs. Programs will be expanded in Marion, Springfield, Dixon and Chicago. New programs will be started in Rockford where 50% of children in public housing have a incarcerated parent.

Are you accepting applications now? Yes No

Indicate whether or not you accept AmeriCorps applications.

Accepting applications from: 07/01/2006 (mm/dd/yyyy)

Application deadline: 08/30/2007 (mm/dd/yyyy)

Do you accept AmeriCorps application? Yes No

If you require your own application, how do applicants get it?

Phone: x

E-mail:

Website: http://

What benefits does your program offer?

Please include all benefits offered by your program, as well as those provided by the Corporation for National and Community Service. To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).

To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

To make multiple selections, hold the "Control" key while you select them.

- Childcare assistance if eligible
- Choice of Education Award or End of Service Stipend
- Education award upon successful completion of service
- Housing
- Health Coverage

Other

previous **cancel** **next**

If you click "previous" you will return to the previous screen, but lose any changes you've made to this one.

If you click "cancel" you will lose any changes and return to your summary list.

Screen 3

Create Listing

Minimum Age : 19
Maximum Age : 0
Desired Education Level : College graduate

What skills would you like potential members to possess?

- Counseling
- Architectural Planning
- Business/Entrepreneur
- Communications
- Community Organization

Other : _____

Do you have a language requirement?

- Arabic
- Chinese
- French
- German
- Greek

Other : _____

What will your AmeriCorps member(s) do? (1000 characters or less) * :

xcvbcxvbcvbx

Define the field of service areas in which your members are serving? *

- Community Outreach
- Children/Youth
- Disaster Relief
- Education
- Entrepreneur/Business

Submitted by :

*First Name *Last Name : Jack Nicholson
Your phone number : _____
Your Email address : _____

previous cancel save

To make multiple selections, hold the "Control" key while you select them.

To make multiple selections, hold the "Control" key while you select them.

3. Clicking **save** will bring you to your new “view” screen of your Service Opportunity.

The screenshot shows the 'view' screen for a service opportunity. The header is 'eGRANTS'. Below it is a sub-header 'Hurricane Rita recovery'. The main content is divided into two columns. The left column contains details: Member Duties, Program Benefits, Terms, Service Areas, Skills, and Service Description. The right column is a 'SUMMARY' section with fields for Program Type, Program, Program Start/End Date, Work Schedule, Education level, Age Requirement, Program Locations, Languages, and Contact information. A 'home' button is located at the bottom right.

Hurricane Rita recovery

Member Duties : xcvboxvbxcvbx

Program Benefits : Childcare assistance if eligible,

Terms : Car recommended,

Service Areas : Community Outreach,

Skills : Business/Entrepreneur,

Service Description : groovy stuff

SUMMARY

Program Type: AmeriCorps*VISTA

Program Hurricane Rita recovery

Program Start/End Date 10/10/2007 - 11/10/2008

Work Schedule Full Time

Education level College graduate

Age Requirement Minimum: 19 Maximum: None

Program Locations AMERICAN SAMOA,

Languages French

Contact John Smith
1201 New York Avenue
Atlanta BM 20194
309-314-1444
akulkarni@cns.gov
myamericorps.gov

[home](#)

4. Clicking **home** will bring you back to your listing page.

The screenshot shows the 'My Service Opportunities' listing page. The header is 'eGRANTS'. Below it is a sub-header 'RECRUITMENT WORKBASKET'. There are two buttons: 'Create Opportunity' and 'My Service Opportunities'. Below the buttons is a table listing service opportunities with columns for Name, Type, Start Date, Location, and a 'view/edit' link.

RECRUITMENT WORKBASKET

[Create Opportunity](#)

[My Service Opportunities](#)

Name	Type	Start Date	Location	
Reach Community Development	VISTA	10/10/2007	Richmond	view/edit
Test	VISTA	12/01/2007	Silver Spring	view/edit
Teach For America	VISTA	10/10/2007	Richmond	view/edit
Hannah's VISTA Leaders	VLDR	01/01/2008	L'ih	view/edit
Hannah Testing VISTA Leaders	VLDR	10/15/2100	L'ih	view/edit
Helping Hand	SN	01/20/2008	New York	view/edit
Helping Hand	SN	01/20/2008	New York	view/edit
test program	SN	12/01/2007	Silver Spring	view/edit

6.1.4. Edit Process

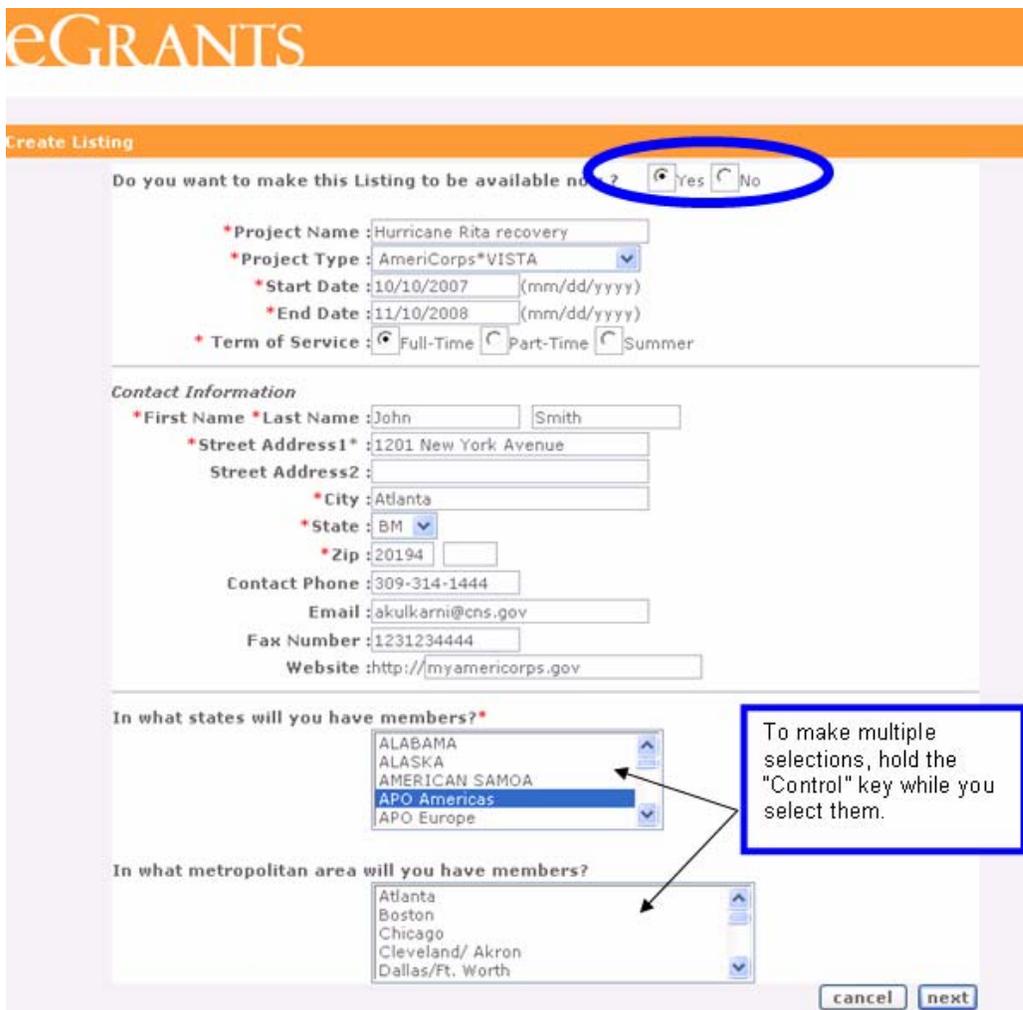
1. From your “My Service Opportunities” summary list, click on **edit** next to the listing you wish to edit.



Name	Type	Start Date	Location	
Reach Community Development	VISTA	10/10/2007	Richmond	view/edit
Test	VISTA	12/01/2007	Silver Spring	view/edit
Teach For America	VISTA	10/10/2007	Richmond	view/edit
Hannah's VISTA Leaders	VLDR	01/01/2008	L'lih	view/edit
Hannah Testing VISTA Leaders	VLDR	10/15/2100	L'lih	view/edit

This will open up the opportunity in edit mode. By filling in the radial button, you can choose whether or not you want this listing to post.

Edit Screen 1



Create Listing

Do you want to make this Listing to be available now? Yes No

*Project Name: Hurricane Rita recovery
*Project Type: AmeriCorps*VISTA
*Start Date: 10/10/2007 (mm/dd/yyyy)
*End Date: 11/10/2008 (mm/dd/yyyy)
*Term of Service: Full-Time Part-Time Summer

Contact Information

*First Name *Last Name: John Smith
Street Address1: 1201 New York Avenue
Street Address2:
*City: Atlanta
*State: BM
*Zip: 20194
Contact Phone: 309-314-1444
Email: akulkarni@cns.gov
Fax Number: 1231234444
Website: http://myamericorps.gov

In what states will you have members?*

- ALABAMA
- ALASKA
- AMERICAN SAMOA
- APO Americas**
- APO Europe

In what metropolitan area will you have members?

- Atlanta
- Boston
- Chicago
- Cleveland/ Akron
- Dallas/Ft. Worth

cancel next

To make multiple selections, hold the "Control" key while you select them.

- The system will walk you through a series of screens so that you can edit a variety of fields. Make your changes to the listing and click on **next** or if you haven't reached the part of the description you wish to change, just click on **next**. Required fields are marked with a star. (Next does not save the changes.)

Edit Screen 2

Create Listing

Give a brief two(2) line description of the program (200 characters or less) * :

Help the children of incarcerated family members by joining Prison and Family Ministry program.

Enter your program description (2000 characters or less) * :

LSS has 25 years experience implementing programs serving prisoners and their families. They have established themselves as a leader in prison and family ministry programs in Illinois. It exists to support families, strengthen relationships and involve the community in restoring all people affected by crime: This is done by the following programs- Visits to Mom and Dad, Storybook Project; Relatives as Parents and Re-Connections programs. Programs will be expanded in Marion, Springfield, Dixon and Chicago. New programs will be started in Rockford where 50% of children in public housing have a incarcerated parent.

Are you accepting applications now? Yes No

Accepting applications from: 07/01/2006 (mm/dd/yyyy)

Application deadline: 08/30/2007 (mm/dd/yyyy)

Do you accept AmeriCorps application? * Yes No

If you require your own application, how do applicants get it?

Phone: x

E-mail:

Website: http://

What benefits does your program offer?

Please include all benefits offered by your program, as well as those provided by the Corporation for National and Community Service. To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).

To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

- Childcare assistance if eligible
- Choice of Education Award or End of Service Stipend
- Education award upon successful completion of service
- Housing
- Health Coverage

Other

previous cancel next

If you click "previous" you will return to the previous screen, but lose any changes you've made to this one.

If you click "cancel" you will lose any changes and return to your summary list.

Edit Screen 3

Minimum Age : 18

Desired Education Level : High school graduate

What skills would you like potential members to possess?
To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).
To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

Counseling
Architectural Planning
Business/Entrepreneur
Communications
Community Organization

Other : _____

Do you have a language requirement?
To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).
To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

Arabic
American Sign Language
Chinese
Creole
French

Other : _____

What will your AmeriCorps member(s) do? (1000 characters or less) * :

Expand the Storybook Project in Marion, Dixon and Springfield.
Expand Visits to Mom and Dad in Chicago; Launch a men^s re-entry program in Chicago and Marion and Assess community needs and implement needed prison programs in Rockford

Define the field of service areas in which your members are serving?
To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).
To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

Community and Economic Development
Community Outreach
Children/Youth
Disaster Relief
Education

*** Explain the purpose of modification**
Needed to change the role description

Submitted by:
*First Name *Last Name : Elaine Pfluger
Your phone number : 8153958716 x
Your E-mail address : elaine.pfluger@lssi.org

previous cancel save

To make multiple selections, hold the "Control" key while you select them.

To make multiple selections, hold the "Control" key while you select them.

This field assists the Recruitment Administrator to quickly locate your change.

3. Clicking **save** will bring you to your new “view” screen of your Service Opportunity.

eGRANTS

Hurricane Rita recovery

Member Duties : xcvboxvbxcvbx

Program Benefits : Childcare assistance if eligible,

Terms : Car recommended,

Service Areas : Community Outreach,

Skills : Business/Entrepreneur,

Service Description : groovy stuff

SUMMARY

Program Type: AmeriCorps*VISTA

Program Hurricane Rita recovery

Program Start/End Date 10/10/2007 - 11/10/2008

Work Schedule Full Time

Education level College graduate

Age Requirement Minimum: 19 Maximum: None

Program Locations AMERICAN SAMOA,

Languages French

Contact John Smith
1201 New York Avenue
Atlanta BM 20194
309-314-1444
akulkarni@cns.gov
myamericorps.gov

[home](#)

4. Clicking **home** will bring you back to your listing page.

eGRANTS

RECRUITMENT WORKBASKET

[Create Opportunity](#)

My Service Opportunities

Name	Type	Start Date	Location	
Reach Community Development	VISTA	10/10/2007	Richmond	view/edit
Test	VISTA	12/01/2007	Silver Spring	view/edit
Teach For America	VISTA	10/10/2007	Richmond	view/edit
Hannah's VISTA Leaders	VLDR	01/01/2008	L'lih	view/edit
Hannah Testing VISTA Leaders	VLDR	10/15/2100	L'lih	view/edit
Helping Hand	SN	01/20/2008	New York	view/edit
Helping Hand	SN	01/20/2008	New York	view/edit
test program	SN	12/01/2007	Silver Spring	view/edit

6.2. Application Process

Sponsors will use the Portal to select individuals for their projects and complete the Sponsor Evaluation form.

6.2.1. Application Status Definitions

In your workbasket, you'll see that an application can have one of statuses, defined below.

Submitted: Application has been submitted to a Sponsor

Under Review: Application has been viewed by a Sponsor

Selected: Applicant has been selected by a Sponsor

6.2.2. View Application

Process

1. From your homepage, you will see a link to access pending applications. Click on **Recruitment (... Member Applications)**.

11/19/2007, 11:33 AM, EST

home my account help logout

Corporation for NATIONAL & COMMUNITY SERVICE

eGRANTS

eGRANTS MESSAGES

Welcome Jane

VIEW MY GRANTS/APPLICATIONS

- View All
- 3 Awarded
- 1 Closed
- 1 Concept Papers
- 1 Grantee edit of application or report

VIEW MY AMERICORPS PORTAL

- Member Management (1 V-81 Requests)
- Recruitment (25 Member Applications)**

Creating an Application	Managing My Account	Reporting to CNCS
New	Click on the links below to access common account functions.	Financial Status Report
Continuation/Renewal		Progress Report
Amendment	My Account	PPVA Report
Concept Paper	Org has users awaiting approval	

508 Approved | Contact Help Desk | disable the pictures

- This will bring up your Recruitment Workbasket. Here you will see the name, listing, date of submission, status and the date the applicant is available. Click on the name of the applicant to view the application.

eGRANTS					
RECRUITMENT WORKBASKET					
Service Opportunities					
Search For Applicants					
Search For Applicant Submissions					
Pending Application Submissions					
Name	Listings	Date Submitted	Status	Date Available	
Shermeka M Kellum	Lutheran Social Services of Illinois	10/08/2007	Under Review	09/03/2007	print
MARION D DAVIS	Lutheran Social Services of Illinois	10/08/2007	Under Review	07/01/2007	print
Heidi L Reed	Lutheran Social Services of Illinois	10/08/2007	Submitted	10/01/2006	print
Jessica L Zaiz-Stanley	Lutheran Social Services of Illinois	10/08/2007	Submitted	06/01/2007	print
Rachel E Neumayer	Lutheran Social Services of Illinois	10/08/2007	Submitted	09/01/2006	print
sara e fronek	Lutheran Social Services of Illinois	10/08/2007	Submitted	08/01/2007	print
Melanie Wood	Save the Starlets	11/16/2007	Under Review	11/16/2007	print
Mel Gibson	Save the Starlets	11/19/2007	Pending State Office Approval	11/01/2007	print

3. View each section of the application by clicking on the tabs across the top.

View Application - Mia Wallace

Basic Information	Education	Experience & Skills	Community Service	Criminal History	References	Sponsor Recommendation / Rejection
-------------------	-----------	---------------------	-------------------	------------------	------------	------------------------------------

Name: Mia Wallace
Applicant ID: 267614
SSN: *****2222
Date of Birth: 08/29/1975
Username:
E-mail: ntichon@cns.gov

Mailing Address:
 123
 Pittsburgh, PA 15222
Home Phone Number: 332-222-2222
Work or Other Phone Number: 222-222-2222

Permanent Address:
 123
 Pittsburgh, PA 15222
Home Phone Number: 332-222-2222
Work or Other Phone Number: 222-222-2222

Residence Information:
Status: U.S. Citizen
City: Pittsburgh
State: PA
Country: United States of America

Additional Information:
Earliest Availability Date: 11/30/2007

Interests:

6.2.3. View References

Process

1. From within the application sections, you will see a tab for References. Click on the tab and a list of personal references associated with this applicant will appear.
2. Click on the name of each reference to view the entry.

eGRANTS

View Application - Melanie Wood

Basic Information	Education	Experience & Skills	Community Service	Criminal History	References	Sponsor Recommendation / Rejection
-------------------	-----------	---------------------	-------------------	------------------	------------	------------------------------------

These are the references that were submitted with this application. If a reference has not been completed, you may send a request reminding the reference to complete the form by clicking the "send reminder" link. Alternatively, you may override the reference by clicking on the reference name and completing the override form once you have contacted the reference and received feedback from him or her.

Name	Relation	Created	Modified	Completed
Mary Stevens	Not available	11/16/2007 12:00 AM	11/16/2007 12:00 AM	Yes
John Smith	Not available	11/16/2007 12:00 AM	11/16/2007 12:00 AM	No Send Reminder

[return to recruitment workbasket](#)

3. View the reference entry.

eGRANTS

Reference Entry

Applicant Basic Information

Name: Bumble Bee	Date of Birth: 05/16/1986
Applicant ID: 267643	Username: bumblebee
SSN: *****7894	E-mail: jrinaca@cns.gov

Mailing Address: 12 Beehive Road Atlanta, GA 45612 - 1234	Permanent Address: 12 Beehive Road Atlanta, GA 45612 - 1234
Home Phone Number: 4569856985	Home Phone Number: 4569856985
Work or Other Phone Number: 4569854102	Work or Other Phone Number: 4569854102

Reference Information

Name: Worker Bee	Address: 125 Buzz Street Atlanta, GA 45628
E-mail: jrinaca@cns.gov	Home Phone Number: 4563219865
Organization: The Bee Hive	Work Phone Number: 4561587965

How long have you known the applicant? Years: 6 Months: 0

In what capacity have you known applicant?

Job Supervisor High School Teacher Clergy
 Volunteer Supervisor College Instructor Coach
 Other(specify): Friend

(Continues on next page)

*In your judgment, how competent is this applicant, as demonstrated by work in the community, in school, on the job, or in a position of responsibility? Please select one.

- Outstanding performance
- Above average performance
- Satisfactory
- Below average performance
- Non-satisfactory performance

***KNOWLEDGE OF THE APPLICANT:**

Please describe the situation in which you know the applicant.

I work with him in the bee hive.

***WORK PREFORMANCE**

Please comment on such qualities as the applicant's level of dependability, initiative, and ability to work with minimal supervision and as a member of a team.

He always gets the job done.

***RELATIONSHIPS WITH OTHER PEOPLE**

AmeriCorps members must serve and communicate with people of varied cultural, economic, educational, racial, and religious backgrounds. Please comment briefly on the applicant's relationships with others and ability to work as a member of a team.

He has taught me everything I know.

(Continues on next page)

- If a reference has not yet entered his/her assessment using the portal you can have the portal send them an email reminder by clicking **Send Reminder**.

View Application - Melanie Wood

Basic Information	Education	Experience & Skills	Community Service	Criminal History	References	Sponsor Recommendation / Rejection															
<p>These are the references that were submitted with this application. If a reference has not been completed, you may send a request reminding the reference to complete the form by clicking the "send reminder" link. Alternatively, you may override the reference by clicking on the reference name and completing the override form once you have contacted the reference and received feedback from him or her.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Relation</th> <th>Created</th> <th>Modified</th> <th>Completed</th> </tr> </thead> <tbody> <tr> <td>Mary Stevens</td> <td>Not available</td> <td>11/16/2007 12:00 AM</td> <td>11/16/2007 12:00 AM</td> <td>Yes</td> </tr> <tr> <td>John Smith</td> <td>Not available</td> <td>11/16/2007 12:00 AM</td> <td>11/16/2007 12:00 AM</td> <td>No Send Reminder</td> </tr> </tbody> </table>							Name	Relation	Created	Modified	Completed	Mary Stevens	Not available	11/16/2007 12:00 AM	11/16/2007 12:00 AM	Yes	John Smith	Not available	11/16/2007 12:00 AM	11/16/2007 12:00 AM	No Send Reminder
Name	Relation	Created	Modified	Completed																	
Mary Stevens	Not available	11/16/2007 12:00 AM	11/16/2007 12:00 AM	Yes																	
John Smith	Not available	11/16/2007 12:00 AM	11/16/2007 12:00 AM	No Send Reminder																	

[return to recruitment workbasket](#)

- If a reference has not entered his/her assessment after being sent a reminder, you can contact them an alternative way and “override” the reference. Click on the name of the reference associated with the **No** status and complete the override form. On the override form, you will select the form of contact from the drop down box and then enter the comments from the reference that you received.

Reference Override

Name: NASHONE ADAMS
 Title: DAYCARE OWNER/ DIRECTOR
 Organization/Institution: LITTLE ANGELS FAMILY DAYCARE
 Address: 6701 SOUTH EMERALD
 City: CHICAGO
 State: IL
 Zip: 60621
 Work Phone: 7733703688
 E-mail:

Source:
 Fax
 Mail
 Other
 Phone

Comments:
 d working. Gets along well with others.
 team player.

508 Approved | eGrants Feedback | Contact Help Desk

6. You'll see your action saved in the "Basic Information" section of the application.

The screenshot shows the eGRANTS application interface. At the top, there is an orange header with the text "eGRANTS". Below the header, the page title is "View Application - Melanie Wood". A notification box contains the text "Please note:" followed by a red bullet point: "Reference override has been saved." Below the notification is a navigation menu with seven tabs: "Basic Information", "Education", "Experience & Skills", "Community Service", "Criminal History", "References", and "Sponsor Recommendation / Rejection". The "Basic Information" tab is selected. Below the navigation menu, the applicant's details are displayed in two columns. The left column contains: "Name: Melanie Wood", "Applicant ID: 267596", "SSN: *****4121", "Mailing Address: 100 Main st, Boston, MA 12546", "Home Phone Number: 555-555-5555", and "Work or Other Phone Number: 555-555-5555". The right column contains: "Date of Birth: 05/05/1985", "Username:", "E-mail: Lgonzalez@cns.gov", "Permanent Address: 100 Main st, Boston, MA 12546", "Home Phone Number: 555-555-5555", and "Work or Other Phone Number: 555-555-5555".

6.2.4. Sponsor Recommendation

You must complete this form before an applicant can be selected by you. The form allows you to provide your assessment based on the application and information provided via the references.

Process

1. Click on **Sponsor Recommendation/Rejection**.
2. If your intention is to reject the applicant, you do not need to complete the form and can simply click on **reject** at the top of the page. If you wish to accept them, then you will be required to complete the required fields.

3. The first section asks you to the applicant's citizenship status. Choose from the drop down lists, either one selection from Column A or one from both B and C.

eGRANTS

View Application

Basic Information **Education** **Experience & Skills** **Community Service** **Criminal History** **References** **Sponsor Recommendation / Rejection**

To extend an offer to an applicant, all reference responses must be completed as well as all required fields on this form. Please note that (*) denotes a required field. To reject an applicant, you may just click "reject."

Lists of Acceptable Documents

List A	OR	List B	AND	List C
Documents that establish both identity and service eligibility		Documents that establish identity		Documents that establish service eligibility
<input type="text"/>		<input type="text"/>		<input type="text"/>
Document ID from list A: *		Document ID from list B: *		Document ID from list C: *
<input type="text"/>		<input type="text"/>		<input type="text"/>

Sponsor: Disaster Relief Project Group

Career Plan Eligibility: Individual is eligible for a "Career Plan" since below the U.S. poverty guidelines

Enter the unique identifier for the document (e.g. driver's license number, passport number) here. If there is no number, type "N/A."

4. The remainder of the form will ask you for your assessment of the applicant. All fields are required unless it is conditional based on the prior question.

* Is the applicant currently involved in community service? Describe work and degree of involvement.

Yes.

* What relevant skills or strengths can the applicant contribute to this program?

Many.

* What are the applicant's weaknesses?

None.

* What type of supervision would the applicant need to function effectively as an AmeriCorps® VISTA?

Little.

* Is the applicant available for service on a full time basis?

Individual will not be continuing full-time or part-time employment or courses unrelated to the volunteer assignment that would render the applicant unavailable for full-time service.

yes no

* If not, please explain:

An explanation is only needed if the answer is "no."

* Describe the project and role to which you plan to assign this person.

Important one

***Overall recommendation**

- I recommend the applicant without reservation as an excellent candidate for AmeriCorps*VISTA service.
- On the whole, I would recommend the applicant as a good candidate for AmeriCorps*VISTA service.
- I have some reservations, but the applicant has a fair chance of success in AmeriCorps*VISTA service.
- I have substantial reservations about the applicant for AmeriCorps*VISTA service.
- I believe the applicant is unsuited for AmeriCorps*VISTA service.

Additional comments:

[return to recruitment workbasket](#)

Final recommendation is entered here. When you are finished, click on "accept" or "reject" button.

5. By clicking on one of the two buttons, the system will ask you to confirm your decision.

Describe the project and role to which you plan to assign this person.

Overall recomm

- I recommend service.
- On the whole, candidate for AmeriCorps*VISTA service.
- I have some r candidate for AmeriCorps*VISTA service.
- I have some r of success in AmeriCorps*VISTA service.
- I have substantial reservations about the applicant for AmeriCorps*VISTA service.
- I believe the applicant is unsuited for AmeriCorps*VISTA service.



Additional comments:

View Application

Please note:

- Your recommendation information has been saved.
- The applicant will be notified of your decision.

Basic Information	Education	Experience & Skills	Community Service	Criminal History	References	Sponsor Recommendation / Rejection
-------------------	-----------	---------------------	-------------------	------------------	------------	------------------------------------

[Recruitment](#)

Lists of Acceptable Documents

List A	OR	List B	AND	List C
Documents that establish both identity and service eligibility		Documents that establish identity		Documents that establish service eligibility
<input type="text" value="US Passport"/>		<input type="text"/>		<input type="text"/>

- View status change in Recruitment Workbasket by clicking on the link to return. You'll see the status has changed to **Selected**.

RECRUITMENT WORKBASKET						
Service Opportunities						
Search For Applicants						
Search For Applicant Submissions						
Pending Application Submissions						
Name	Listings	Date Submitted	Status	Date Available		
Shermeka M Kellum	Lutheran Social Services of Illinois	10/08/2007	Under Review	09/03/2007		print
MARION D DAVIS	Lutheran Social Services of Illinois	10/08/2007	Under Review	07/01/2007		print
Heidi L Reed	Lutheran Social Services of Illinois	10/08/2007	Submitted	10/01/2006		print
Jessica L Zaiz-Stanley	Lutheran Social Services of Illinois	10/08/2007	Submitted	06/01/2007		print
Rachel E Neumayer	Lutheran Social Services of Illinois	10/08/2007	Submitted	09/01/2006		print
sara e fronek	Lutheran Social Services of Illinois	10/08/2007	Submitted	08/01/2007		print
Melanie Wood	Save the Starlets	11/16/2007	Submitted	11/16/2007		print
Mia Wallace	Save the Starlets	11/19/2007	Selected	/30/2007		print

6.3. Applicant Search

The applicant search functionality enables you to search for a specific applicant and/or search for a group of applicants with a certain skill set, availability, etc.

6.3.1. Quick Search

1. From your Recruitment page, click on **Search for Applicants**.



The screenshot shows the eGRANTS interface. At the top is the 'eGRANTS' logo. Below it is a 'RECRUITMENT WORKBASKET' section with several menu items: 'Service Opportunities', 'Search For Applicants' (circled in blue), 'Search For Applicant Submissions', and 'Pending Application Submissions'. Below the menu is a table with columns: Name, Listings, Date Submitted, Status, Date Available, and a 'print' link.

Name	Listings	Date Submitted	Status	Date Available	
Shermeka M Kellum	Lutheran Social Services of Illinois	10/08/2007	Under Review	09/03/2007	print
MARION D DAVIS	Lutheran Social Services of Illinois	10/08/2007	Under Review	07/01/2007	print
Heidi L Reed	Lutheran Social Services of Illinois	10/08/2007	Submitted	10/01/2006	print
Jessica L Zaiz-Stanley	Lutheran Social Services of Illinois	10/08/2007	Submitted	06/01/2007	print

2. You can perform a quick search by entering all of the data that you know. Click on **Search**. This type of search is best when looking for a specific individual.



The screenshot shows the 'Applicant Search' form in the eGRANTS system. It includes a title 'Applicant Search', a brief instruction on how to use the search fields, and several input fields: 'NSAID', 'NSPID', 'First Name', 'Last Name', and 'Date of Birth' (with a calendar icon and '(mm/dd/yyyy)' format). A 'search' button is located at the bottom right. A link for 'Click here for advanced applicant search options.' is at the bottom left.

Applicant Search

To search for an applicant use the fields below and click the search button. You do not need to enter full names to find applicants. For example, searching for "J" as the first name and "Smith" as the last name will give results for John Smith, Jane Smithson, and so on.

NSAID

NSPID

First Name

Last Name

Date of Birth  (mm/dd/yyyy)

[Click here for advanced applicant search options.](#)

5. View search results. If the data entered was only partial, the search may result in a list.

eGRANTS

Search Results

Below is a list matching the criteria you entered. Please select an Applicant from the list below to view the detailed information associated with the Applicant.

Results 1 Through 4 Your search returned 4 results.

Name*	NSA ID*	Date of Birth*	e-mail*
Shawn G Ryder	252421	Mon Sep 16 00:00:00 EDT 1985	shawn.ryder@purchase.edu
Stacia S Ryder	245802	Sat Mar 30 00:00:00 EST 1985	ryderss@washjeff.edu
Winona Ryder	267322	Fri Jul 10 00:00:00 EST 0985	Lgonzalez@cns.gov
Holly m ryder	232221	Tue Nov 15 00:00:00 EST 1983	navybean8@aol.com

6. Click on the name of the individual that you wish to view. If the search did not yield the result you needed, click on **Search Again**. Clicking on the name will produce a page containing their profile information. If the applicant has chosen to be notified of opportunities, a button will be provided to send them a message.
7. Choose the service opportunity from the drop down menu. Then click on **send mail**.

Skills

- **Business/Entrepreneur** : I have my own business and everyone is a witness. I also have my own clothing brand name with one of the biggest appearl distrubuter; Nike I am the emptiomy of an Entreprenuer in its purest sense.
- **Youth Development** : I have help to develop the youth of the Akron and Cincinnati area.
- **Basketball** : Basketball is my life; I need it, I breathe it. It encompasses me.
- **Architectural Planning** : I designed my own home; it is 30.000 acres; 12 times the size of the home I grew up in.

Languages

- Speaks Basic Spanish

Interests:

Notify potential applicant of opportunity:
Please select one of your listings below and click "send e-mail" in order to notify the potential applicant of an opportunity on your project.

Lutheran Social Services of Illinois

- Lutheran Social Services of Illinois
- Save the Starlets
- Sponsor's Test Listing
- Project Name
- Save the College - WVU

8. If you chose to send an email to the individual, the following will appear at the top of the profile page:

The screenshot shows the top of an eGRANTS profile page. At the top is an orange banner with the word "eGRANTS" in white. Below the banner, a blue oval highlights a red notification that reads: "Please note: • An email notifying the applicant of a potential listing match has been sent." Below the notification is a "View Profile" link. The profile information is displayed in two columns. The left column contains: Name: Lauren Palmer, NSAID: 267300, Mailing Address: 98 Geiger Ln, Atlanta, GA 39548, Home Phone Number: 555-555-2802, and Work Phone Number: (blank). The right column contains: E-mail: kvesey@cns.gov, Username: lpalmer, Permanent Address: 3567 O St NW, Washington, DC 20060, Home Phone Number: 202-555-2892, and Work Phone Number: (blank).

6.3.2. Advanced Search

The advanced search enables you to conduct a more detailed search for certain skill sets, languages, availability, etc. It often results in multiple applicants.

1. From the Applicant Search page, click on the link to conduct an advanced search.

The screenshot shows the "Applicant Search" page. It includes a heading "Applicant Search" and a paragraph of instructions: "To search for an applicant use the fields below and click the search button. You do not need to enter full names to find applicants. For example, searching for 'J' as the first name and 'Smith' as the last name will give results for John Smith, Jane Smithson, and so on." Below the instructions are several input fields: NSAID, NSPID, First Name, Last Name, and Date of Birth (with a calendar icon and the format "(mm/dd/yyyy)"). A "search" button is located at the bottom right. A blue oval highlights a link at the bottom left that reads: "Click here for advanced applicant search options."

2. Choose your criteria.

The screenshot shows the 'eGRANTS' logo at the top in white text on an orange background. Below it is the 'Applicant Search' section. A paragraph of text explains that users can search by partial names and provides an example: searching for 'J' as the first name and 'Smith' as the last name will return results for John Smith, Jane Smithson, etc. The form contains several input fields and dropdown menus:

- NSAID:
- NSPID:
- First Name:
- Last Name:
- Date of Birth: (mm/dd/yyyy)
- E-mail Address:
- Highest Education Level:
- Available From: (mm/dd/yyyy)
- Skills:
- Language:
- Fluency:
- Age Between: and

A 'search' button is located at the bottom right of the form area.

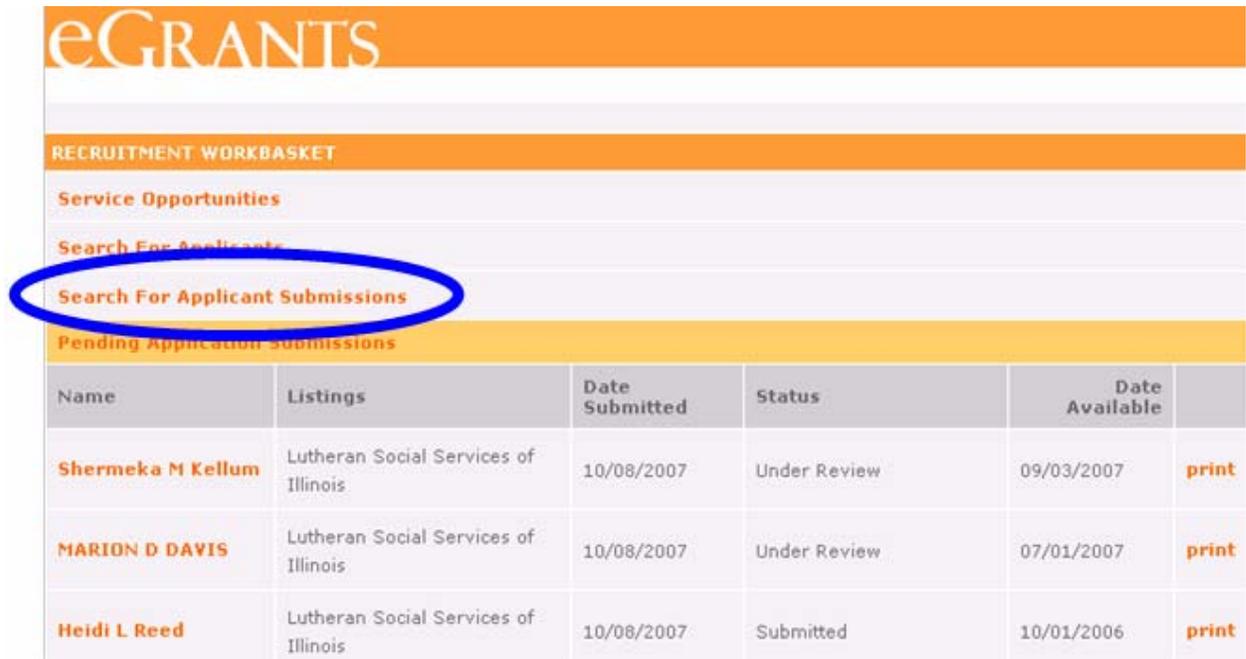
3. As with the quick search, you can:

- a. View the results
- b. View the profiles of individuals
- c. Send the individuals an email

6.3.3. Applicant Submission Search

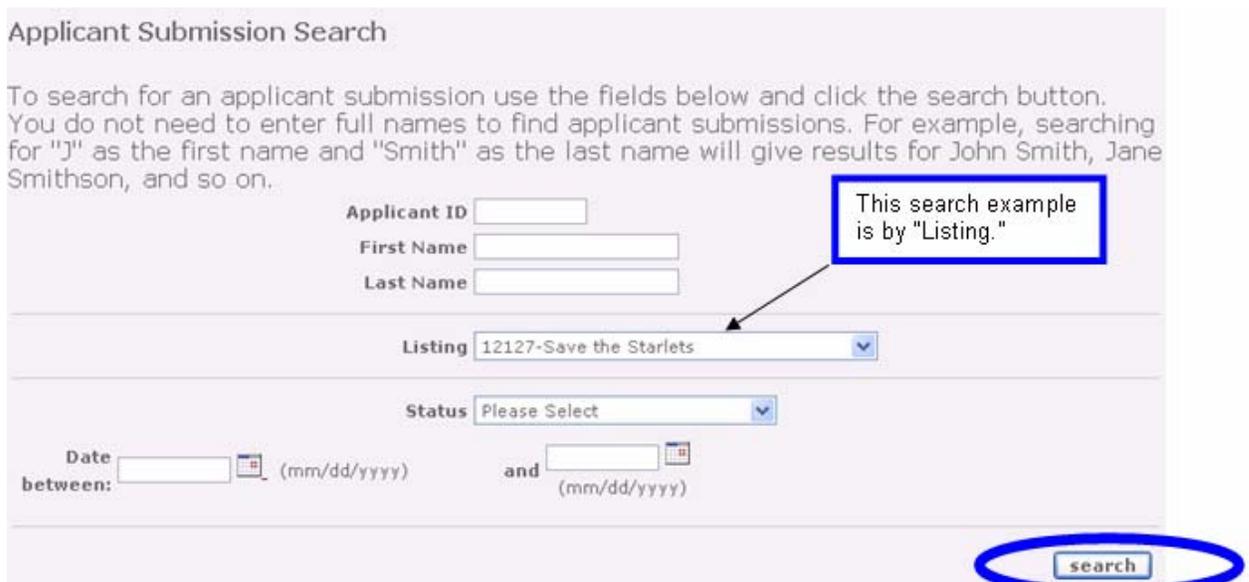
This functionality enables you to find all of the individuals who have submitted an application to one of your listings. You can search on a range of criteria.

1. From your Recruitment Workbasket, click on **Search For Applicant Submissions**.



Name	Listings	Date Submitted	Status	Date Available	
Shermeka M Kellum	Lutheran Social Services of Illinois	10/08/2007	Under Review	09/03/2007	print
MARION D DAVIS	Lutheran Social Services of Illinois	10/08/2007	Under Review	07/01/2007	print
Heidi L Reed	Lutheran Social Services of Illinois	10/08/2007	Submitted	10/01/2006	print

2. Choose the criteria that you wish to search on, and click on **search**.



Applicant Submission Search

To search for an applicant submission use the fields below and click the search button. You do not need to enter full names to find applicant submissions. For example, searching for "J" as the first name and "Smith" as the last name will give results for John Smith, Jane Smithson, and so on.

Applicant ID

First Name

Last Name

Listing

Status

Date between: (mm/dd/yyyy) and (mm/dd/yyyy)

search

3. View Search Results page.

Applicant Submission Search Results

Below is a list matching the criteria you entered. Please select an applicant submission from the list below to view the detailed information associated with the Applicant.

Results 1 Through 10 1 | 2 Next Last
Your search returned 14 results

Name	Applicant ID	Program Code	Program ID	Type	Program	State	Created	Status
Angela Bassett	267433	07VSNIL008	38489	VISTA	Save the Starlets	IL	11/01/2007 12:00 AM	Assigned
Jerome Bettis	267546	07VSNIL008	38489				11/08/2007 12:00 AM	Assigned
Colin Farrell	267510	07VSNIL008	38489		Starlets		11/05/2007 12:00 AM	Assigned
Mel Gibson	267623	07VSNIL008	38489	VISTA	Save the Starlets	IL	11/19/2007 12:00 AM	Pending State Office Approval
Al Pacino	267484	07VSNIL008	38489	VISTA	Save the Starlets	IL	11/05/2007 12:00 AM	Assigned

Note: A blue box highlights the 'Status' column header with the text: "You can sort the data by all column headings." An arrow points from this box to the 'Status' header in the table above.

4. Clicking on an applicant's name will bring up their application.

View Application - Jerome Bettis

Basic Information	Education	Experience & Skills	Community Service	Criminal History	References	Sponsor Recommendation / Rejection
Name: Jerome Bettis Applicant ID: 267546 SSN: *****3333		Date of Birth: 08/29/1983 Username: jbettis E-mail: ntichon@cns.gov				
Mailing Address: 1 Super Bowl Way Pittsburgh, PA 15222 Home Phone Number: 412-333-3333 Work or Other Phone Number: 412-444-4444		Permanent Address: 1 Super Bowl Way Pittsburgh, PA 15222 Home Phone Number: 412-333-3333 Work or Other Phone Number: 412-444-4444				
Residence Information: Status: U.S. Citizen City: Pittsburgh State: PA Country: United States of America						
Additional Information: Earliest Availability Date: 11/30/2007						
Interests:						

[return to recruitment workbasket](#)

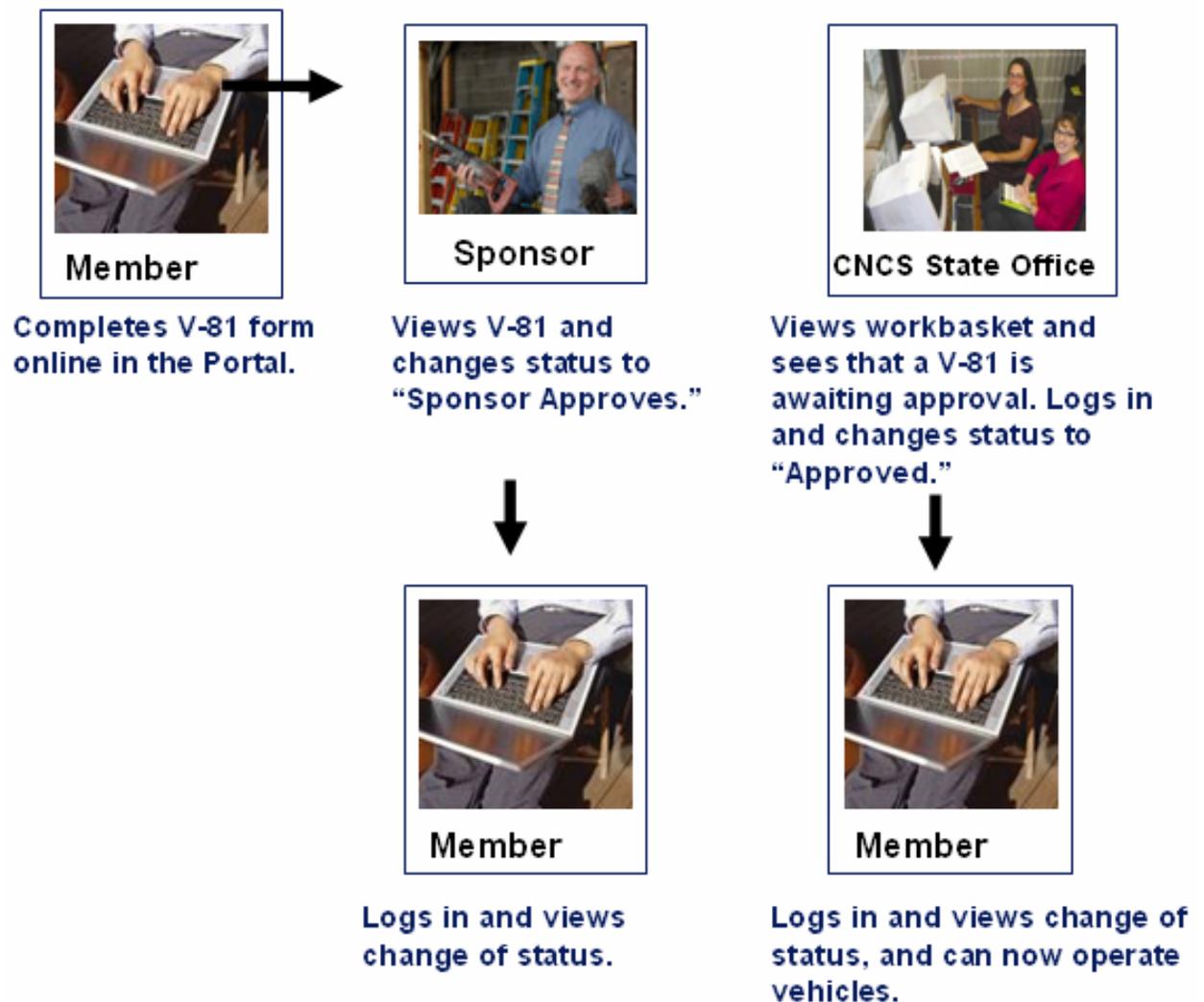
7. Member Management

7.1. V-81 Forms

The V-81 forms are completed by members if they need to use public transportation or their own vehicle or an agency owned vehicle to do perform their assignment. The portal functionality automates the approval process for you and the member.

All sponsors associated with a project code will receive an e-mail notification that a V-81 form has been submitted.

7.1.1. Workflow



7.1.2. View and Approve V-81 Forms

1. From your home page, click on **Member Management (... V-81 Requests)**.

12/3/2007, 5:30 PM, EST

home my account help logout





eGRANTS MESSAGES

Welcome Jane

VIEW MY GRANTS/APPLICATIONS

- View All
- 3 Awarded
- 1 Closed
- 1 Concept Papers
- 1 Grantee edit of application or report

MY AMERICORPS PORTAL

- Member Management (2 V-81 Requests)**
- Report (26 Member Applications)

Creating an Application	Managing My Account	Reporting to CNCS
<p>New →</p> <p>Continuation/Renewal →</p> <p>Amendment →</p> <p>Concept Paper →</p>	<p>Click on the links below to access common account functions:</p> <p>My Account →</p> <p>Org has users awaiting approval →</p>	<p>Financial Status Report →</p> <p>Progress Report →</p> <p>PPVA Report →</p>

508 Approved | Contact Help Desk | disable the pictures

2. You will be brought to your Transportation Forms page.



MEMBER PORTAL WORKBASKET

Transportation Forms

Name	Form Info	Last Modified Date	Status	view/edit
Sadie Miller	6- 2002 Pontiac Grand Prix	09/26/2007	Pending	view/edit

- If you click on **view** you'll see static content, with the opportunity to change the status. To approve the form, use the drop down box to change the status to **Sponsor Approved**, and click on **save**.

V-81 Information

Type: Member Owned Vehicle

Section A:

Vehicle Make : nissan
 Vehicle Model : centra
 Vehicle Year : 2005
 Vehicle State : PA
 Vehicle License Number : 123456789
 Vehicle Year : 2005
 Insurance Carrier : Erie
 Amount and Type of Coverage : 100,000
 Who Pays Operating Cost of Vehicle : Parents
 Estimated Number of Miles Traveled Monthly : 40
 Primary Driver : Shaquille Oneal
 Other Drivers (if applicable) : n/a

Section B:

Insurance / Licensing Certification : The owner certifies that this vehicle is licensed and insured as required by applicable State and local laws.

Section D:

Describe all Purpose of Travel (To be completed for both vehicles and public TO get to my project site transit.) :

* Status

- Please Select
- Pending
- Rejected
- Sponsor Approved**

- The My AmeriCorps portal will show the member that the status has changed. A request for approval from the State Office will appear in their workbasket.

7.1.3. Edit V-81 Forms

- Click on **edit** from the Transportation Forms page.

eGRANTS

MEMBER PORTAL WORKBASKET

Transportation Forms

Name	Form Info	Last Modified Date	Status	view/edit
Sadie Miller	6- 2002 Pontiac Grand Prix	09/26/2007	Pending	view edit

1. Form opens up in Edit Mode.

Edit V-81

Edit V-81 Form

V-81 Information

* Type of Transportation?

Member Owned Vehicle
 Project Owned Vehicle
 Public Transportation

Type: Member Owned Vehicle

Section A:

Vehicle Make Mercedes
Vehicle Model E Class
Vehicle Year 2005
* State: MA
Vehicle License Number 123456788
Insurance Carrier Safe Cars

* Amount and Type of Coverage

All types

Who Pays Operating Cost of Vehicle Barack Obar
Estimated Number of Miles Traveled Monthly 23
Primary Driver Hillary Clinton
Other Drivers (if applicable)

Section B:

* Insurance / Licensing Certification : The owner certifies that this vehicle is licensed and insured as required by applicable State and local laws.

Section D:

* Describe all Purpose of Travel (To be completed for both vehicles and public transit.)

Project work

* Status Pending

cancel save

2. Click on **save** to save your changes or **cancel** to return to the Transportation Forms page.

Appendix A: Frequently Asked Questions

What is My AmeriCorps and what does it mean to me?

For those of you who are new to *My AmeriCorps*, it is an online space designed to help manage the AmeriCorps experience online and in one place. Using *My AmeriCorps*, you can:

- Create and update service opportunity descriptions
- Reach out to applicants whose interests and skills could make them a potential match for your service opportunities
- View applications
- Submit the Sponsor Evaluation and select applicants
- Approve assignment-related transportation forms (V-81)

Additional member management functions will be made available in the next phase of the *My AmeriCorps* launch in Spring of 2008.

How do I access My AmeriCorps' recruitment and application features?

In order to seamlessly incorporate sponsor functions related to volunteer applications (replacing ACRPS functionality), we will be making minor modifications to the eGrants home page.

The *My AmeriCorps* features can be accessed by logging into the eGrants system, as some of you may already do. And if you don't use eGrants we'll work with your Grantee Administrator to set you up to use it prior to the new system going online. Within your User Guide you'll see a step by step process accompanied by pictures of the screens you will use to show you how to log in and navigate the system.

What happened to the AmeriCorps Recruitment and Placement System (ACRPS)?

The ACRPS system has been retired and its functionality has been incorporated into the existing *My AmeriCorps* portal functions. Your current service opportunity listings and applications will be migrated to the new system.

How do I get to my current postings?

Current **project listings** will be migrated to *My AmeriCorps*. Specifically, on the eGrants home page, under "View My AmeriCorps Portal," links will be provided for recruitment and application functions: Recruitment (X (number) applications pending. On your Recruitment Page you will see a link for My Service Opportunity Listings. Clicking on that link will bring up your current postings and also functionality for you to create and edit listings.

How do I see who has applied?

Current **applications** will be migrated to *My AmeriCorps*. Specifically, on the eGrants home page, under "View My AmeriCorps Portal," links will be provided for recruitment and application functions. If you have applications to your program awaiting review, a number will appear in the Recruitment link indicating that you have "x" number of applications pending.

The individual listed under the Contact Information section of the service opportunity listing will receive an email notification of an application submission.

What will the applicants experience by using My AmeriCorps?

We have used this opportunity to provide an easy way to find information about programs and a more user-friendly and transparent application process. And once applicants enter their information using *My AmeriCorps*, they can continue to use the portal to do a number of things for themselves and access important features and information whenever they need it. Less paperwork will be required for all parties – applicants, members, sponsors and VISTA staff.

How will I know to take action on a V-81 form?

All sponsors associated with a project code will receive an e-mail notification that a V-81 form has been submitted.

First, you will receive an email notifying you of a submission of a V-81 request. Then, on the eGrants home page, under “My Grants/Applications,” links will be provided for Member Management functions. If you have assignment-related transportation forms (V-81) pending, a number will appear indicating it is so within your Member Management (“x” number of V-81 requests) link on your home page. From that link you will see a listing of forms that you can view and approve/reject. VISTAs can the log into the portal and check the status.

Where can I get help using new recruitment functionality in eGrants?

As you may do today, you can send your questions to admin@americorps.org. Our Recruitment Administrator can work with you to identify the root of the problem and resolve it.

If you have issues with your user name or password, contact your Grantee Administrator or the eGrants Help Desk. You can also contact the eGrants help desk from within the system:

1. Click on **Contact Help Desk** located at the bottom of most pages. An email addressed to the help desk opens in a new window.
2. Click into the *body* of the message.
3. Type your question.
 - Include as much detail as you can about what you were doing when any problem occurred, including a description of the data you were entering.
 - Note whether you can reproduce the problem.
 - Describe what the system did as a result of your actions; if possible, provide the exact text of any error messages you've seen.
 - Note how and when you can be reached.
4. Click on **Send**. The email is sent to the help desk.

or

You can also contact the eGrants Help desk by telephone at 1-888-677-7849 (extension 533) between 8:00 AM to 6:00 PM Eastern time, Monday through Friday.