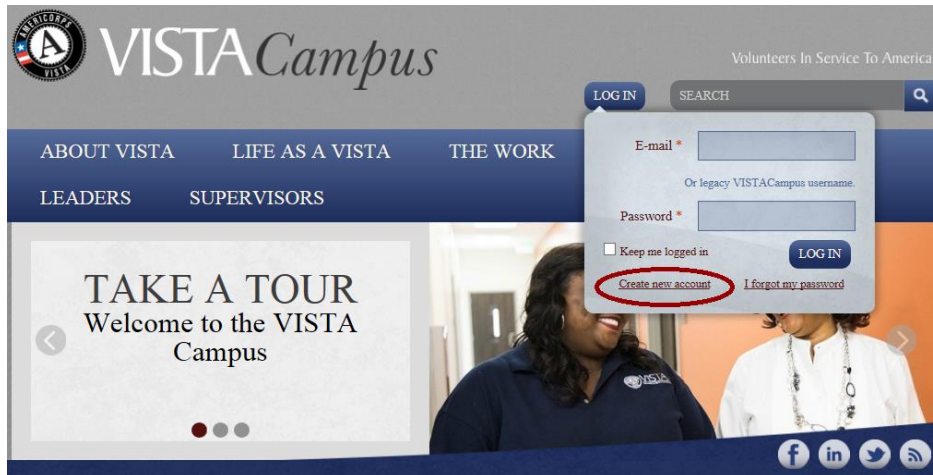


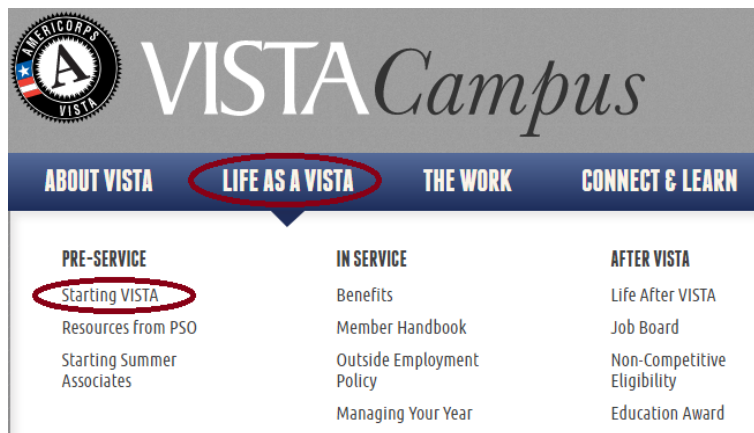
Instructions for Accepting the AmeriCorps VISTA Terms and Conditions

Log out of my.americorps.gov before beginning the Terms and Conditions course.


1. Log into your VISTA Campus account at www.vistacampus.gov. To create an account click the “Log in” button at the top and then on the “Create new account” link in the bottom left corner. If you already have an account, login by clicking the “Log in” button at the top of the page and entering your e-mail and password.



2. Navigate to the VISTA Terms and Conditions course by positioning your mouse over “Life as a VISTA”. In the menu that appears, under the “Pre-Service” section, click on “Starting VISTA”.



3. Select the type of orientation that you are scheduled to attend.



Starting VISTA Service

Welcome to AmeriCorps VISTA!

Thank you for joining AmeriCorps VISTA, the movement for social justice and economic equity.

There are two ways a member can enter VISTA service – through an in-person orientation event or through an online virtual orientation. To find what coursework and forms you need to complete to start service, click on the link that pertains to you.

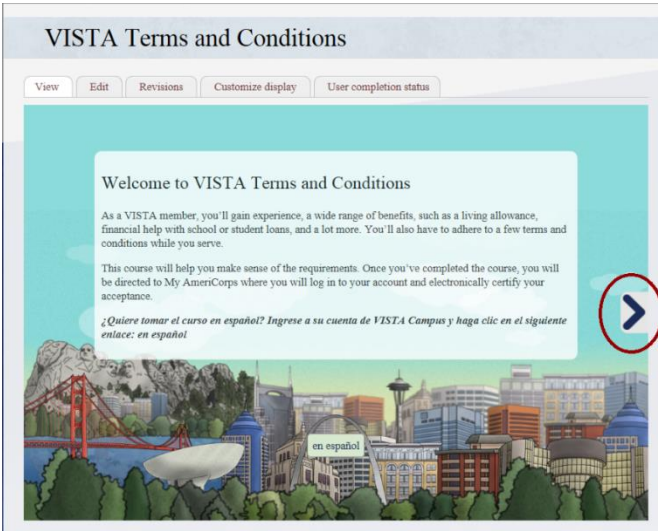
If you're not sure which type of orientation you'll be participating in, log-in to your my.americorps.gov account and click on "My Events" in the left menu. Events with the word "virtual" and the code "PSO" are conducted online (eg. PSO-01/01/2018-Virtual-DC). Those with a city name with the code "PSO" are in-person orientations (eg. PSO-01/01/2018-Philadelphia-PA). Events with the code "REL" can be ignored.

<p>Virtual Member Orientation (VMO) A self-directed onboarding and orientation at your project site.</p>	<p>In-Person Pre-Service Orientation (PSO) A 3½-day in-person orientation at a regional location.</p>
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4. Scroll down the page and click on the "VISTA Terms and Conditions" link.

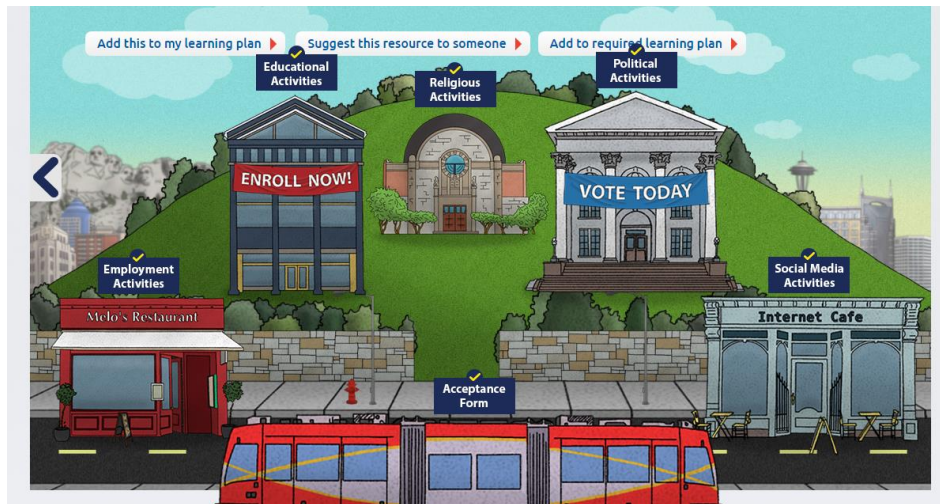
- **VISTA Terms and Conditions.** This course describes the laws and policies related to your VISTA service. After completing all modules of this course, you will be directed to a Terms and Conditions Acceptance form on my.americorps.gov.
- *Please note that you **must be** logged in to the VISTA Campus and **must not be** logged in to 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.*

5. Take the course. Use the forward arrow on the right to advance to the next screen.



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

- Once successfully completed, you will see a yellow checkmark (✓) over each building, and 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. Any building without a yellow checkmark still needs to be completed. Click any building without a checkmark to complete the course.


7. Read the text on the “You’re almost done” page and then click on the blue box that says “CLICK HERE TO ACCEPT THE TERMS AND CONDITIONS OF VISTA SERVICE”. This link brings you to a special 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](#)

8. Log in to my.americorps.gov.* Upon logging in, you will be directed to the Terms and Conditions Acceptance form.

9. Complete the form and submit it. 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 the Terms and Conditions course 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.

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

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

* If you need to reset your my.americorps.gov password, do so and then log out of my.americorps.gov. Go back to the “You’re almost done!” page of the VISTA Campus and click on the blue button. Enter your new password for my.americorps.gov to access the acceptance form.