

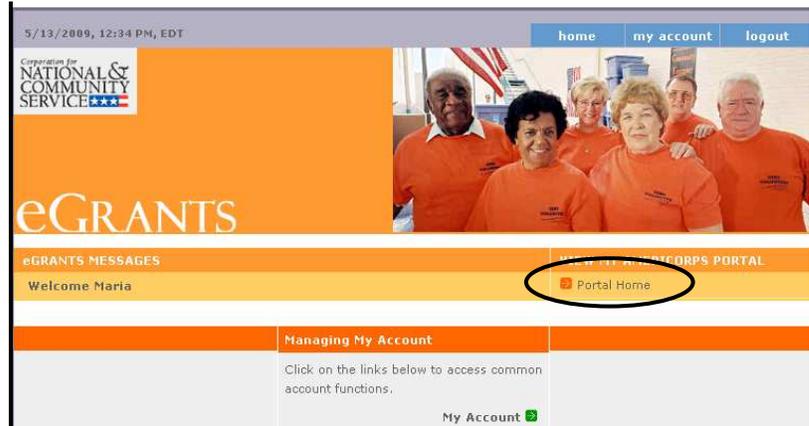
Completing Your Trainee Registration Profile

Overview

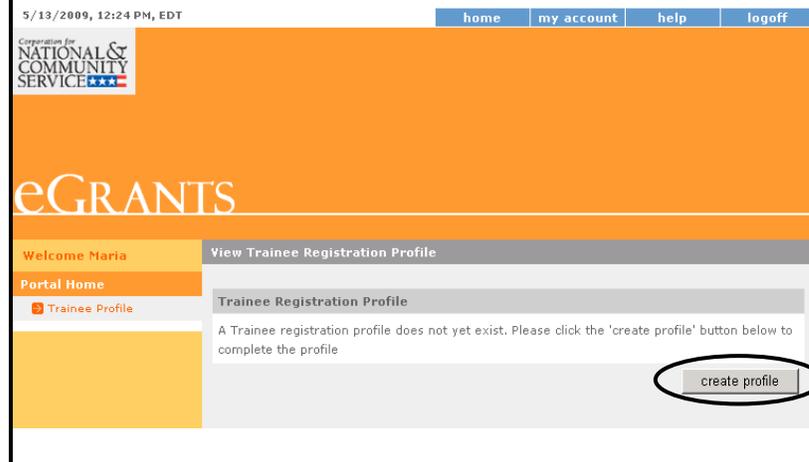
Primarily used by anyone approved to attend a CNCS-sponsored training. If site supervisors will be attending Supervisor training, they will only be able to access this form after being given the Travel Profile Role within the project's eGrant account. A project supervisor will not be able to complete this form on behalf of a site supervisor or VISTA member. This is the exact screen your members will complete for PSO and other training events. If members call you and have a question about their screen, you can look at your screen to help provide them guidance.

Process

1. Log in to your eGrants account, and click the Portal link to access the VISTA Workbasket.



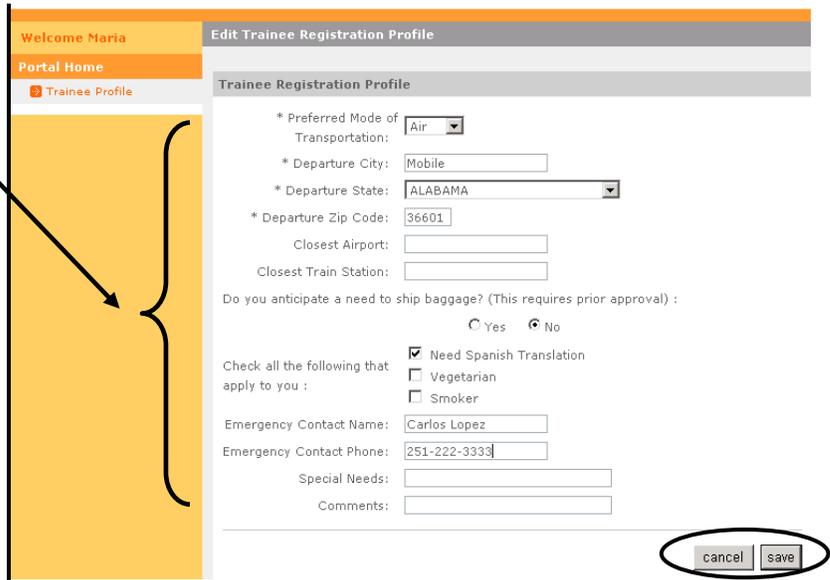
2. Click on the Trainee Profile in the left sidebar,
then click on "create profile."



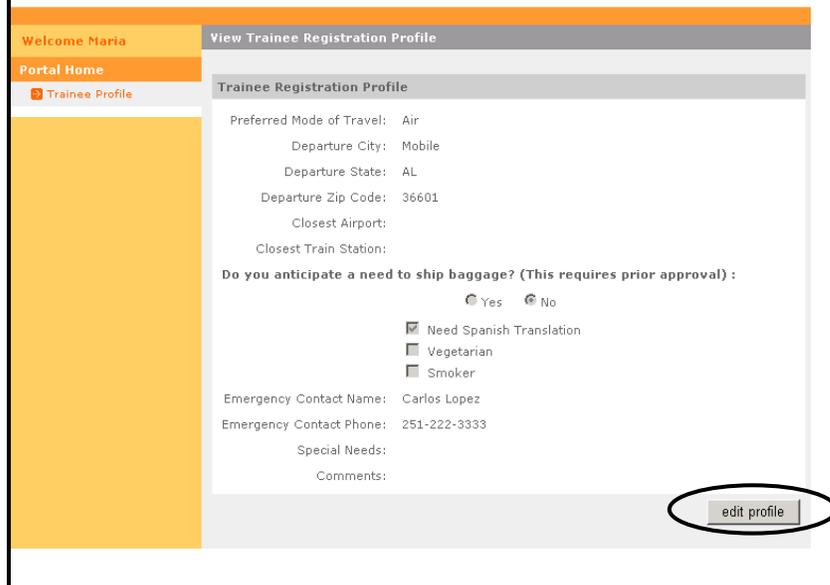
3. Complete the form and click “save.”

IMPORTANT: Due to stricter TSA requirements, it is critical that **your gender, date of birth, and name appear exactly as it is shown on your government issued identification** (e.g., driver’s license, passport). You may not be able to board and additional costs may incur.

Note: The question “Do you anticipate a need to ship baggage?” is primarily used by relocating members. However, if you will need to check a bag at the airport, please check the ‘yes’ box so that the travel arranger will know to obligate extra funds for airlines that may charge a baggage check fee.



4. At any time, you can edit your profile by clicking on the “edit profile” button.



Additional Resources

The following resources are also available through the Resource Center:

- My AmeriCorps Portal User Guide for VISTA Sponsors (PDF)
- My AmeriCorps Portal / eGrants User Guide for Grantee Administrators (PDF)
- Creating an In-service Training Request (PDF)
- Tutorials on
 - General Overview of My AmeriCorps
 - Create and Manage an eGrants Account
 - User Roles and Management