

# My AmeriCorps State and National and VISTA General Overview



Corporation for  
**NATIONAL &  
COMMUNITY  
SERVICE** 

# Agenda

1

- My AmeriCorps?
- Who does what on My AmeriCorps?
- Accessing My AmeriCorps
- eGrants “gateway” to My AmeriCorps
- My AmeriCorps Usage – Important Considerations
- Other New Concepts and Terminology
- Hardware and Software Requirements
- Security Reminders
- What’s next?



# My AmeriCorps?

2

- My AmeriCorps is an online system designed to
  - Reduce the number of systems and thus streamline recruitment, enrollment, and management of members in AmeriCorps programs
  - Improve access to timely and critical information for members , program and CNCS staff users, commissions , VISTA State Office staff, and VMSU users, such as real time linkage to member management and the Trust
  - Provide an online space for members to manage their information including contact information, application for service, and award status before, during, and after service
  - Provide an online system for program management, member management and program oversight

# Who does what on My AmeriCorps?

3

## My AmeriCorps

### Applicants, Members, & Alumni Users

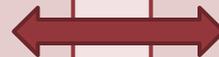


- Registers on My AmeriCorps
- Searches for Service
- Applies for Service
- Submits Forms
- Accepts or Rejects Service invitations
- Enrolls
- Serves
- Completes Service & Survey
- Exits Service & Receives Award
- Receives Alumni Services



### Program and CNCS Staff Users

- Registers on My AmeriCorps
- Creates Service Opportunities
- Recruits Members
- Accepts or Rejects Applications
- Submits Service Offers
- Enrolls & Places Members
- Creates & Approves Service Changes
- Exits Members
- Provides Member and Program Oversight including Member Travel and Training



# Accessing My AmeriCorps

4

Who?



Program Staff Users  
And Commissions



CNCS Staff Users



Applicants, Members, & Alumni

How?

**eGRANTS**  
egrants.cns.gov

**CNCS  
Intranet**  
portal.cns.gov

**My AmeriCorps**  
*Your Place to Manage Your AmeriCorps Experience*  
my.americorps.gov

My AmeriCorps

For what?

User Management,  
Reporting, Recruitment,  
Placement, Member  
Management, Program  
Oversight

Registration,  
Application, Enrollment,  
Member Survey, Exit,  
Profile, Alumni Services

# eGrants “Gateway” to My AmeriCorps

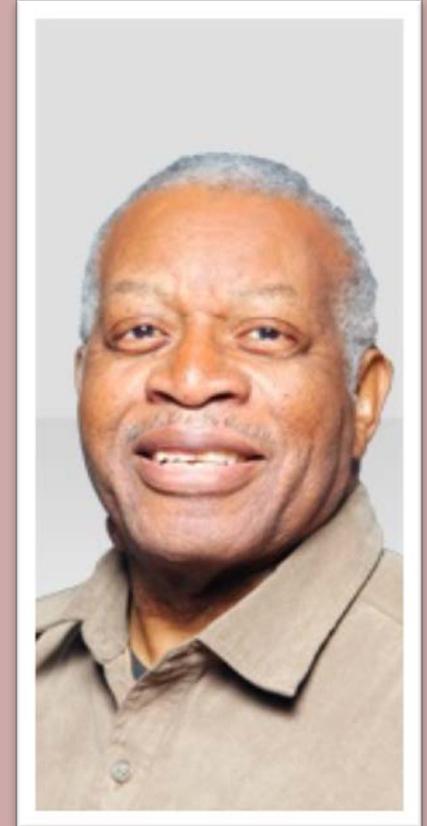
5

The screenshot displays the eGrants website interface. At the top left, the date and time are shown as "3/3/2009, 9:07 PM, EST". The top navigation bar includes links for "home", "my account", "help", and "logout". The main header features the "Corporation for NATIONAL & COMMUNITY SERVICE" logo and a large photograph of four people in AmeriCorps uniforms. Below the header, the "eGRANTS" logo is prominently displayed. The main content area is divided into two columns. The left column, titled "eGRANTS MESSAGES", contains a "Welcome Alyson" message. The right column, titled "VIEW MY GRANTS/APPLICATIONS", lists various grant statuses: View All, 67 Awarded, 127 Closed, 3 Concept Papers, 1 Grantee edit of application or report, 11 Subapplication being reviewed by prime, 4 Subapplication rejected by prime, 3 Subapplication returned by prime, and 8 Under CNCS review. Below this list is a section titled "VIEW MY AMERICORPS PORTAL" with a "Portal Home" link. A large brown arrow points from the "VIEW MY AMERICORPS PORTAL" section towards the bottom right. At the bottom of the page, there are three orange buttons: "Creating an Application", "Managing My Account", and "Reporting to CNCS".

# My AmeriCorps Usage – Important Considerations

6

- All of the My AmeriCorps tutorials and webinars focus on the functionality of the system rather than grant requirements or program policies
- The My AmeriCorps system does not include comprehensive compliance checks
- We recommend that programs set their own policies around system use and monitor usage for compliance. However, we suggest that programs give some thought to how they assign roles and access so that they are comfortable with the level of authority they are giving their users
- If they have questions they should contact their program officer/program specialist or program director/project sponsor



# Other New Concepts and Terminology

7

- “NSPID”: National Service Participant ID
  - Older system IDs will no longer exist
  - Reference this ID for the member vs SSN
- “Service Location”: Allows users to select a location where the member will serve.
  - Where the member serves versus location of the program that administers the member’s service
  - Collect useful information related to address and zip where the member serves
  - Can answer reporting inquiries such as total members serving in an area
  - Functionality to create service location, assign and change member to location, and perform member management functions
- Timelogs will no longer be provided
- “Workbaskets” or “My Workbaskets”:
  - Tasks requiring your attention and personalized to each user
  - Tasks are grouped by activity, such as recruitment, enrollment, exit

# Workbasket Visual

8

4/14/2009, 06:00 PM, EDT

home my account help logoff

Corporation for  
**NATIONAL &  
COMMUNITY  
SERVICE**

# eGRANTS

Welcome Alyson

## Workbasket

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket**
- S&N Reports
- VISTA Workbasket
- VISTA Reports

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

Click here for help.  
Results 1 Through 2

Your search returned 2 results.

Name	Program	Program Year	Role	Date Submitted	Request Type
Jessica Balde	City Year Detroit	2008		03/05/2009	invitation
Bob Beta	City Year San Jose/Silicon Valley	0		03/09/2009	invitation

# Hardware and Software Requirements

9

- PC or Mac
- Browser: MS IE 4.0, Firefox 1.5, Netscape 3.0, or higher
- Internet Connection: Broadband recommended, though dial up is supported
- Browser settings: Turn off pop-up blocker
- Adobe Reader for opening PDF files
- Microsoft Word or other word processor



# Security Reminders

10

- System has inactivity timeout so save often
- Log out or close your browser when you leave your computer
- Don't share login credentials
- Complex passwords and 90 day changes
- Never transmit confidential information over an unsecure connection such as email



# What's next?

11

- The Resource Center
  - [www.nationalserviceresources.org/ac-training-support](http://www.nationalserviceresources.org/ac-training-support)
  - Includes other tutorials
  - Live training and registration schedule
- The eGrants Coaching Unit
  - 1-888-333-8272
  - [egrantstta@jbsinternational.com](mailto:egrantstta@jbsinternational.com)
  - Training/Technical Assistance
- The eGrants Help Desk
  - 1-888-677-7849
  - Technical Assistance
  - User name/Password reset assistance

