

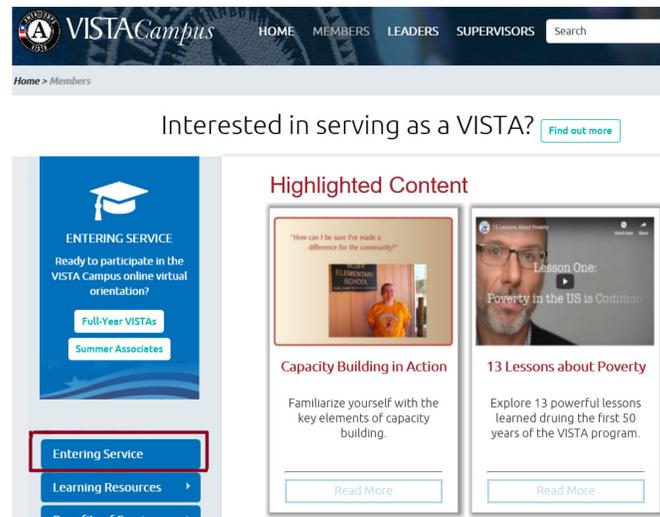
# Instructions for Accepting the AmeriCorps VISTA Civil Rights and Responsibilities and Terms and Conditions

To begin service as an AmeriCorps VISTA member, you are required to complete the Civil Rights and Responsibilities course as well as the Terms and Conditions course. Follow these step-by-step instructions to complete both courses and certify your acceptance.

1. Navigate to the VISTA Campus ([www.vistacampus.gov](http://www.vistacampus.gov)). To create an account, click the “Create a new account” link at the top. If you already have an account, enter your email and password at the top to login.



2. Navigate to the Civil Rights and Responsibilities course by clicking on “Members” at the top of the page. On the page that appears, click on “Entering Service” on the left.



3. Scroll down the page and click on the “VISTA Civil Rights and Responsibilities” link.

- AmeriCorps [VISTA Civil Rights and Responsibilities \(45 minutes\)](#). This course explains your legal rights and responsibilities as an AmeriCorps VISTA, and what to do if you experience or witness discrimination or harassment.

4. Complete the course.

*Civil Rights & Responsibilities*

click Start to begin.



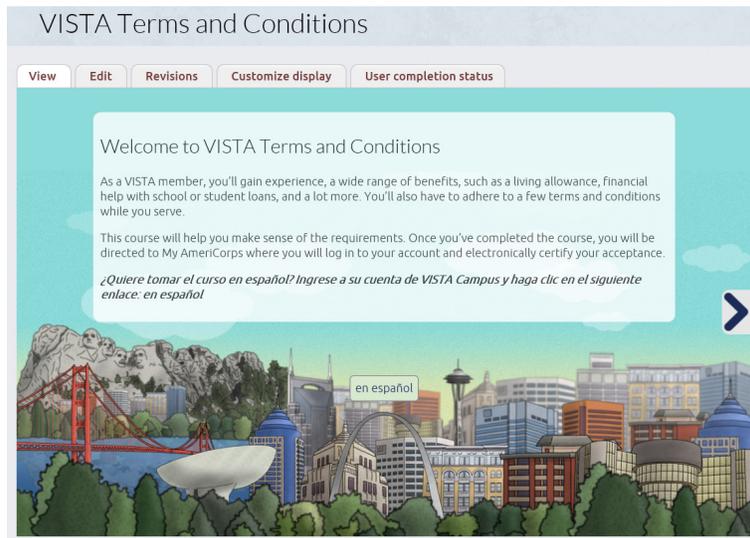
5. Next, navigate to the VISTA Terms and Conditions course by clicking on “Members” at the top of the page. On the page that appears, click on “Entering Service” on the left.

6. Scroll down the page and click on the “VISTA Terms and Conditions” link.

- AmeriCorps **VISTA Terms and Conditions (45 minutes)**. This course describes the laws and policies related to your service. After completing all modules of this course, you will be directed to a Terms and Conditions Acceptance form on my.americorps.gov.

*Please note that you **must be** logged into the VISTA Campus and **must not be** logged into my.americorps.gov while taking this course in order to access the acceptance form. [Click here](#) for detailed instructions on completing and certifying your acceptance of the Terms and Conditions. You must accept the VISTA Terms and Conditions before you can start service.*

7. Complete the course. Use the forward arrow on the right to advance to the next screen.



8. Once you get to the screen with buildings, click each building to view the content related to that topic and answer the associated questions.

- After each building is complete, you will see a yellow checkmark (☑) over each building. After all buildings are complete, a red streetcar will appear at the bottom of the screen. Click the streetcar to begin the process of electronically certifying your acceptance.



- If you do not see the red streetcar, it means you did not successfully complete the information in all buildings. Click any building without a checkmark to complete the course.

9. Read the text on the “You’re almost done” page. Then, click on the blue box that says, “CLICK HERE TO ACCEPT THE TERMS AND CONDITIONS OF VISTA SERVICE”, which will bring you the login page of my.americorps.gov.

**Terms and Conditions Acceptance Form**

**You’re almost done!**

Next, you must certify that you have read, understand, and accept the terms and conditions of VISTA service.

1. **Make sure you are NOT logged in to My AmeriCorps before you begin this process.**
2. Click the button below.
3. Log in to your account in My AmeriCorps. (do this AFTER you click the button below)
4. Indicate your acceptance and save your selection.
5. Verify your selection was saved. Look for “Terms & Conditions Acceptance” in the left menu in My AmeriCorps. If you don’t see this menu item, your acceptance was not saved.

[CLICK HERE TO ACCEPT THE TERMS AND CONDITIONS OF VISTA SERVICE](#) 

[Return to the Terms and Conditions Course](#)

- If you are not directed to the form after clicking on the blue box, then log into your my.americorps.gov account and click on the new “Terms & Conditions Acceptance” link on the left.

10. Read the information on the screen, make your selection, and submit the form. Once submitted, the screen will be greyed out and read-only.

**Please mark one item below and then click 'Submit'**

I ACCEPT all of the Terms and Conditions of VISTA service. I have taken both courses and fully understand all of the information presented.

I DO NOT ACCEPT the Terms and Conditions of VISTA Service. I wish to withdraw my candidacy to serve as an AmeriCorps VISTA member.

11. Verify your completion by looking for a “Terms & Conditions Acceptance” link in the left menu of your my.americorps.gov account. If you do not see this link, it means that your acceptance was not recorded.

**Questions?**

Contact the VISTA Member Support Unit via the National Service Hotline at 800-942-2677.