

# Member Group Enrollment

2019 Group Enrollment Process

# Purpose



- This presentation is designed to help AmeriCorps program users understand the Group Enrollment feature for AmeriCorps members in the MyAmeriCorps Portal.
- This training is supplementary to the main Member Enrollment presentation from April 2019, which is posted here: <https://www.nationalservice.gov/resources/member-enrollment-resources>. Please review the main Member Enrollment presentation prior to taking this training.
- If you are a subgrantee, please ensure you are following any additional policies or procedures required by your State Commission or prime grantee.

# Session Outline



## Group Enrollment:

- Overview
- Requirements
- Comparison with individual enrollment
- Steps
- Troubleshooting
- Resources

# Enrollment Process Flow Chart

- Located on the [Managing AmeriCorps Grants](#) and [Member Enrollment Resources](#) webpages

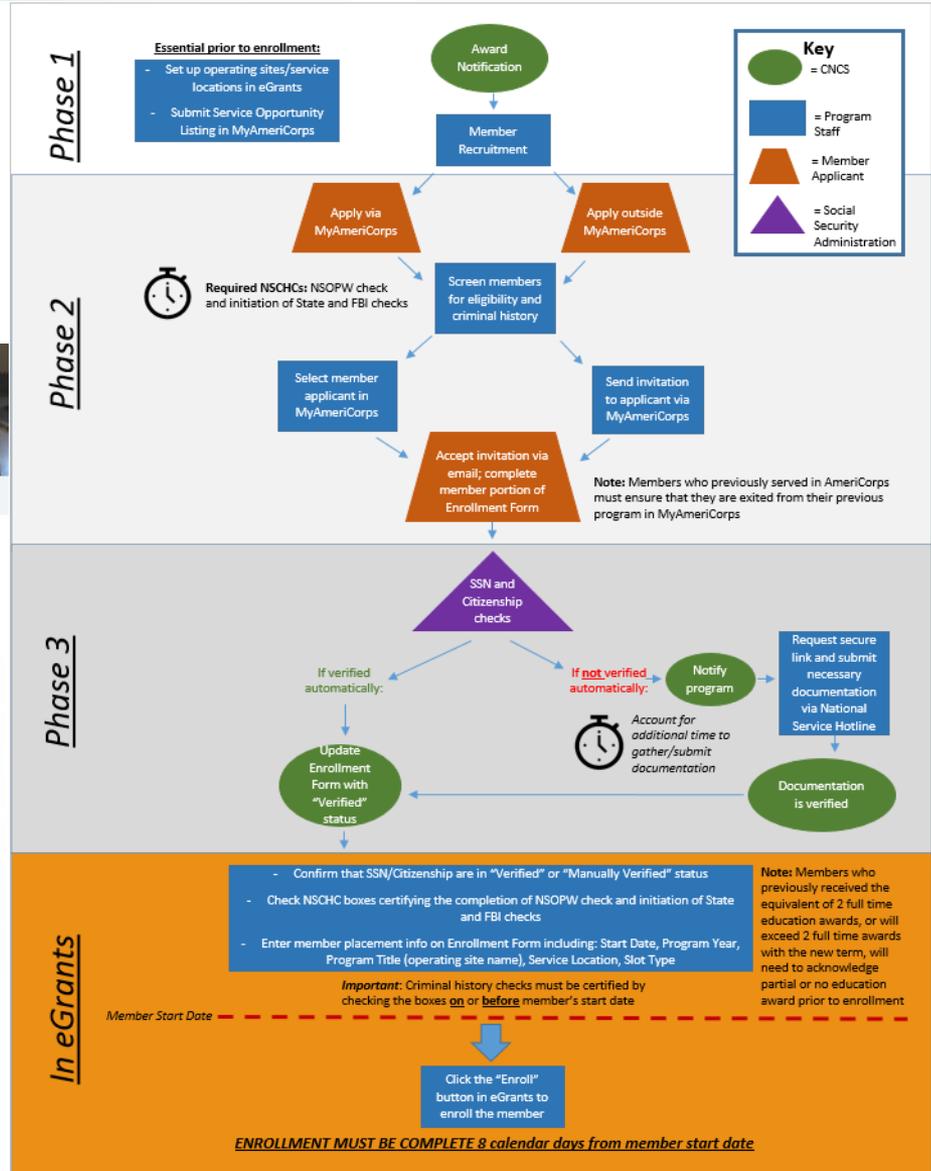


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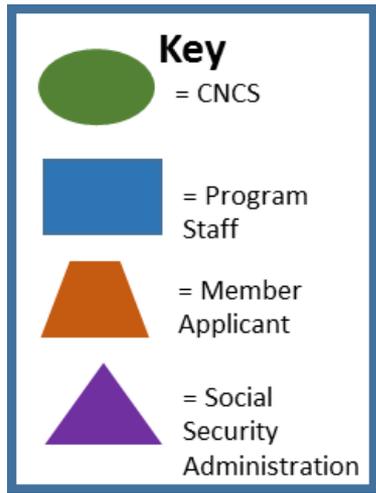
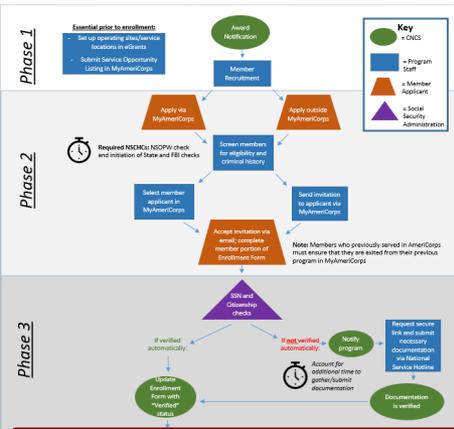
## Grants & Funding

### Resources for AmeriCorps State and National Grantees

- Funding & Resources
  - Rules, Regulations, and Provisions
- Manage Funds
  - Financial Management and Grant Administration
  - National Service Criminal History Checks
- Learning and Best Practices
  - eGrants
- FAQs
  - Grantee Progress Reports
  - Member Enrollment**



# Phase Where Group Enrollment Option is Now Active



**In eGrants**

- Confirm that SSN/Citizenship are in "Verified" or "Manually Verified" status
- Check NSCHC boxes certifying the completion of NSOPW check and initiation of State and FBI checks
- Enter member placement info on Enrollment Form including: Start Date, Program Year, Program Title (operating site name), Service Location, Slot Type

*Important: Criminal history checks must be certified by checking the boxes on or before member's start date.*

Member Start Date

Click the "Enroll" button in eGrants to enroll the member

**ENROLLMENT MUST BE COMPLETE 8 calendar days from member start date**

- Confirm that SSN/Citizenship are in "Verified" or "Manually Verified" status
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- Enter member placement info on Enrollment Form including: Start Date, Program Year, Program Title (operating site name), Service Location, Slot Type

**Important:** Criminal history checks must be certified by checking the boxes on or before member's start date

Member Start Date

Click the "Enroll" button in eGrants to enroll the member

**ENROLLMENT MUST BE COMPLETE 8 calendar days from member start date**

**Note:** Members who previously received the equivalent of 2 full time education awards, or will exceed 2 full time awards with the new term, will need to acknowledge partial or no education award prior to enrollment

**In eGrants**

# Requirements for All Member Enrollments (Individual and Group)

Corporation for  
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SERVICE 



- ✓ Notice of Grant Award has been received
- ✓ The program's Member Enrollment Period has begun
- ✓ Service locations are set up in the MyAmeriCorps Portal
- ✓ Slots are available for all members being enrolled
- ✓ Citizenship and SSN have been verified
- ✓ NSOPW checks have been completed
- ✓ State and FBI checks have been initiated
- ✓ Members have been determined to be eligible to serve
- ✓ Members have completed their portion of the Enrollment Form (including acknowledging a partial Education Award if applicable)

# Special Requirements for Group Enrollment

Corporation for  
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COMMUNITY  
SERVICE



- Members must be associated with the correct Program Year and Program Title during the invitation process

Welcome Sarah

Portal Home

- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members**
- SSN & Citizenship Status
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- Sponsor Verification
- VISTA Reports

### Invite Members

#### Invite Member

After completing the following fields with member and program information, the member will receive an email with information for Portal registration and the ability to complete the member portion of the enrollment form. Click "add another" to send another invitation after this one; otherwise, click "save invitation" to just send this one invitation. [Click here for help.](#)

\* First Name:

Middle Name/Initial:

\* Last Name:

\* Social Security Number:  (999999999)

\* Verify Social Security Number:  (999999999)

\* Date of Birth:  (mm/dd/yyyy)

\* E-Mail Address:

\* Program Year:

\* Program Title:

Service Location:

# Special Requirements for Group Enrollment (continued)



- **Program Year** must be selected correctly by the program on the member invitation
  - Member candidates who applied via MyAmeriCorps will need have the program year entered manually on their individual Enrollment Form, and so cannot participate in group enrollment (*i.e., they will not appear on the Group Enrollment tab*)
- **Program Title (operating site/subgrantee program name)** must be selected correctly by the program
  - Member candidates who applied to/were invited under a different operating site must have the Program Title changed manually on their individual Enrollment Form, and so cannot participate in group enrollment (*i.e., they will not appear on the Group Enrollment tab*)

# Completing Enrollment Form Fields: Individual Enrollment Process



**Steps are completed individually for each member:**

**1:** Confirm that SSN/Citizenship are in "Verified" or "Manually Verified" status

**2:** Check NSCHC boxes certifying the completion of NSOPW check and initiation of State and FBI checks

**3:** Enter member placement info on enrollment form including: Start Date, Program Year, Program Title (operating site name), Service Location, Slot Type

**4:** Click the "Enroll" button in eGrants to enroll the member

## SSN, Citizenship, and Criminal History Verification

Before a member may be enrolled into the National Service Trust they must have: 1) their SSN and Citizenship status be in a Verified or Manually Verified status; 2) a completed National Sex Offender Public Website check (NSOPW.gov); and, 3) the program initiated state of service and state of residence checks and FBI check, as appropriate, required for this individual.

SSN Status: Verified - 03/10/2019  
Citizenship Status: Verified - 03/10/2019

NSOPW check:

I certify that I have conducted, reviewed, and adjudicated the results of a nationwide NSOPW.gov check (with all jurisdictions on NSOPW.gov reporting) for this individual.

04/22/2019 ?

State of Residence, State of Service, and FBI check initiation:

I certify that I have initiated the state of service and state of residence checks and FBI check, as appropriate, required for this individual.

04/22/2019 ?

\* Please click "save information" after clicking the certification checkboxes in this section.

## Placement Information

A member's start date may not be earlier than any of the following: the date you receive confirmation that the member's SSN is correct, the date you receive confirmation of a member's citizenship eligibility, the certification date for completion of the NSOPW, the certification date for the state of service/residence and/or FBI check initiation. In addition, you have five (5) days from the member's start date to certify the member's enrollment.

\* Start Date: 04/22/2019

Program Year: 2018

Program Title:

Service Location:

\* Slot Type: Full Time (1700) [5] w/ Living Allowance

\*  I, [redacted] certify this form as of 04/22/2019. ?

I understand that a knowing and willful false statement on this form can be punished by one or more of the following: a fine or imprisonment or both under Section 1001 of Title 18, U.S.C., exclusion from participation in federal programs, and forfeiture of benefits I may receive as a result of my enrollment or other actions authorized by the Civil Fraud Remedies Act, 31 U.S.C. 3801-3812.

cancel

save information

enroll member

# Completing Enrollment Form Fields: Group Enrollment Process

**Steps are completed on a single screen for groups of up to 20 members at a time:**

**1:**

Members will not appear on this page until SSN/Citizenship is verified:  
Confirm that SSN/Citizenship are in "Verified" or "Manually Verified" status

**3:**

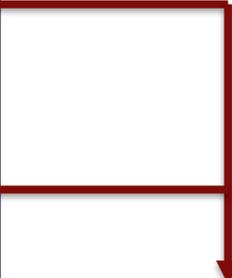
Check NSCHC boxes certifying the completion of NSOPW check and initiation of State and FBI checks

Program Year: 2019  
Program Code: [REDACTED]  
Program Title: Sub Project State CR317 AmeriCorps\*State - Washington, DC  
Slot Type: [REDACTED]

Results 1 through 20 1 | 2 | [Next](#) [Last](#)  
Your search returned 23 results.

Name	NSOPW Check	State and FBI Check	Select to Enroll	Service Location	Start Date
Beatrice [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	[Calendar]
Erica Jo [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	[Calendar]
Tommy [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	[Calendar]
Jose Bu [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	[Calendar]
Jake Je [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	[Calendar]
Patricia [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	[Calendar]
Cara Di [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	[Calendar]
Diana F [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	[Calendar]
Pfirstna [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	[Calendar]
Delena [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	[Calendar]
Viola J [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	[Calendar]
Fiona M [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	[Calendar]
Katie M [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	[Calendar]
Eve Nla [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	[Calendar]
Holly P [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	[Calendar]
Olivia P [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	[Calendar]
Gerald [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	[Calendar]
Qfname [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	[Calendar]
Ariana [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	[Calendar]
Molly T [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	[Calendar]

I, [REDACTED], certify this form as of 06/06/2019



**2:**



**4:**

Click the "Enroll" button in eGrants to enroll the member

# Group vs. Individual Enrollment

Corporation for  
NATIONAL &  
COMMUNITY  
SERVICE



	Group Enrollment	Individual Enrollment
<b>Number of applicants enrolled at a time</b>	Up to 20	Only 1
<b>Program Year and Program Title</b>	Pre-populated from member invitation	Selected manually on enrollment screen
<b>Member candidate applied through MyAmeriCorps</b>	Cannot be used	Must be used
<b>Member candidate invited under different program year/ program title</b>	Cannot be used	Must be used
<b>SSN/Citizenship</b>	Members will not appear on Group Enrollment tab until they have been verified	Verification status and dates visible on individual enrollment screen
<b>NSCHC check box certification</b>	<b>Checking the NSOPW and State/FBI check boxes is a legal certification that is recorded with the date (visible on the individual enrollment form)</b>	

# Group Enrollment Steps



Step 1: In the S&N Workbasket in the MyAmeriCorps Portal, click on the “Group Enrollments” tab

The screenshot shows the MyAmeriCorps Portal interface. At the top, there is an orange banner with the word "eGRANTS" in white. Below this, a grey bar contains the "Workbasket" label. A navigation sidebar on the left lists various options, with "S&N Workbasket" selected and highlighted in orange. The main content area features a row of six buttons: "Pending Applications", "Pending Invitations", "Pending Enrollments", "Group Enrollments" (highlighted with a red box), "Status Change Requests", and "Pending Exits". Below these buttons are search filters for "Program Year:", "Program Code:", "Program Title:" (with a dropdown menu), and "Slot Type:" (with a dropdown menu). A message states "No matches" and "Your search returned 0 results." with a "Click here for help." link. At the bottom, a table header is visible with columns: "Name", "NSOPW Check", "State and FBI Check", "Select to Enroll", "Service Location", and "Start Date".

# Group Enrollment Steps



Step 2: Select the correct Program Title (operating site name or subgrantee program name)

- The Program Year whose enrollment period is currently open will populate automatically
- Member candidates who are associated with this Program Year and Program Title, have completed their portion of the Enrollment Form, and whose SSN/Citizenship has been verified will appear on the tab. (These members are also visible on the Pending Enrollments tab)

**Welcome Joan**

**Portal Home**

- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket

**S&N Workbasket**

- S&N Reports

**Workbasket**

Pending Applications   Pending Invitations   Pending Enrollments   **Group Enrollments**   Status Change Requests   Pending Exits

**Program Year:** 2019

**Program Code:** [REDACTED]

**Program Title:** Sub Project State CR317 AmeriCorps\*State - Washington, DC

**Slot Type:** [Dropdown]

[Click here for help.](#)

Results 1 through 20   1 | 2 | [Next](#) [Last](#)

Your search returned 23 results.

Name	NSOPW Check	State and FBI Check	Select to Enroll	Service Location	Start Date
Beatrice Sam Alastname	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	<input type="text"/>
Erica [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	<input type="text"/>
Tommy J Blastname	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	<input type="text"/>

# Group Enrollment Steps



Step 3: Select the Slot Type for the members you wish to enroll

- In subsequent steps, you will only enter information for members who will be enrolled in this type of slot
- If you have members that will need to be enrolled in other slot types, leave those members blank for now. (You will repeat these steps to enroll those members.)

Welcome Joan

Workbasket

Portal Home

- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket

S&N Workbasket

- S&N Reports

Pending Applications

Pending Invitations

Pending Enrollments

**Group Enrollments**

Status Change Requests

Pending Exits

Program Year: 2019

Program Code: [REDACTED]

Program Title: Sub Project State CR317 AmeriCorps\*State - Washington, DC

Slot Type: Full Time (1700) [398] w/ Living Allowance

[Click here for help.](#)

Results 1 through 20

1 | 2 | [Next](#) [Last](#)

Your search returned 23 results.

Name	NSOPW Check	State and FBI Check	Select to Enroll	Service Location	Start Date
Beatrice Sam Alastname	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Erica [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Tommy J Blastname	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	

# Group Enrollment Steps



Step 4: For the members you wish to enroll, check the NSOPW Check and State and FBI Check boxes to certify that the required criminal history check actions have been taken.

## IMPORTANT:

- The NSOPW check must be completed and the State/FBI checks must be initiated **prior** to checking these boxes
- The member start date must be **on or after** the date the boxes were checked

The screenshot shows a web interface for group enrollment. On the left is a navigation menu with options like 'Search Potential Applicants', 'Manage Members', and 'S&N Workbasket'. The main area is titled 'Workbasket' and contains filters for 'Program Year: 2019', 'Program Code', 'Program Title', and 'Slot Type'. Below the filters, it shows 'Results 1 through 20' and 'Your search returned 23 results.' A table lists three members: Beatrice Sam Alastname, Erica, and Tommy J Blastname. Each row has checkboxes for 'NSOPW Check' and 'State and FBI Check', a 'Select to Enroll' checkbox, a 'Service Location' dropdown, and a 'Start Date' field. A red box highlights the 'NSOPW Check' and 'State and FBI Check' columns for all three members, with the first two rows having their respective checkboxes checked.

Name	NSOPW Check	State and FBI Check	Select to Enroll	Service Location	Start Date
Beatrice Sam Alastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select	
Erica	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Tommy J Blastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select	

# Group Enrollment Steps



Step 5: For the members you wish to enroll, select the appropriate Service Location(s)

- Service Locations must be set up in the MyAmeriCorps Portal prior to taking this step

**Welcome Joan**

**Portal Home**

- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket

**S&N Workbasket**

- S&N Reports

**Workbasket**

Pending Applications   Pending Invitations   Pending Enrollments   **Group Enrollments**   Status Change Requests   Pending Exits

**Program Year:** 2019  
**Program Code:** [REDACTED]  
**Program Title:** Sub Project State CR317 AmeriCorps\*State - Washington, DC  
**Slot Type:** Full Time (1700) [398] w/ Living Allowance

Click here for help.  
1 | 2 | [Next](#) [Last](#)  
Your search returned 23 results.

Name	NSOPW Check	State and FBI Check	Select to Enroll	Service Location	Start Date
Beatrice Sam Alastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Service Location CR 317 - 1	
Erica [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Tommy J Blastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Service Location CR 317 - 2	

# Group Enrollment Steps



Step 6: For the members you wish to enroll, enter the correct Start Date

- Must be no later than today's date
- Must be no earlier than 8 calendar days prior to today's date
- Must be no earlier than the SSN/citizenship verification dates
- Must be no earlier than the date the NSOPW and State/FBI boxes were checked

The screenshot shows the 'Workbasket' interface for group enrollment. The left sidebar contains navigation options like 'Welcome Joan', 'Portal Home', and 'S&N Workbasket'. The main area displays search filters for 'Program Year: 2019', 'Program Code', 'Program Title', and 'Slot Type'. Below the filters, a table lists members with columns for Name, NSOPW Check, State and FBI Check, Select to Enroll, Service Location, and Start Date. The 'Start Date' column for Beatrice Sam Alastname and Tommy J Blastname is highlighted with a red box, showing dates 06/07/2019 and 06/01/2019 respectively. A red exclamation mark icon is visible to the right of the table.

Name	NSOPW Check	State and FBI Check	Select to Enroll	Service Location	Start Date
Beatrice Sam Alastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Service Location CR 317 - 1	06/07/2019
Erica [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Tommy J Blastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Service Location CR 317 - 2	06/01/2019

# Group Enrollment Steps



Step 7: For the members you wish to enroll, click the “Select to Enroll” box

- Only the members with this box checked will be enrolled when you click the “enroll” button at the bottom of the tab

The screenshot shows a web interface for group enrollment. On the left is a navigation menu with options like 'Search Potential Applicants', 'Manage Members', and 'S&N Workbasket'. The main area is titled 'Workbasket' and contains several tabs: 'Pending Applications', 'Pending Invitations', 'Pending Enrollments', 'Group Enrollments' (which is active), 'Status Change Requests', and 'Pending Exits'. Below the tabs, there are filters for 'Program Year: 2019', 'Program Code', 'Program Title: Sub Project State CR317 AmeriCorps\*State - Washington, DC', and 'Slot Type: Full Time (1700) [398] w/ Living Allowance'. A search result summary shows 'Results 1 through 20' and 'Your search returned 23 results.' Below this is a table with columns: Name, NSOPW Check, State and FBI Check, Select to Enroll, Service Location, and Start Date. The 'Select to Enroll' column has checkboxes for three members: Beatrice Sam Alastname (checked), Erica [redacted] (unchecked), and Tommy J Blastname (checked). The 'Select to Enroll' checkbox for Beatrice Sam Alastname is highlighted with a red box.

Name	NSOPW Check	State and FBI Check	Select to Enroll	Service Location	Start Date
Beatrice Sam Alastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Service Location CR 317 - 1	06/07/2019
Erica [redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Tommy J Blastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Service Location CR 317 - 2	06/01/2019

# Group Enrollment Steps



Step 8: At the bottom of the tab, certify the form

**Welcome Joan**

**Portal Home**

- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket

**S&N Workbasket**

- S&N Reports

**Workbasket**

Pending Applications   Pending Invitations   Pending Enrollments   **Group Enrollments**   Status Change Requests   Pending Exits

**Program Year:** 2019  
**Program Code:** [REDACTED]  
**Program Title:** Sub Project State CR317 AmeriCorps\*State - Washington, DC  
**Slot Type:** Full Time (1700) [398] w/ Living Allowance

[Click here for help.](#)

Results 1 through 20 1 | 2 | [Next](#) [Last](#)  
Your search returned 23 results.

Name	NSOPW Check	State and FBI Check	Select to Enroll	Service Location	Start Date
Beatrice Sam Alastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Service Location CR 317 - 1	06/07/2019
Erica [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Tommy J Blastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Service Location CR 317 - 2	06/01/2019

\*  I, [REDACTED], certify this form as of 06/07/2019

# Group Enrollment Steps



Step 9: At the bottom of the tab, take the “enroll” action. (If you are not ready to enroll the members yet, click the “save information” button instead)

- Up to 20 members can be enrolled at a time

The screenshot shows a web interface for group enrollment. On the left is a navigation menu with options like 'Search Potential Applicants', 'Manage Members', and 'S&N Workbasket'. The main area is titled 'Workbasket' and contains several tabs: 'Pending Applications', 'Pending Invitations', 'Pending Enrollments', 'Group Enrollments' (which is active), 'Status Change Requests', and 'Pending Exits'. Below the tabs, there are fields for 'Program Year: 2019', 'Program Code', 'Program Title: Sub Project State CR317 AmeriCorps\*State - Washington, DC', and 'Slot Type: Full Time (1700) [398] w/ Living Allowance'. A 'Click here for help.' link is present. Below this, it says 'Results 1 through 20' and 'Your search returned 23 results.' with pagination links '1 | 2 | Next Last'. A table lists three members: Beatrice Sam Alastname, Erica, and Tommy J Blastname. Each row has columns for 'Name', 'NSOPW Check', 'State and FBI Check', 'Select to Enroll', 'Service Location', and 'Start Date'. At the bottom, there is a certification statement: '\*  I, [redacted], certify this form as of 06/07/2019'. Two buttons, 'save information' and 'enroll', are highlighted with a red box.

Name*	NSOPW Check	State and FBI Check	Select to Enroll	Service Location	Start Date
Beatrice Sam Alastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Service Location CR 317 - 1	06/07/2019
Erica [redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
Tommy J Blastname	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Service Location CR 317 - 2	06/01/2019

\*  I, [redacted], certify this form as of 06/07/2019

# Group Enrollment Steps



Step 10: Check for error messages at the top of the tab. These messages will indicate if one or more of the member enrollments was not successful.

- In this example, the start date entered for Tommy was prior to the date the NSOPW and State/FBI boxes were checked, so he could not be enrolled. Program staff will need to correct Tommy's start date and try again.

Search Potential Applicants  
Search Submitted Applications  
Manage Members  
Invite Members  
SSN & Citizenship Status  
Manage Programs  
Manage Service Locations  
Manage Users  
Recruitment Workbasket  
**S&N Workbasket**  
S&N Reports

Pending Applications   Pending Invitations   Pending Enrollments   **Group Enrollments**   Status Change Requests   Pending Exits

**The following members have not been enrolled with the following reasons:**  
Tommy J Blastname's Start Date cannot be prior to the NSOPW check date. Please correct the Start Date.  
Tommy J Blastname's Start Date cannot be prior to the State of Residence, State of Service, and FBI check date. Please correct the Start Date.

**Program Year:** 2019  
**Program Code:** 19ACHKY0010001  
**Program Title:** Sub Project State CR317 AmeriCorps\*State - Washington, DC  
**Slot Type:** Full Time (1700) [397] w/ Living Allowance

Results 1 through 20 [Click here for help.](#)  
1 | 2 [Next](#) [Last](#)  
Your search returned 22 results.

Name	NSOPW Check	State and FBI Check	Select to Enroll	Service Location	Start Date
Erica [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select	
<b>Tommy J Blastname</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Service Location CR 317 - 2	06/01/2019

# Troubleshooting Enrollment Error Messages



- ✓ Sufficient slots available
- ✓ SSN and citizenship verified on or before member start date
- ✓ NSOPW and State/FBI certifications completed on or before member start date
- ✓ Service Location selected
- ✓ Start date no later than today's date and no more than 8 calendar days prior
- ✓ Member eligible to serve
  - Has not previously served more than 4 terms
  - Has not declined a partial education award
  - Has not received an unsatisfactory performance rating from a previous term of service
  - Is not currently actively enrolled in the same program or in another term that when combined exceeds full-time service

The details of the error message will provide specific guidance:

**The following members have not been enrolled with the following reasons:**

Patricia [REDACTED] has already served four terms with State & National and may not serve again.

Diana Elastname does not have a Service Location Selected, you must assign a service location for this member before completing enrollment.

Pfirstname Flastname's Start Date may not be after the Current Date.

Delena [REDACTED] has declined the partial award, so they cannot be enrolled.

Viola Jlastname already has an active enrollment in this program for this year.



- Subgrantees should reach out to their Direct grantee or State Commission for additional resources and guidance as it relates to your specific program
- [Managing AmeriCorps Grants](#) webpage, under “Enrollment” section
  - Slides and recording for this training
  - Slides and recording for the main Member Enrollment training from April 2019
  - Enrollment Flow Chart
  - Enrollment policy documents
- CNCS National Service Hotline
  - 1-800-942-2677
  - <https://questions.nationalservice.gov>
- [Criminal History Check Resources](#)



THANK YOU!