

Steps for Unlocking the Member Exit Form and Survey

Step 1: Find and select the member's record.

The screenshot displays the eGRANTS Member Search Results interface. On the left is a navigation sidebar with sections: 'Welcome', 'Portal Home' (containing links like 'Trainee Profile', 'Search Potential Applicants', 'Search Submitted Applications'), and 'Manage Members' (containing links like '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'). The main content area is titled 'Member Search Results' and includes an alphabetical index, 'Results 1 Through 10', and pagination '1 | 2 | 3 Next Last'. Below this is a table of search results with 22 total results. The first result is highlighted, and a green arrow points to the name 'Jane Doe'.

Member Id	Name	Program Name	Program Code	Program Year	City	State	Status
1234567	Jane Doe	Sample AmeriCorps Program	15AFHAK0010001	2015	Washington	DC	In-Service

search again

Figure 1: Member Search Results screen

Step 2: From the *Member Home* screen, click the “view” link next to member’s current term of service to open the *View Service Term Information* screen.

eGRANTS

Welcome **Member Home**

Portal Home

- Trainee Profile
- 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

Member Information

Jane Doe

- Member Home
- Suspend Member
- Transfer Member
- Change Term
- Change Service Location
- Exit Member

Member Information

Click here for help.

Name: Jane Doe **Date of Birth:** 01/01/1990

Preferred Name:

Member ID: 1234567 **Username:** JDoe

SSN: ***** **E-mail:** test@cns.gov

SSN Status: Pending ?

Citizenship Status: Pending ?

Veteran/Active Duty/Military Family Status:
I am not in the military, a veteran or a family member of someone in the U.S. Armed Forces

Transfer Eligible: N

Current Mailing Address: 250 E St SW
Washington, DC 20024 - 3208

Permanent Address: 250 E St SW
Washington, DC 20024 - 3208

Preferred Phone: 202-555-5555 **Preferred Phone:** 202-555-5555

Other Phone:

Preferred Method of Communication: E-mail

[edit member info](#)

Service Information

<u>Program</u>	<u>Organization</u>	<u>City/State</u>	<u>Service Start</u>	<u>Service End</u>	<u>--</u>
STATE - AmeriCorps State	Juneau Economic Development Council	Juneau, AK	10/05/2015	10/04/2016	view
STATE - AmeriCorps State	City of Lake Charles	Lake Charles, LA	12/22/2014	05/29/2015	
STATE - AmeriCorps State	City of Lake Charles	Lake Charles, LA	08/08/2014	12/19/2014	

Figure 2: Member Home screen

Step 3: Select the “*unlock exit form*” link to give the member access to the Exit Form and Member Exit Survey.

eGRANTS

Welcome | **View Service Term Information**

Portal Home

- Trainee Profile
- 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

Member Information

- Jane Doe
- Member Home
- Suspend Member
- Transfer Member
- Change Term
- Change Service Location
- Exit Member

State and National Service Term Information

Name Jane Doe **Member ID** 1234567
Program Name Sample AmeriCorps Program **Service Location** Sample Service Location
Service Start Date 10/05/2015 **Service End Date** 10/04/2016
Program Code 15AFHAK0010001 **Program Year** 2015
Trust Eligible Yes **Slot Type** Full Time

State and National Service Term History

Update Type	Effective Date	Updated By	Action
n/a	10/05/2015	TEST	Active Correct

Current Status: In-Service [unlock exit form](#)

Update Type:

[back](#) [next](#)

Figure 3: View Service Term Information screen

HOME

My AmeriCorps

- Applicant Home
- My Tax Statements
- My Education Award
 - + Create Forbearance Request
 - + Create Interest Payment Request
- My Service Letter
- Contact My AmeriCorps

Welcome, Jane Doe

Welcome to the My AmeriCorps website for members and alumni. This site presents information that will help you before, during and after your service. Please be sure that all of your contact information is up-to-date.



Your World.
Your Chance To Make It Better.

Close of Service Forms

Form	Status
Exit Form -(Juneau Economic Development Council 2015-2016)	Incomplete
Member Exit Survey -(Juneau Economic Development Council 2015-2016)	Incomplete
Completion Certificate -(Juneau Economic Development Council 2015-2016)	Not Available

My Information

Name: Jane Doe	Date of Birth: 01/01/1990
Preferred Name:	Username: JDoe
NSPID: 1234567	E-mail: test@cns.gov
SSN: *****	
SSN Status: Pending	
Citizenship Status: Pending	
Veteran/Active Duty/Military Family Status: I am not in the military, a veteran or a family member of someone in the U.S. Armed Forces	
Transfer Eligible: N	

Current Mailing Address: 250 E St SW Washington, DC 20024 - 3208 Preferred Phone: 202-555-5555 Other Phone:	Permanent Address: 250 E St SW Washington, DC 20024 - 3208 Preferred Phone: 202-555-5555 Other Phone:
Preferred Method of Communication: E-mail	
Receive E-mail Notification: Y	

[Change Password](#)
[Edit Security Questions](#)
[Edit My Contact Information](#)

Service Terms

Program	Organization	City/State	Service Start	Service End	Certificate
STATE - AmeriCorps State	Juneau Economic Development Council	Juneau, AK	10/05/2015	10/04/2016	
STATE - AmeriCorps State	City of Lake Charles	Lake Charles, LA	12/22/2014	05/29/2015	
STATE - AmeriCorps State	City of Lake Charles	Lake Charles, LA	08/08/2014	12/19/2014	

Figure 4: Example of a member's screen displaying links to the Exit Form and Member Exit Survey