

Creating, Editing and Assigning Service Locations in the My AmeriCorps Portal

Data Quality and Service Locations

Service location data is used to produce State Profiles and other reports for external stakeholders. For data quality purposes, please check for these common data entry errors when creating or editing service locations:

- No ZIP + 4 code
- Incorrect address information
- PO box (Must use street address, not PO box)
- Extraneous information in address1 line (Include street address only in address1 line.)
- Spelling mistakes

Note: If you have the street address but not the ZIP + 4 code for a service location, you can look it up easily at <http://zip4.usps.com>.

Getting Started

Login to eGrants (<https://egrants.cns.gov/espan/main/login.jsp>) and select the Portal Home link at the right bottom of the screen.

The screenshot shows the eGrants portal interface. At the top, the date and time are 7/15/2013, 12:03 PM, EDT. Navigation links include home, my account, help, and logout. The main header features the logo for the Corporation for National & Community Service and the eGrants logo. Below the header, there are two main sections: eGrants Messages and View My Grants/Applications. The eGrants Messages section displays a welcome message for Kim. The View My Grants/Applications section shows a list of application statuses: View All, 3 Awarded, 11 Closed, 2 Subapplication being reviewed by prime, 1 Subapplication returned by prime, and 1 Under CNCS review. Below this, there is a section for View My AmeriCorps Portal with a link to Portal Home, which is circled in red. At the bottom, there are three columns: Creating an Application (with links for New, Continuation/Renewal, Amendment, and Concept Paper), Managing My Account (with links for My Account and Equal Opportunity Survey), and Reporting to CNCS (with links for Financial Report, Progress Report, and Progress Report Supplement). The footer contains the text: 508 Approved | Contact Help Desk | disable the pictures | Release version: 5.6

Click on the Manage Programs link on the left of the screen.

The screenshot shows the eGRANTS Workbasket interface. On the left is a navigation menu with 'Manage Programs' circled in black. The main area is titled 'Workbasket' and contains several tabs: 'Pending Applications', 'Pending Invitations', 'Pending Enrollments', 'Status Change Requests', and 'Pending Exits'. Below the tabs, it shows 'Results 1 Through 10' and 'Your search returned 218 results.' A table lists three applications:

Applicant	Listing	Date Submitted	Status	Date Available	
[REDACTED]	Employers' Child Care Alliance AmeriCorps	08/03/2009	Submitted	05/27/2009	print
[REDACTED]	Employers' Child Care Alliance AmeriCorps	08/04/2009	Submitted	06/05/2009	print
[REDACTED]	Employers' Child Care Alliance AmeriCorps	08/03/2009	Under Review	07/30/2009	print

Select a program year and click the Search button.

The screenshot shows the eGRANTS Program Search interface. On the left, the 'Manage Programs' link is highlighted in the navigation menu. The main area is titled 'Program Search' and contains a section 'Program Search Attributes' with the instruction: 'To search for a program use the fields below and click the search button.' The search fields include:

- Program Year: [Select] (circled in black)
- Program Name: [Select]
- Program Code: [Select]
- City: [Text Input]
- State: [Select]

A 'search' button is located at the bottom right of the search area and is also circled in black.

Select the link for your site.

The screenshot shows the eGRANTS interface. On the left is a navigation menu with options like 'Search Potential Applicants', 'Manage Programs', and 'Manage Service Locations'. The main content area is titled 'Program Search Results' and shows 'Results 1 Through 1'. A table displays one result:

Grant Number	Project Title	Program Year	City	State
[Redacted]	Employers' Child Care Alliance	2012	Opelika	AL

In the center of the screen, you will see basic contact information for your site. Click View Service Locations at the bottom right of the screen.

The screenshot shows the 'View Operating Site' page. It displays the following information:

- Program Year: 2012
- Operating Site Name: Employers' Child Care Alliance
- Operating Site Code: [Redacted]
- Contact Name: [Redacted]
- Contact Address: 510 S 7th St, Opelika, AL 36801 - 4910
- Contact Email: test@cns.gov
- Contact Phone: 334-749-8400 Ext.231
- Budget Period: 09/01/2012 - 08/31/2014
- Enrollment Period: 09/01/2012 - 08/31/2013

At the bottom right, there are three links: 'Edit Operating Site', 'View Service Locations' (circled in red), and 'View Members'.

To create a new service location, click create in the bottom right corner of the screen. To edit an existing service location, click the hyperlink for the location you would like to edit.

eGRANTS

Welcome Kim

View Service Locations

Service Location Results

To search for a service location use the fields below and click the search button.

Results 1 Through 9

Your search returned 9 results.

Name	City	State	Zip
American Red Cross-Lee County Chapter	Opelika	AL	36801 -6234
American Red Cross-Russell County Chapter	Phenix City	AL	36867 -5804
Boys & Girls Club of Greater Lee County	Auburn	AL	36830 -2834
Cora Reid Greene Home For Children	Phenix City	AL	36867 -5105
Drake Middle School-BRIDGES	Auburn	AL	36832 -2929
HARRINGTON ELEMENTARY SCHOOL	HARRINGTON	ME	04643 -3201
MANOR WOODS ELEMENTARY	ELLCOTT CITY	MD	21042 -2016
OAKLANDS ELEMENTARY	LAUREL	MD	20708 -1360
SAFE	Sylacauga	AL	35150 -2030

create

Creating a New Service Location

Click the Create button in the lower right of the screen.

eGRANTS

Welcome Kim

View Service Locations

Service Location Results

To search for a service location use the fields below and click the search button.

Results 1 Through 9

Your search returned 9 results.

Name	City	State	Zip
American Red Cross-Lee County Chapter	Opelika	AL	36801 -6234
American Red Cross-Russell County Chapter	Phenix City	AL	36867 -5804
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Cora Reid Greene Home For Children	Phenix City	AL	36867 -5105
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HARRINGTON ELEMENTARY SCHOOL	HARRINGTON	ME	04643 -3201
MANOR WOODS ELEMENTARY	ELLCOTT CITY	MD	21042 -2016
OAKLANDS ELEMENTARY	LAUREL	MD	20708 -1360
SAFE	Sylacauga	AL	35150 -2030

create

At the top of the screen, you will be asked whether the service location is a K-12 school.

eGRANTS

Welcome Kim

Portal Home

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

Edit Service Location

Service Location Information

Please fill out all required(*) fields.
[Click here for help.](#)

Is this a K-12 school? yes no

NCES School ID Press "Go" to search for the NCES School ID.
Do not know the NCES School ID? Click on the following link: <http://nces.ed.gov/globallocator/>

Program: Employers Child Care Assistance

Program Year: 2012

* Status: Active

* Service Location Name:

Contact Name:

Contact Email:

* Street Address1:

Street Address2:

* City:

* State:

* Zip: -

If the service location is not a K-12 school, click no and complete all remaining text fields for the service location. If the service location is a K12 school, click yes. If you know the service location's NCES School ID, enter it in the text field and click the Go button. If you do not know the NCES School ID, click the hyperlink to search for it.

Service Location Information

Please fill out all required(*) fields.
[Click here for help.](#)

Is this a K-12 school? yes no

NCES School ID Press "Go" to search for the NCES School ID.
Do not know the NCES School ID? Click on the following link: <http://nces.ed.gov/globallocator/>

The hyperlink will bring you to the NCES website. Search for your school by city and state, zip or name.

Search for Schools, Colleges, and Libraries

State City [Browse For City](#)

Zip Distance Miles from Zip

Name

Sort by Name State City

Institutions
select any of interest [\(all\)](#)

[Public Schools](#)

[Private Schools](#)

[Colleges](#)

[Public Libraries](#)

Search Finished Results: 4

Public Schools

[HARRINGTON ELEMENTARY SCHOOL](#)
1227 US HIGHWAY 1A, HARRINGTON, ME 04643
(207) 483-6681 - WASHINGTON COUNTY COUNTY grades: KG - 8

[NARRAGUAGUS HIGH SCHOOL](#)
1611 MAIN STREET, HARRINGTON, ME 04643
(207) 483-2746 - WASHINGTON COUNTY COUNTY grades: 9 - 12

Source: CCD Public school data 2010-2011 school year

[Public Schools](#) [Private Schools](#) [Colleges](#) [Libraries](#)

Public Libraries

Library System Central Outlet Branch Library Bookmobile Books-by-Mail

[HARRINGTON - GALLISON MEMORIAL LIBRARY](#)
ROUTE 1 , HARRINGTON, ME 04643
(207) 483-4547

[HARRINGTON - GALLISON MEMORIAL LIBRARY](#)
ROUTE 1 , HARRINGTON, ME 04643
(207) 483-4547

[Public Schools](#) [Private Schools](#) [Colleges](#) [Libraries](#)

Clicking on the name of the school opens a popup where you can find the NCES School ID. Copy and paste the NCES School ID into eGrants and click the Go button.

Narraguagus High School

Print | More Information | District Information

Information

Institution Name: Narraguagus High School	Institution Type: Public School
Mailing Address: 1611 Main Street Harrington, ME 04643 Phone: (207) 483-2746	District: Rau 37/msad 37 County: Washington County
	NCES District ID: 231143000466
	NCES School ID: 231143000466

Characteristics

Locale: Rural/Remote (43)
Type: Regular school
Magnet: no

Total Teachers (FTE): 19.50
Total Students: 221
Student/Teacher Ratio: 11.33

Enrollment by Race/Ethnicity

American Indian/Alaska Native:	0
Asian/Pacific Islander*:	1
Hispanic:	15
Black, non-Hispanic:	1
White, non-Hispanic:	198
Two or More Races:	6

* combined Asian and Native Hawaiian / Pacific Islander categories

Enrollment by Grade

Grade Levels: 09 - 12

9th Grade: 57 11th Grade: 52
10th Grade: 55 12th Grade: 57

(Source: CCD Public school data 2010-2011 school year)

National Center for Education Statistics
Institute of Education Sciences

Close Window

A popup with the school's contact information will appear in eGrants. Click OK in the popup window to confirm the information.

The following school was located for the NCES School Code entered. To select this school, click "OK"; otherwise click "Cancel".

Service Location Name: NARRAGUAGUS HIGH SCHOOL
Street Address 1: 1611 MAIN ST
Street Address 2:
City: HARRINGTON
State: ME
Zip: 04643
Zipplus: 3038
OK Cancel

Is this a K-12 school? yes no
NCES School ID: 231143000466 [Go] Press "Go" to search for the NCES School ID.
Do not know the NCES School ID? Click on the following link: <http://nces.ed.gov/globallocator/>

Program: **Employers' Child Care Alliance**
Program Year: 2012
Status: Active

* Service Location Name:
Contact Name:
Contact Email:
* Street Address 1:
Street Address 2:
City:
State:
Zip:

cancel save

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Release version: 5.6

The school's information will automatically populate in the service location text fields. Complete the contact name and contact email text fields and click save.

Editing an Existing Service Location

Click on the hyperlink for the service location you want to edit.

Name	City	State	Zip
American Red Cross-Lee County Chapter	Opelika	AL	36801 -6234
American Red Cross-Russell County Chapter	Phenix City	AL	36867 -5804
Boys & Girls Club of Greater Lee County	Auburn	AL	36830 -2834
Cora Reid Greene Home For Children	Phenix City	AL	36867 -5105
Drake Middle School-BRIDGES	Auburn	AL	36832 -2929
HARRINGTON ELEMENTARY SCHOOL	HARRINGTON	ME	04643 -3201
MANOR WOODS ELEMENTARY	ELLCOTT CITY	MD	21042 -2016
NARRAGUAGUS HIGH SCHOOL	HARRINGTON	ME	04643 -3038
OAKLANDS ELEMENTARY	LAUREL	MD	20708 -1360
SAFE	Sylacauga	AL	35150 -2030

Click the edit button in the lower right corner of the screen.

eGRANTS

Welcome Kim | View Service Location

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- Manage Users
- Recruitment Workbasket
- SSN Workbasket
- SSN Reports

Program Information

Service Location Information

Click here for help.

Program: [Employers' Child Care Alliance](#)
Program Year: 2012
NCES ID :
Service Location Name: Drake Middle School-BRIDGES
Contact Name: [REDACTED]
Street Address: 655 Spencer Ave
City: Auburn
State: AL
Zip: 36832 -2929
Email:
Status: Active

back edit

For service locations that existed before the addition of the NCES School ID fields, the default answer to “Is this a K-12 school?” will be “no.” If the service location is a K-12 school, click the “yes” button and enter the NCES School ID information as described in the previous section. Update any other text fields you wish to edit and click the Save button.

eGRANTS

Welcome Kim | Edit Service Location

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- SSN Workbasket
- SSN Reports

Program Information

Program:
Employers' Child Care Alliance - 2012
06AFHAL0010014

Program Info
Service Location Info
Slot Info
Slot Conversion

Service Location Information

Please fill out all required(*) fields.
Click here for help.

Is this a K-12 school? yes no

NCES School ID Go Press "Go" to search for the NCES School ID.
Do not know the NCES School ID? Click on the following link: <http://nces.ed.gov/globallocator/>

Program: [Employers' Child Care Alliance](#)
Program Year: 2012
* Status: Active
* Service Location Name: Drake Middle School-BRIDGES
Contact Name: [REDACTED]
Contact Email:
* Street Address1: 655 Spencer Ave
Street Address2:
* City: Auburn
* State: ALABAMA
* Zip: 36832 - 2929

cancel save

Enrolling AmeriCorps Members in Service Locations

When you enroll AmeriCorps members, you will select each individual's Service Location on their Enrollment Form when you certify and submit online. In order to meet CNCS's requirements, members must be enrolled in a service location.

The screenshot shows a web form for enrolling AmeriCorps members. At the top, there are several checkboxes: "The internet", "AmeriCorps recruiter/representative", "Received information in the mail", "AmeriCorps program poster", and "Other" with a text input field. Below this is a dropdown menu for "Highest Level of Education" set to "High School Diploma". The "Placement Information" section contains several fields: "* Start Date:" with a date picker, "* Program Year:" with a dropdown set to "2008", "* Program Title:" with a dropdown menu, and "Service Location:" with a dropdown menu that is circled in red. Below these is a "Slot Type:" dropdown. At the bottom, there is a checkbox for certification, a date "05/10/2009", and three buttons: "cancel", "save information", and "enroll member". A footer note reads "OPM #3045-0006 Effective 7/31/2010".