

Preparation for the Launch of My AmeriCorps

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The screenshot shows the eGrants website interface. At the top left, it displays the date and time: "3/3/2009, 9:07 PM, EST". Navigation links include "home", "my account", "help", and "logout". The main header features the "Corporation for NATIONAL & COMMUNITY SERVICE" logo and a banner image of four people smiling. The banner text reads "eGrants ... 'Gateway' to My AmeriCorps". Below the banner, the "eGRANTS" logo is prominently displayed. The interface is divided into two main columns. The left column, titled "eGRANTS MESSAGES", contains a welcome message: "Welcome Alyson". The right column, titled "VIEW MY GRANTS/APPLICATIONS", lists various application 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 link to "Portal Home". At the bottom of the interface, there are three main navigation buttons: "Creating an Application", "Managing My Account", and "Reporting to CNCS". A brown arrow points from the "VIEW MY AMERICORPS PORTAL" section towards the "Managing My Account" button.



Agenda

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- Overview of the System

- Phases of My AmeriCorps
- Who does what on My AmeriCorps?

- User Role Information

- Grantee Administrator User Role Defined
- My AmeriCorps Access Flow Chart
- My AmeriCorps User Roles Defined
- Access Levels Defined
- User Roles Map
- Important Considerations

- In Preparation for Launch

- Sample Screens
- Reporting
- WBRS Work during Transition



- Resources and Training
- To Do List
- Additional Help and Support

Current Functionality of My AmeriCorps

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Phase 1

Members Can:

- Modify contact information
- View and print 1099 forms
- Complete student loan forbearance forms
- Access service certification letters
- Use the features and forms in the AmeriCorps Online Payment System
- Search for and view project descriptions
- Complete applicant profile
- Complete an application and access a customized applicant homepage
- Access new customer service features

Phase 2

Grantees Can:

- Create service opportunity listings
- Access applicant's contact information and profile
- View and approve applications
- Review reference(s) submitted with applications

CNCS Staff Can:

- Access applicant's contact information, profile and personal information
- View applications

New Functionality in My AmeriCorps

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Phase 3

- Search for members serving in your program(s) and access their information
- Search for programs
- Send invitations to applicants to register and complete the enrollment form
- Monitor pending member enrollments, in-service status change requests, and exits
- View and manage slots
- Run member and program reports

Who Does What in My AmeriCorps?

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My AmeriCorps

Applicants, Members, & Alumni Users

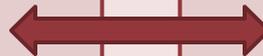


- Register on My AmeriCorps
- Search for Service Opportunities
- Apply for Service
- Submit Forms
- Accept/Reject Service Invitations
- Enroll
- Serve
- Complete Service & Survey
- Exit Service & Receive Education Award
- Access Alumni Services



Program and CNCS Staff Users

- Register on My AmeriCorps
- Create Service Opportunities
- Recruit Members
- Accept/Reject Applications
- Submit Service Offers
- Enroll & Place Members
- Create & Approve Changes in Service
- Exit Members
- Provide Member & Program Oversight



Grantee Administrator User Role Defined

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- **Grantee Administrator for AmeriCorps National Grantee:**
 - An eGrants user role that gives full access to My AmeriCorps functionality.
 - Applies only to the **national legal applicant organization** (exception: an operating site has or has had a state sub-grant through another program type).
 - Has access to all grants, operating sites, and service locations of the national legal applicant organization.
 - Can approve all requests.
 - Manages organizational information and all users at the legal applicant organization.

My AmeriCorps User Roles & Access Flow Chart

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My AmeriCorps User Roles Defined

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- **Grantee Recruiter:**

Manages most recruitment functions such as creating service listings and processing applications (enrollment is a role in Grantee Member Management).

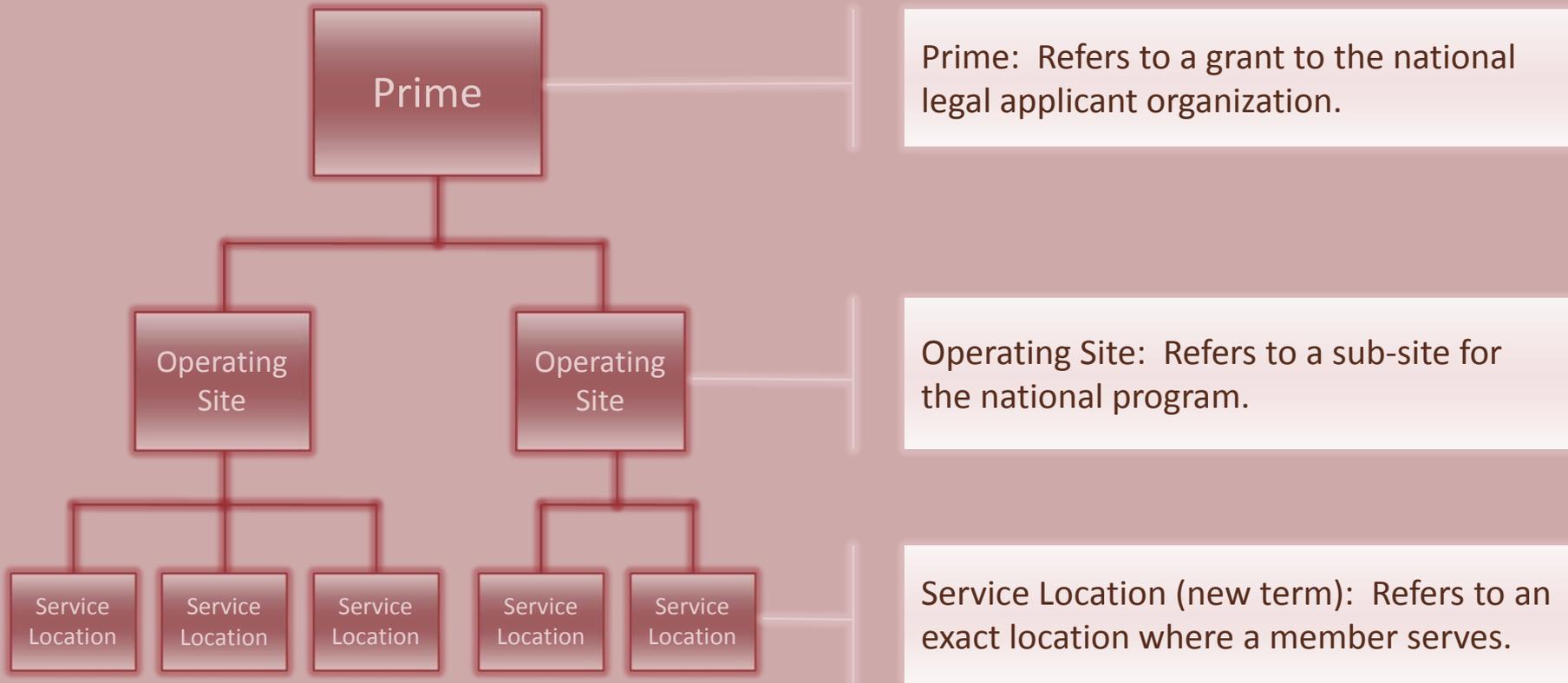
- **Grantee Member Management:**

Manages program(s) and members, including enrollment; *requires an access level:*

- Enroll Members
- Exit Members
- Manage change of status for members
- Manages slots

Access Levels Defined

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Grantees User Roles Map

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A40 -- Search Programs and Operating Sites							H	I	J	K	L	M	N	O	P	Q	F		
1	User Action to User Role Mapping for Grantees																		
2																			
3		Grantee Recruiter	Grantee Admin	State and National Grantee Member Management - Access to Prime or National Grant	State and National Grantee Member Management - Access to Sub Grant or National Operating Site	State and National Grantee Member Management - Access to only one or many Service Locations													
39	Manage Programs						Manage Program is filtered by Grant and Access												
40	-- Search Programs and Operating Sites	-	+	+	+	-													
41	-- View Prime	-	+	+	-	-													
42	-- Edit Program	-	+	+	-	-													
43	-- View Service Locations	-	+	+	-	-													
44	-- View Members	-	+	+	-	-													
45	-- Operating Site Info	-	+	+	-	-													
46	-- View Operating Site	-	+	+	-	-													
47	-- View Previous Operating Sites	-	+	+	-	-													
48	-- Renew Previous Operating Site	-	+	+	-	-													
49	-- Create Operating Site	-	+	+	-	-													
50	-- View Operating Site	-	+	+	+	-													
51	-- Edit Operating Site	-	+	+	+	-													

Important Considerations

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- My AmeriCorps does not include comprehensive compliance checks.
- Grantees must set their own policies about system use and monitor usage for compliance.
- Contact AmeriCorps Program Officers regarding compliance questions,
- My AmeriCorps training focuses on the functionality of the system rather than grant requirements or program policies



Sample Screens - Workbaskets

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The screenshot shows the eGrants Workbasket interface. At the top, there is a navigation bar with links for 'home', 'my account', 'help', and 'logoff'. The date and time are displayed as '4/14/2009, 06:00 PM, EDT'. The Corporation for National & Community Service logo is visible in the top left. The main heading is 'eGRANTS'. Below this, there is a 'Welcome Alyson' message and a 'Workbasket' section. The 'Workbasket' section contains several buttons: 'Pending Applications', 'Pending Invitations', 'Pending Enrollments' (highlighted with a blue underline and a red arrow), 'Status Change Requests', and 'Pending Exits'. Below the buttons, there is a link for help and a message 'Results 1 Through 2'. A table displays the search results, showing two entries: Jessica Balde and Bob Beta. The table has columns for Name, Program, Program Year, Role, Date Submitted, and Request Type.

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

home my account help logoff

Corporation for NATIONAL & COMMUNITY SERVICE

eGRANTS

Welcome Alyson

Workbasket

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

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

Tasks requiring your attention are grouped by activity such as enrollments, exits, status change requests

Sample Screen - Member Search

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eGRANTS

Welcome Alyson

Manage Members

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

Member Search Attributes

To search for a member use the fields below and click the search button.
[Click here for help.](#)

Program Year:

Program Name:

Service Location:

Program Code:

Member ID:

First Name:

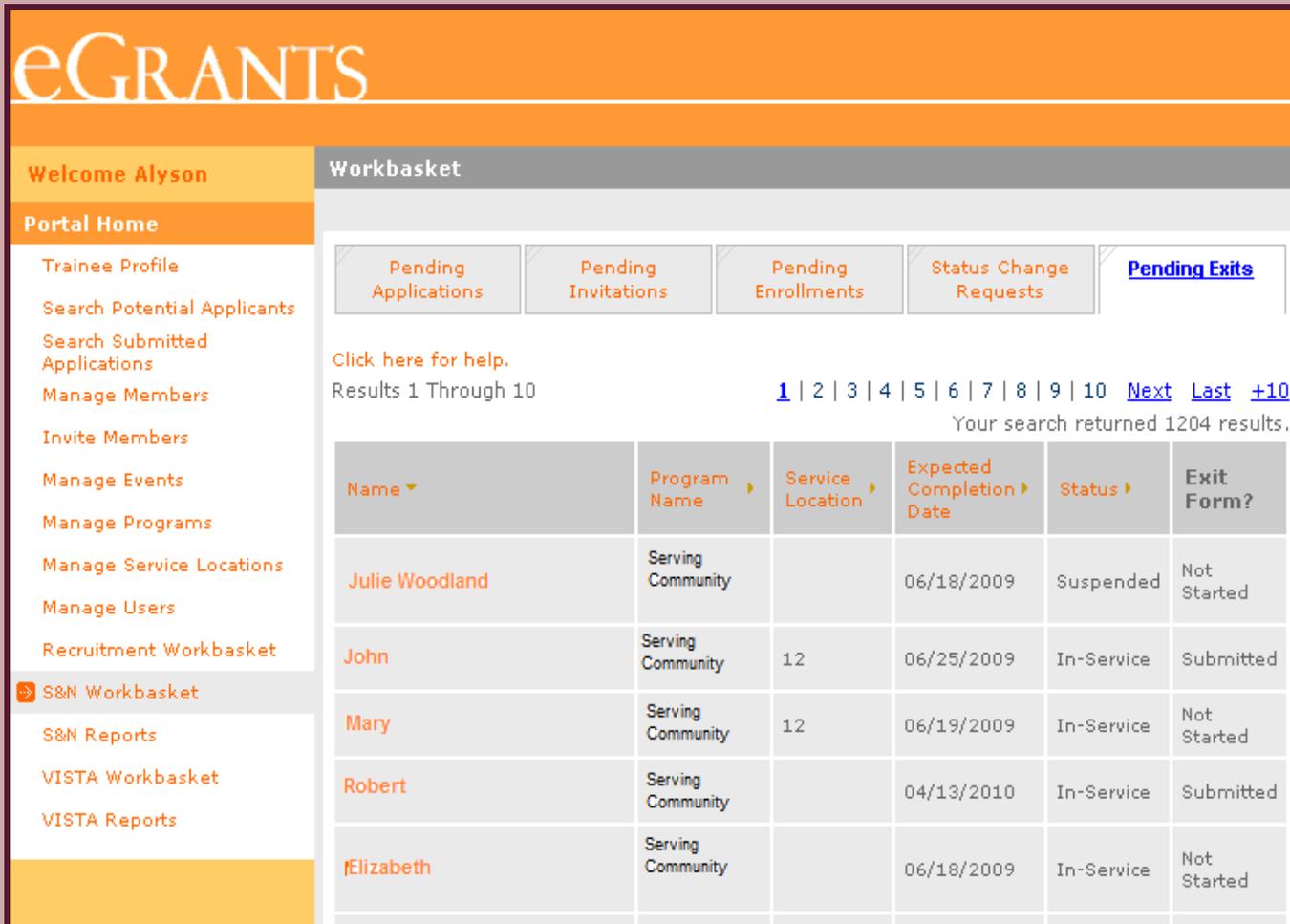
Last Name:

Date of Birth:

The fastest way to search for a specific member is by entering the Member ID number.

Sample Screen - Pending Exit

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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 10 [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [10](#) [Next](#) [Last](#) [+10](#)

Your search returned 1204 results.

Name ▾	Program Name ▾	Service Location ▾	Expected Completion Date ▾	Status ▾	Exit Form?
Julie Woodland	Serving Community		06/18/2009	Suspended	Not Started
John	Serving Community	12	06/25/2009	In-Service	Submitted
Mary	Serving Community	12	06/19/2009	In-Service	Not Started
Robert	Serving Community		04/13/2010	In-Service	Submitted
Elizabeth	Serving Community		06/18/2009	In-Service	Not Started

Reporting in My AmeriCorps

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The screenshot shows the My AmeriCorps eGrants reporting interface. At the top left is the logo for the Corporation for National & Community Service. Below it, the word "eGRANTS" is displayed in a large, white, serif font. The main content area is divided into two sections: a left sidebar and a main content area. The sidebar, titled "Welcome Alyson", contains a "Portal Home" section with a list of navigation links: 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 (highlighted with a red arrow), VISTA Workbasket, and VISTA Reports. The main content area is titled "State/National Reports" and contains a message: "Please select a report type and appropriate criteria below. Then click 'submit' to generate the selected report. Depending on the type of report and the criteria selected, your report may take a few minutes to generate. **Please be patient and do not reload the page.**" Below this message is a dropdown menu labeled "* Select Report:". A red arrow points to the dropdown arrow, and another red arrow points to the "S&N Reports" link in the sidebar. The dropdown menu is open, showing a list of report types: Enrollment Approval Cycle Time Report, Enrollment Rate Report, Exit Approval Cycle Time Report, Member Download Report, Member Roster Report, Member Roster by Count Report, Retention Rate Report, Service Locations Report, Slots Table Report, Table Audit Reports, and User Role Report.

In Preparation for Launch: WBRS Work

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- Enrollment, Exit and Change of Status or Term actions in pending status will not transfer to My AmeriCorps from WBRS.
- CNCS will issue guidance on deadlines for completing actions in WBRS.
- WBRS will be available in read-only mode for a specified time after launch.



Welcome PD NC
06/04/2009 04:42 PM CDT

Unapproved Document Alert:
You have 11 unapproved documents
[Click Here to review documents](#)



Unapproved Documents Summary

There are 9 WBRS documents awaiting your approval.
[Click here for a list of WBRS documents awaiting your approval.](#)



There are 2 2007-2008 Time Log documents awaiting your approval.
[Click here for a list of 2007-2008 Time Log documents awaiting your approval.](#)

There are 2 APR documents awaiting your approval.
[Click here for a list of APR documents awaiting your approval.](#)

Resources and Training

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Available
Now

Resource Center

(www.nationalservicerresources.org/ac-training-support):

- Tutorial: General Overview of My AmeriCorps
- Tutorial: Create and Manage an eGrants Account
- Tutorial: User Roles and Management (to be posted _____)
- User roles map (xls file for download)

Available
Soon

One month prior to launch register webinars

Resources and Training

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www.nationalservicerresources.org/ac-training-support

- Two weeks prior to launch
 - Attend webinars on “User Roles and Management”
 - Tutorials available
 - Member Management
 - Program Management
 - Recruitment and Enrollment
 - Reporting
- At launch attend webinars
 - Member Management
 - Program Management
 - Recruitment and Enrollment

To Do List

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- Discuss and assign user roles and management responsibilities.
- Address WBRS transition tasks.
- Check all current systems and make sure replacements are in place to maintain compliance – i.e. time keeping, financial records, etc.
- Ask questions to AmeriCorps Program Officers.
 - Questions will be included as FAQ on www.nationalservicerresources.org/ac-training-support

Additional Help and Support

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- The Resource Center

- www.nationalservicerresources.org/ac-training-support
- Tutorials
- Access to live webinar training and registration schedule

- The eGrants Coaching Unit

- 1-888-333-8272
- egrantstta@jbsinternational.com
- Training/Technical Assistance

- The eGrants Help Desk

- 1-888-677-7849
- Technical Assistance
- User name/Password reset assistance

