



## How to Access AmeriCorps VISTA Sponsor Orientation

*VISTA Sponsor Orientation (VSO) is an online, self-directed set of learning resources to orient new AmeriCorps VISTA sponsors and supervisors to their roles and help ensure a successful VISTA project.*

### Creating a Litmos Account

1. For best results, use Chrome browser to access Litmos.
2. Use this link to sign up for the sponsor team and access the learning path:  
<https://americorpsonlinecourses.litmos.com/self-signup/>
  - a. Enter your first name, last name, and email address.
  - b. Enter **VISTA-Sponsor-2020** for the token code.
3. If you are new to Litmos, you'll receive two separate automated messages from AmeriCorps: One to create a user account and one to access the sponsor team.
  - a. Please check your spam or junk folders for these messages.
  - b. Do not share the messages and links with anyone; they are unique to your account.
4. Before you begin, collect this information; it will be required to create a user account:
  - a. Organization name as it appears in eGrants
  - b. Legal applicant name in eGrants; this information should match your official agency legal documents (e.g., Articles of Incorporation, IRS determination letter, and IRS Form 990). Enter N/A if you do not receive a grant from VISTA.
  - c. Tip: To see your organization and legal applicant names, log in to eGrants and select "My Account."

### Accessing the VSO Learning Path

The VSO learning path contains two courses and will take approximately two hours to complete. You can complete them all at once or complete one and come back to complete the other one. Here are details for finding the learning path in Litmos:

1. Once you have logged in to [Litmos](#), navigate to your dashboard.

2. From there, open the VISTA Sponsor Orientation learning path. The learning path consists of two courses; they are the VISTA Program Design and the VISTA Program Network. There are three modules in the first course (approximately 10 minutes each) and nine modules in the second course (approximately 10 minutes each).
3. Once you access the learning path, start the first course and module. You will need audio to hear the videos; and the visuals will look better in full screen mode.
  - a. The learning path will require you to complete each module in order to advance to the next section. You can stop, exit Litmos, and return to the orientation at any time.
  - b. In addition, you'll find several knowledge checks after the modules. You will be required to score 80% before advancing to the next module. The knowledge assessments are brief surveys to complete, and you can take them as many times as you'd like.
4. The final module in the learning path is a survey to collect feedback on the content and information about your sponsoring organization. Please be sure to complete this; our training team will use your feedback immediately to improve all VISTA sponsor trainings and communications.
5. There are several resources available within the courses, in addition to the videos:
  - a. A resource called VISTA Sponsor Orientation Roles Handout is attached to the VISTA Program Network course. You can access it by selecting Additional References on the course's landing page.
  - b. In addition, the slides and notes for each video are saved in the Additional References section of the course's landing path.
  - c. Please note that you can access these additional materials only after you complete all the modules in the course.
6. Finally, when you complete the learning path, you will be able to access a certificate of completion. Please save this document and send a copy to your AmeriCorps Portfolio Manager to confirm that you have completed the VISTA Sponsor Orientation.

If you have any technical challenges in Litmos, please contact [serviceresources@cns.gov](mailto:serviceresources@cns.gov), and include "VISTA Sponsor Orientation" in the subject line to help the Litmos manager respond quickly.

If you have any questions about the content of the VSO learning path, please contact your AmeriCorps Portfolio Manager, or contact the VISTA Training Unit at [vistatraining@cns.gov](mailto:vistatraining@cns.gov).