

MyAmeriCorps Portal Release 3

VISTA Sponsors

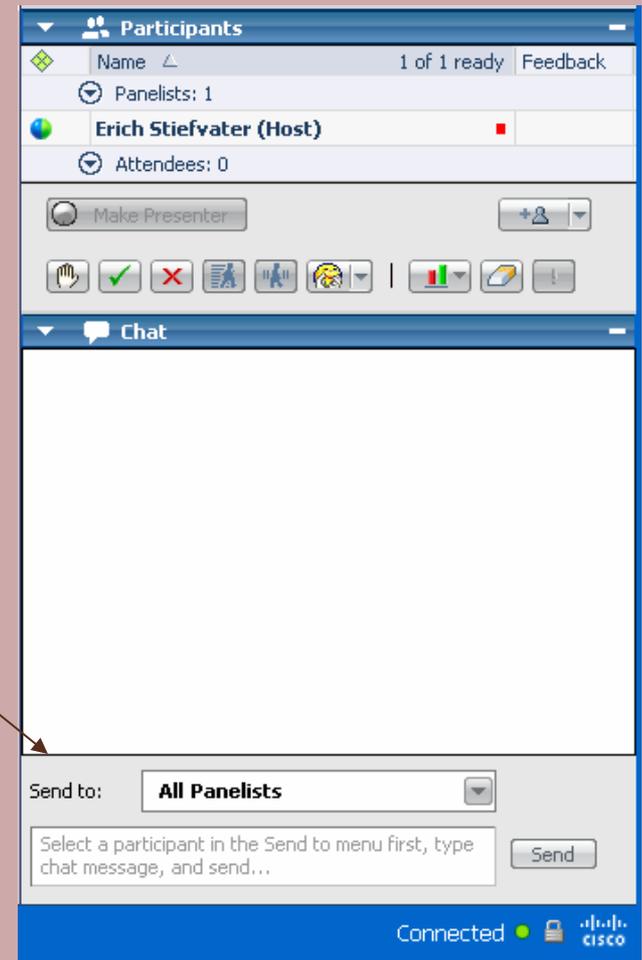
User Roles and Management



Housekeeping

1

- Phones muted during the session
- Ask questions by sending a Chat message to “All Panelists”
- Use zoom selector on bottom-left toolbar to magnify screen images



Before We Start

2

- This session's content is also available from the Resource Center in both a self-paced tutorial and in a User Guide
- You must have an eGrants account to access the Portal
- You may wish to review the following tutorials:
 - MyAmeriCorps Overview
 - Create and Manage an eGrants Account
- This session will focus more on “hows” than “whys”
- There are additional training and technical assistance materials available if you also manage AmeriCorps*State and/or AmeriCorps*National grants or members

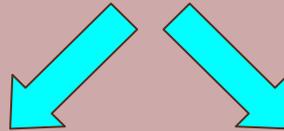
Session Roadmap

3

- Understanding the Systems
- Understanding the Roles
- Assigning Roles
- Views and How-tos:
 - Submitting an IST request for funding
 - Enrolling and searching for members and updating their information
 - Completing a travel profile
 - Printing out a Sponsor Verification Report
 - Processing Close of Service forms
- Where to Go For Help

eGrants and MyAmeriCorps

4



eGrants



MyAmeriCorps



What's Changed

5

- The paper-based **Close-of-Service** (COS) process is now automated to allow members, supervisors, and State Office staff to complete their parts of Future Plans Forms online.
- The **Training Request** process for outside training events will be automated, allowing VISTA sponsors to request funding approval from the State Office through the Portal.
- Sponsors will now **directly enroll** their members and/or supervisors in CNCS training events within the Portal.
- Sponsors will be notified via email to access the Portal to print out a **Sponsor Verification Report** to fax to the State Office every two weeks.

eGrants and MyAmeriCorps User Roles (1)

6

Grantee Administrator (eGrants and MyAmeriCorps)

- Maintains an organization's eGrants account
- Approves new users and assigns them eGrants and MyAmeriCorps roles
- Can access and work in all other eGrants and MyAmeriCorps roles
- Can invite, suspend, and transfer VISTA members

Grantee with or without Budget Access (eGrants only)

- Respond to CNCS NOFAs
- Create concept papers
- File grant amendments and continuations/renewals
- Prepare reports for the Corporation

eGrants and MyAmeriCorps User Roles (2)

7

Grantee Recruiter (MyAmeriCorps only)

- Create/edit service opportunity listings
- Search for and contact VISTA member candidates
- Review and approve or reject VISTA candidate applications

VISTA Grantee Member Management (MyAmeriCorps only)

- View/edit/create reports with member data (e.g., sponsor verification)
- Enroll VISTA members and supervisors in training events (but not PSOs)
- Prepare/edit V-81 and Future Plans Forms for members

Grantee Travel Profile (MyAmeriCorps only)

- Access and complete a trainee registration profile for Supervisor Orientation

Assigning a User Role (1)

8

3/5/2009, 7:10 PM, EST help

eGRANTS

LOGIN

User Name ?

Password ?

Remember me

The Corporation for National and Community Service actively monitors this system and software activity to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer or system without authorization, and who alters, damages, makes unauthorized modifications to, or destroys information in any Federal interest computer, or exceeds authorized access, is in violation of the Computer Fraud and Abuse Act of 1986 (Public Law 99-474). Any evidence of possible violations of proper use or applicable laws found as a result of this monitoring may be turned over to Corporation Management and law enforcement. Any individual found to be in violation of the system proper use rules or law could be punished with loss of system access, fines and imprisonment. By proceeding, you hereby acknowledge your agreement with these terms and the **system's rules of behavior** and consent to such monitoring and informational retrieval for law enforcement and other official purposes.

[Login to eGrants](#) 

[Forgot your password? Get help](#) 

[Don't have an eGrants account? Create an account](#) 

[View system rules of behavior](#) 

[Click here to disable the pictures](#)

Assigning a User Role (2)

9

The screenshot shows the eGRANTS user interface. At the top, there is a navigation bar with links for 'home', 'my account', 'help', and 'logout'. Below this is a banner for the 'Child Safety Program' with the text 'Fingerprint Your Kids Here!'. The main content area is divided into several sections:

- eGRANTS MESSAGES:** A welcome message for 'Aisha'.
- VIEW MY GRANTS/APPLICATIONS:** A list of links including 'View All', '1 Awarded', and '7 Concept Papers'.
- VIEW MY AMERICORPS PORTAL:** A link for 'Portal Home'.
- Creating an Application:** A list of links including 'New', 'Continuation/Renewal', 'Amendment', and 'Concept Paper'.
- Managing My Account:** A section with the text 'Click on the links below to access common account functions.' and links for 'My Account', 'Equal Opportunity Survey', and 'Org has users awaiting approval'.
- Reporting to CNCS:** A list of links including 'Financial Report', 'Progress Report', and 'Progress Report Supplement'.

At the bottom of the page, there is a footer with the text '508 Approved | Contact Help Desk | disable the pictures'.

Click on *My Account* to open the account information page.

A shortcut to approving and assigning roles to new users may appear here.

Assigning a User Role (3)

10

6/8/2009, 7:32 PM, EDT

home my account help logout

Corporation for NATIONAL & COMMUNITY SERVICE

eGRANTS

Welcome Aisha

Grantee Info

Aisha Holmes
YOUTHSERVE, INC.
2717 7TH AVENUE SOUTH
SUITE 105
BIRMINGHAM, AL 35233
Status: Grantee

MY ACCOUNT

Update My Login Info...
You can change the following information by clicking on the links below:

- Change My Password
- Change My Password Q&A
- Change My Email Address
- View All

Edit My Organization Info...
You can change the following information by clicking on the links below:

- Update Organization's Contact Information
- Update Organization's Attributes
- Edit User Role/Permissions**
- View All
- Change My Primary User Role

Update My Profile...
You can change the following information by clicking on the links below:

- View All
- eGrants Feedback

Update My Contact Info...
You can change the following information by clicking on the links below:

- View All

508 Approved | Contact Help Desk | disable the pictures

Click on *Edit User Role/Permissions* to assign user role(s).

Assigning a User Role (4)

11

6/8/2009, 7:33 PM, EDT

home my account help logout

Cooperation for NATIONAL & COMMUNITY SERVICE

eGRANTS

Welcome Aisha

My Account

cancel submit

Grantee Info

Aisha Holmes
YOUTHSERVE, INC.
2717 7TH AVENUE SOUTH
SUITE 105
BIRMINGHAM, AL 35233
Status: Grantee

Please change user role/permission below.

Each user's roles are highlighted in the list next to their name. To change a user's assigned role(s), you can change the selected (highlighted) items in the list and click submit. Use CTRL-Click to select multiple roles or to deselect a highlighted role. To inactivate a user's account, uncheck the 'Active' box and click on the 'Submit' button. To view Inactive users list, click on 'Show Inactive Roles' link at the bottom.

Name	Active	Roles
Holmes, Aisha	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to bud Grantee Admin
Sally, Silly	<input checked="" type="checkbox"/>	Grantee Admin Grantee Recruiter WISTA Grantee Member Manag
Sam, Silly	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to bud Grantee Admin

Show Inactive Roles

508 Approved | Contact Help Desk | disable the pictures

cancel submit

Highlight the appropriate user role(s) and click *submit*. To add multiple roles, press and hold the "Ctrl" key on your keyboard and click with your mouse.

User accounts can be deactivated and hidden; click *Show Inactive Roles* to view or re-activate.

Assigning a User Role (5)

12

6/8/2009, 7:34 PM, EDT

home my account help logout

Corporation for NATIONAL & COMMUNITY SERVICE

eGRANTS

Welcome Aisha

My Account

Grantee Info

Aisha Holmes
YOUTHSERVE, INC.
2717 7TH AVENUE SOUTH
SUITE 105
BIRMINGHAM, AL 35233
Status: Grantee

User Role/Permissions Setting Changed

- Holmes, Aisha: Removed Grantee without Access to budget
- Holmes, Aisha: Added Grantee Admin
- Sally, Silly: Added Grantee Recruiter
- Sally, Silly: Added VISTA Grantee Member Management
- Sam, Silly: Added VISTA Grantee Member Management
- Sam, Silly: Added Gratee Travel Profile

[edit again](#)

508 Approved | [Contact Help Desk](#) | [disable the pictures](#)

[Return to My Account Page](#)

User roles assigned.

Getting to MyAmeriCorps from eGrants

13

The screenshot shows the eGrants website interface. At the top left, the date and time are 6/8/2009, 7:40 PM, EDT. The top navigation bar includes links for 'home', 'my account', and 'logout'. The main header features the 'Corporation for NATIONAL & COMMUNITY SERVICE' logo and a large image of a man and children. Below the header, there is a section for 'eGRANTS MESSAGES' with a 'Welcome Silly' message. To the right, there is a 'VIEW MY AMERICORPS PORTAL' section with a 'Portal Home' link. Below this, there is a 'Managing My Account' section with a 'My Account' link. At the bottom, there is a footer with '508 Approved | Contact Help Desk | disable the pictures'.

Click *Portal Home* link to access MyAmeriCorps.

VISTA Workbasket (1)

14

The VISTA Workbasket is your Portal home page.

The first tab displays all pending application submissions.

The screenshot shows the VISTA Workbasket portal 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 '6/11/2009, 05:32 PM, EDT'. The logo for 'Cooperation for NATIONAL & COMMUNITY SERVICE' is visible. The main heading is 'eGRANTS'. Below this, there is a 'Welcome Jane' message and a 'Portal Home' section. The 'Workbasket' section is active, showing a 'Pending Applications' tab selected. Other tabs include 'V-81 Forms', 'Future Plans Forms', and 'Training'. The search results show 'Results 1 Through 1' and 'Your search returned 1 results.' A table lists the application details:

Applicant	Listing	Date Submitted	Status	Date Available	
steven ung	UCAN - Phoenix School	04/10/2009	Selected	04/30/2009	print

At the bottom of the page, there is a footer with the text: '508 Approved | eGrants Feedback | Contact Help Desk' and 'Last updated: Thursday, June 04, 2009, 11:05 AM'.

VISTA Workbasket (2)

15

The second tab displays all V-81 transportation forms submitted by members serving on your project(s) that are pending your approval.

6/11/2009, 05:38 PM, EDT

home my account help logoff

Corporation for NATIONAL & COMMUNITY SERVICE

eGRANTS

Welcome Jane

Portal Home

Search Potential Applicants

Search Submitted Applications

Manage Members

Manage Events

Recruitment Workbasket

VISTA Workbasket

VISTA Reports

Workbasket

V-81 Forms Future Plans Forms Training

Click here for help.

Name	Form Info	Last Modified Date	Status	view/edit
------	-----------	--------------------	--------	-----------

508 Approved | eGrants Feedback | Contact Help Desk
Last updated: Thursday, June 04, 2009, 11:08 AM

VISTA Workbasket (3)

16

The third tab displays all Future Plans Forms submitted by members serving on your project(s) who are reaching the end of their service terms.

The screenshot shows the eGrants VISTA Workbasket interface. At the top, the date and time are 6/11/2009, 05:38 PM, EDT. Navigation links include home, my account, help, and logoff. The Corporation for National & Community Service logo is visible. The main heading is eGRANTS. The user is logged in as Jane. The Workbasket section shows a search for Future Plans Forms. The search results indicate no matches, with a message: "Your search returned 0 results." The search criteria are: Member Name, Project, Action Requested, Last Modified, and Status. The footer contains: 508 Approved | eGrants Feedback | Contact Help Desk. Last updated: Thursday, June 04, 2009, 11:08 AM.

VISTA Workbasket (4)

17

The fourth tab displays IST events you have created.

6/11/2009, 05:39 PM, EDT

home my account help logoff

Corporation for NATIONAL & COMMUNITY SERVICE

eGRANTS

Welcome Jane

Portal Home

Search Potential Applicants

Search Submitted Applications

Manage Members

Manage Events

Recruitment Workbasket

VISTA Workbasket

VISTA Reports

Workbasket

Training

No matches

Your search returned 0 results.

ID	Event Name	# Attendees	Date Submitted	Status
----	------------	-------------	----------------	--------

create training request

508 Approved | eGrants Feedback | Contact Help Desk
Last updated: Thursday, June 04, 2009, 11:08 AM

Creating an IST Request (1)

18

To create an In-Service Training request, click on the *Create training request* link to access the Training Request form.

The screenshot displays the eGRANTS portal interface. At the top, the date and time are 6/11/2009, 05:39 PM, EDT. Navigation links include home, my account, help, and logoff. The logo for the Corporation for National & Community Service is visible. The main heading is eGRANTS. A sidebar on the left contains a 'Welcome Jane' message and a 'Portal Home' menu with items like Trainee Profile, Search Potential Applicants, Search Submitted Applications, Manage Members, Manage Events, Recruitment Workbasket, VISTA Workbasket, and VISTA Reports. The main content area is titled 'Workbasket' and contains tabs for Pending Applications, V-81 Forms, Future Plans Forms, and Training. Below the tabs, it states 'No matches' and 'Your search returned 0 results.' A table with columns for ID, Employee Name, # Attendees, Date Submitted, and Status is shown. A blue button labeled 'create training request' is highlighted with a brown arrow pointing from the text box on the left. The footer includes '508 Approved | eGrants Feedback | Contact Help Desk' and 'Last updated: Thursday, June 04, 2009, 11:08 AM'.

Creating an IST Request (2)

19

Complete the form with basic information. You will also need to ...

Welcome Maria	Create Training Request
Portal Home	Training Events
Trainee Profile	Create Training Requests
Manage Members	Name
Manage Events	Name of Training <input type="text" value="Teamwork at a Distanc"/>
VISTA Workbasket	Location
VISTA Reports	City <input type="text" value="Portland"/>
	State <input type="text" value="OREGON"/>
	Dates of Training
	Start Date <input type="text" value="06/08/2009"/> (mm/dd/yyyy)
	End Date <input type="text" value="06/09/2009"/> (mm/dd/yyyy)
	Additional Information
	Total Estimated Cost <input type="text" value="325.00"/> (NNNN.NN - No dollar signs (\$) or commas (,))
	What is the purpose of this training? <input type="text" value="To provide skills and knowledge to work effectively as a team whose members are spread out over a distance."/>
	How did you discover this training event? <input type="text" value="Recommended by another VISTA program"/>
	Indicate any additional information about this training <input type="text" value="This is training is a full two days."/>
	Select the type of AmeriCorps Members or CNCS staff that will be attending this training

Creating an IST Request (3)

20

... select the attendees for the training. Click save to submit the request to your State Office for approval.

The screenshot shows a web form for creating an IST Request. It features two radio buttons: "Project Team" (unselected) and "Individual" (selected). Under "Project Team", there are checkboxes for "Members" and "Supervisors". Under "Individual", there is a "Supervisors" list box and a "Member" list box. A yellow vertical bar highlights the "Individual" section, and a brown arrow points from the text box on the left to the "Member" list box. At the bottom right, there are "save" and "cancel" buttons.

Searching for Training Events (1)

21

Search for ISTs or Supervisor Orientation using the tool provided.

The screenshot shows the eGRANTS website interface. At the top, there is a navigation bar with links for 'home', 'my account', 'help', and 'logout'. The date and time '6/11/2009, 05:39 PM, EDT' are displayed in the top left. The logo for the Corporation for National & Community Service is visible. The main heading is 'eGRANTS'. On the left, a sidebar menu includes 'Welcome Jane', 'Portal Home', 'Trainee Profile', 'Search Potential Applicants', 'Search Submitted Applications', 'Manage Members', 'Training Events' (highlighted with a red icon), 'Recruitment Workbasket', 'VISTA Workbasket', and 'VISTA Reports'. The main content area is titled 'Search Events' and contains the 'Event Search Attributes' form. The form includes fields for 'Event Name', 'Event Code', 'City', 'State' (a dropdown menu), 'Start Date' and 'End Date' (with calendar icons and '(mm/dd/yyyy)' format), and 'Type' (a dropdown menu with a help icon). 'cancel' and 'search' buttons are at the bottom right of the form. At the bottom of the page, there is a footer with '508 Approved | eGrants Feedback | Contact Help Desk' and 'Last updated: Thursday, June 04, 2009, 11:08 AM'.

Searching for Training Events (2)

22

6/11/2009, 05:41 PM, EDT

home my account help logoff

Cooperation for
**NATIONAL &
COMMUNITY
SERVICE**

eGRANTS

Welcome Jane

Event Search Results

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Manage Events
- Recruitment Workbasket
- VISTA Workbasket
- VISTA Reports

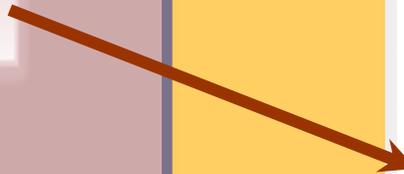
Event Search Results

Below is a list matching the criteria you entered. Please select an event from the list below to view the detailed information associated with the event.
[Click here for help.](#)

Results 1 Through 10 1 | 2 Next Last
Your search returned 13 results.

Name>	Code>	Location>	Start Date	Coordinator>
VISTA IST	IST-9/22/2009-Berlin-WI	Berlin, WI	9/22/09	Kara Klein
Leroys mandatory training	IST-07/07/2009-Paris-TX	Paris, TX	7/7/09	Matt Zielsdorf
American Idol Finale	IST-06/11/2009-Hollywood-NY	Hollywood, NY	6/11/09	Taryn
Honolulu IST	IST-06/30/2009-Honolulu-HI	Honolulu, HI	6/30/09	Laurie
I am VISTA get me outta here	IST-06/03/2009-Washington-WI	Washington, WI	6/3/09	Christie Brinkley
Sara's Testing	IST-07/08/2009-Chicago-IL	Chicago, IL	7/8/09	Missy Smith
West Virginia In-Service Training	IST-07/14/2009-Morgantown-WV	Morgantown, WV	7/14/09	Michelle Teare
State Conference	IST-07/14/2009-Charleston-WV	Charleston, WV	7/14/09	Michelle Teare
Learn to Waddle	IST-8/2/2009-Pondville-HI	Pondville, HI	8/2/09	asohgoih
WV IST-June	IST-06/22/2009-Charleston-WV	Charleston, WV	6/22/09	Michelle

Click the name of an event to view its details and enroll attendees.



Editing an IST Request (1)

23

Search for ISTs or Supervisor Orientation using the tool provided.

The screenshot shows the eGRANTS website interface. At the top, there is a navigation bar with links for 'home', 'my account', 'help', and 'logout'. The date and time '6/11/2009, 05:39 PM, EDT' are displayed in the top left. The logo for the Corporation for National & Community Service is visible. The main heading is 'eGRANTS'. A sidebar on the left contains a 'Welcome Jane' message and a 'Portal Home' section with links: 'Trainee Profile', 'Search Potential Applicants', 'Search Submitted Applications', 'Manage Members', 'Training Events', 'Recruitment Workbasket', 'VISTA Workbasket', and 'VISTA Reports'. The 'Training Events' link is highlighted with a red arrow pointing to the 'Event Search Attributes' form. The form is titled 'Event Search Attributes' and contains the following fields: 'Event Name' (text input), 'Event Code' (text input), 'City' (text input), 'State' (dropdown menu), 'Start Date' (calendar icon and text input with '(mm/dd/yyyy)' format), 'End Date' (calendar icon and text input with '(mm/dd/yyyy)' format), and 'Type' (dropdown menu with a help icon). There are 'cancel' and 'search' buttons at the bottom right of the form. The footer contains the text: '508 Approved | eGrants Feedback | Contact Help Desk' and 'Last updated: Thursday, June 04, 2009, 11:08 AM'.

Editing an IST Request (2)

24

Click the name of an event to view its details and enroll attendees.

6/11/2009, 05:41 PM, EDT

home my account help logoff

Cooperation for NATIONAL & COMMUNITY SERVICE

eGRANTS

Welcome Jane

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Manage Events
- Recruitment Workbasket
- VISTA Workbasket
- VISTA Reports

Event Search Results

Below is a list matching the criteria you entered. Please select an event from the list below to view the detailed information associated with the event.
[Click here for help.](#)

Results 1 Through 10 1 | 2 [Next](#) [Last](#)
Your search returned 13 results.

Name	Code	Location	Start Date	Coordinator
VISTA IST	IST-9/22/2009-Berlin-WI	Berlin, WI	9/22/09	Kara Klein
Leroys mandatory training	IST-07/07/2009-Paris-TX	Paris, TX	7/7/09	Matt Zielsdorf
American Idol Finale	IST-06/11/2009-Hollywood-NY	Hollywood, NY	6/11/09	Taryn
Honolulu IST	IST-06/30/2009-Honolulu-HI	Honolulu, HI	6/30/09	Laurie
I am VISTA get me outta here	IST-06/03/2009-Washington-WI	Washington, WI	6/3/09	Christie Brinkley
Sara's Testing	IST-07/08/2009-Chicago-IL	Chicago, IL	7/8/09	Missy Smith
West Virginia In-Service Training	IST-07/14/2009-Morgantown-WV	Morgantown, WV	7/14/09	Michelle Teare
State Conference	IST-07/14/2009-Charleston-WV	Charleston, WV	7/14/09	Michelle Teare
Learn to Waddle	IST-8/2/2009-Pondville-HI	Pondville, HI	8/2/09	asohgoih
WV IST-June	IST-06/22/2009-Charleston-WV	Charleston, WV	6/22/09	Michelle

Editing an IST Request (3)

25

Find and click the name of your event to make changes.

The screenshot displays the eGRANTS VISTA Workbasket interface. The top navigation bar includes 'Welcome Maria' and 'Workbasket'. A sidebar menu on the left lists 'Portal Home', 'Trainee Profile', 'Manage Members', 'Manage Events', and 'VISTA Workbasket' (which is highlighted). The main content area shows three tabs: 'V-81 Forms', 'Future Plans Forms', and 'Training' (which is active). Below the tabs, it indicates 'Results 1 Through 1' and 'Your search returned 1 results.' A table with the following data is shown:

ID	Event Name	# Attendees	Date Submitted	Status
1	Teamwork at a Distance	4	5/14/09 12:53 PM	SUBMITTED

A blue button labeled 'create training request' is located at the bottom right of the table area. A brown arrow points from the text box on the left to the 'Teamwork at a Distance' event name in the table.

Search For and Edit Member Information (1)

26

Click *Manage Members*.

Use the search tool to find member records.

eGRANTS

Welcome Maighie

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: 2008

Program Name: Clara Barton VISTA Corps - Portland, OR

Service Location: Select

Program Code: 08VSPOR004

Member ID:

First Name:

Last Name:

Date of Birth:

submit

Search For and Edit Member Information (2)

Click a member's name to view his/her record.

eGRANTS

Welcome Maighie

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 Results

Member Search Results

Results 1 Through 10 [1](#) | [2](#) [Next](#) [Last](#)

Your search returned 19 results.

Member Id	Name	Program Name	Program Code	Program Year	City	State	Status
	Maighie	Clara Barton VISTA Corps	08VSPOR004	2008	Portland	OR	In-Service
	Maighie	Clara Barton VISTA Corps	08VSPOR004	2008	Monmouth	OR	Exited Early
	Maighie	Clara Barton VISTA Corps	08VSPOR004	2008	Medford	OR	In-Service
	Maighie	Clara Barton VISTA Corps	08VSPOR004	2008	Ontario	OR	Exited Early

Search For and Edit Member Information (3)

To edit the member's information, click on *edit member info*.

eGRANTS

Welcome Maighie

Member Home

Member Information

Click here for help.

Name: Robert Bayers Date of Birth: 05/29/1986

Member ID: 0000 Username: bayers

SSN: 000-00-0000 E-mail: test@cns.gov

Mailing Address: Permanent Address:

Home Phone Number: Home Phone Number:

Work or Other Phone Number: Work or Other Phone Number:

[edit member info](#)

Service Information

Program	Organization	City/State	Service Start	Service End	--
VISTA - AmeriCorps*VISTA	American Red Cross Oregon Trail Chapter	Portland, OR	08/15/2008	08/14/2009	view

Search For and Edit Member Information (4)

29

Make any desired changes and click save.

is this a foreign (non-US) address?

* Street address 1:

Street address 2:

* City:

* State:

* Zip code: -

Home Phone Number:

Work or Other Phone Number:

Site/Campus Address:

* Street address 1:

Street address 2:

* City:

* State:

* Zip code: -

Demographic Information:

Gender:

Citizenship Status:

Voting Registration:

Highest Level of Education:

American Indian or Alaska Native

Native Hawaiian or Other Pacific Islander

Which of the following categories best describes your racial or ethnic origins?:

Black or African American

White

Asian

Of Hispanic Origin

Latino/Hispanic

Search For and Edit Member Information (5)

30

To view the member's service history, click *view* under the section *Service Information*.

The screenshot displays the eGRANTS Member Home interface. The left sidebar contains a navigation menu with 'Manage Members' selected. The main content area is divided into 'Member Information' and 'Service Information' sections. A red arrow points from the 'view' link in the 'Service Information' table to the 'edit member info' link in the 'Member Information' section.

Member Information

Click here for help.

Name: [Redacted] Date of Birth: [Redacted]
Member ID: [Redacted] Username: [Redacted]
SSN: [Redacted] E-mail: [Redacted]

Mailing Address: [Redacted] Permanent Address: [Redacted]
Home Phone Number: [Redacted] Home Phone Number: [Redacted]
Work or Other Phone Number: [Redacted] Work or Other Phone Number: [Redacted]

[edit member info](#)

Service Information

Program	Organization	City/State	Service Start	Service End	
VISTA - AmeriCorps*VISTA	American Red Cross Oregon Trail Chapter	Portland, OR	08/15/2008	08/14/2009	view

Search For and Edit Member Information (6)

31

This screen includes VISTA Service Term information as well as the member's service history.

The screenshot displays the eGRANTS interface. The left sidebar contains a navigation menu with sections: 'Welcome Maighie', 'Portal Home' (with links for Trainee Profile, Search Potential Applications, 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, and VISTA Reports), and 'Member Information' (with links for Robert Bayers, Member Home, Suspend Member, Transfer Member, Change Service Location, and Exit Member). The main content area is titled 'View Service Term Information' and is divided into two sections: 'VISTA Service Term Information' and 'VISTA Term History'. The first section contains a table of member details, and the second section contains a table of service term updates.

VISTA Service Term Information			
Name	Robert Bayers	NSP ID	10000000000000000000
Program	Clara Barton VISTA Corps	Program Code	00000000000000000000
Training Date		Active Date	08/15/2008
Completion Date	08/14/2009	End of Service Option	00000000000000000000
Member Role	Regular	Service Category	00000000000000000000
Purpose Code	00000000000000000000	Pay Plan	00000000000000000000
Settling-in Allowance	\$0.00		

VISTA Term History			
Update Type	Effective Date	Updated By	Action
Change pay plan	08/15/2008	ADAILEY	Active
n/a	08/15/2008	TOHALLOR	Active

Current Status: ---

Filling Out the Grantee Travel Profile (1)

Click *Trainee Profile* link to access the form you need to complete.

The screenshot shows the eGRANTS portal interface. The top header is orange with the text "eGRANTS". Below the header is a navigation menu with the following items: "Welcome Silly", "Portal Home", "Trainee Profile", "Manage Members", "Manage Events", "VISTA Workbasket", and "VISTA Reports". The "Trainee Profile" link is highlighted in orange, and a brown arrow points from the text box on the left to this link. To the right of the navigation menu is a "Workbasket" section. It contains three tabs: "V-81 Forms", "Future Plans Forms", and "Training". The "Training" tab is selected and highlighted in blue. Below the tabs, the text "No matches" is displayed, followed by "Your search returned 0 results." Below this text is a table with the following columns: "ID", "Event Name", "# Attendees", "Date Submitted", and "Status". At the bottom right of the table is a blue button labeled "create training request".

Grantee Travel Profile (2)

Select options and click save.

eGRANTS

Welcome Silly

Portal Home

Trainee Profile

Manage Members

Manage Events

VISTA Workbasket

VISTA Reports

Edit Trainee Registration Profile

Trainee Registration Profile

* Preferred Mode of Transportation: Air

* Departure City: Birmingham

* Departure State: ALABAMA

* Departure Zip Code:

Closest Airport:

Closest Train Station:

Do you anticipate a need to ship baggage? (This requires prior approval) :

Yes No

Check all the following that apply to you :

Need Spanish Translation

Vegetarian

Smoker

Emergency Contact Name:

Emergency Contact Phone:

Special Needs:

Comments:

cancel save

Sponsor Verification Report (1)

34

Click **VISTA Reports** to access the report form.

The screenshot displays the eGRANTS portal interface. The top navigation bar is orange with the text "eGRANTS" in white. Below this, there are two main sections: "Welcome Silly" and "Workbasket". The "Welcome Silly" section contains a "Portal Home" sub-section with a list of menu items: "Trainee Profile", "Manage Members", "Manage Events", "VISTA Workbasket", and "VISTA Reports". An arrow points from the text box on the left to the "VISTA Reports" menu item. The "Workbasket" section contains three tabs: "V-81 Forms", "Future Plans Forms", and "Training". Below the tabs, it says "No matches" and "Your search returned 0 results." There is a table with five columns: "ID", "Event Name", "# Attendees", "Date Submitted", and "Status". At the bottom right of the table area, there is a blue button labeled "create training request".

Sponsor Verification Report (2)

35

Select **VISTA Sponsor Verification Form** from the drop-down menu.

Enter the program code in the field shown.

Select the report format and click **submit**.

The screenshot shows the eGRANTS interface. On the left is a navigation menu with items like 'Welcome', 'Portal Home', 'Trainee Profile', 'Search Potential Applicants', 'Search Submitted Applications', 'Manage Members', 'Manage Events', 'Manage Programs', 'Map Service Locations', 'Manage Users', 'Recruitment Workbasket', 'S&N Workbasket', 'S&N Reports', 'VISTA Workbasket', and 'VISTA Reports'. The main content area is titled 'VISTA Reports' and contains the following text: '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 text are three form fields: '* Select Report:' with a dropdown menu showing 'VISTA Sponsor Verification', '* Program Code:' with an empty text input field, and '* Report Format:' with a dropdown menu showing 'PDF'. A 'submit' button is located at the bottom right of the form area. Three brown arrows point from the left-side text boxes to these three form fields.

Sponsor Verification Report (3)

36

A dialog box will open. Select *open* to print the file.

The screenshot shows the eGRANTS VISTA portal interface. The main content area is partially obscured by a 'File Download' dialog box. The dialog box has a title bar that says 'File Download' and a close button (X). The main text of the dialog asks 'Do you want to open or save this file?'. Below this text, there is a PDF icon, the file name 'report.pdf', the type 'Adobe Acrobat Document', and the source 'From: fqtmy3.americorps.gov'. At the bottom of the dialog, there are three buttons: 'Open', 'Save', and 'Cancel'. Below the buttons, there is a warning icon (a shield with a question mark) and a warning message: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)'. The background of the portal shows a navigation menu on the left with items like 'Welcome', 'Portal Home', 'Trainee Profile', 'Search Potential Applicants', 'Manage Members', 'Invite Members', 'Manage Events', 'Manage Programs', 'Manage Service Locations', 'Manage Users', 'Recruitment Workbasket', 'S&N Workbasket', 'S&N Reports', 'VISTA Workbasket', and 'VISTA Reports'. A 'submit' button is visible in the bottom right corner of the portal content area.

Sponsor Verification Report (4)

37

Make any corrections, then sign and fax the report to your State Office.

7/23/2009, 03:49 PM, EDT

home my account help logoff

Corporation for
NATIONAL & COMMUNITY

report[1].pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 2 63.1% Find

VISTA Sponsor Verification Report

7/23/09 3:50 PM
Program Code: 08VSPOR004

Below is a list of the VISTA members assigned to your project who are active as of this date as indicated by our records. Along with each name is the members scheduled date of termination.

Please review the list. If any AmeriCorps/VISTA member has already terminated or intends to terminate before the date shown, please immediately contact your Corporation for National and Community Service State Office. Those members must complete a Future Plans Form.

VERIFIED	MEMBER NAME	SERVICE START DATE	SERVICE END DATE	NSP ID
[]		08/15/2008	08/14/2009	582634
[]		08/15/2008	08/14/2009	582656
[]		08/15/2008	08/14/2009	582658
[]		08/24/2008	08/23/2009	530398
[]		08/15/2008	08/14/2009	582659
[]		08/15/2008	08/14/2009	582660
[]		08/15/2008	08/14/2009	582693
[]		08/15/2008	08/14/2009	582694
[]		08/15/2008	08/14/2009	582696

Your electronic submission of this form certifies that these members are currently active on your project and/or that you have contacted the State Office to provide any updates.

For Official Use Only

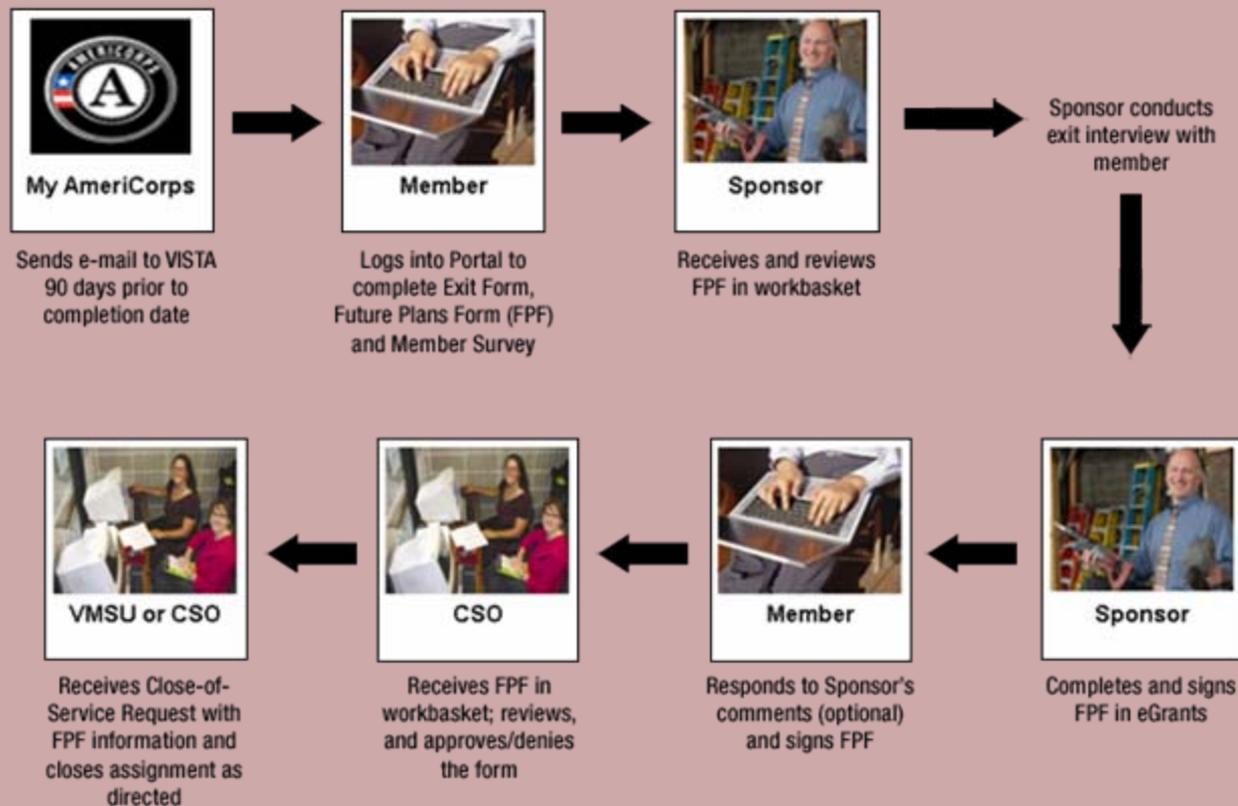
Page 1 of 2

Signature

7/23/09 3:50 PM

Close of Service/Future Plans

38



Signing a Member's Future Plans Form (1)

From the *Future Plans Forms* tab, click on a member's name that has a status of "Pending Sponsor Signature." (Step 1)

Future Plans Forms workbasket

Recruitment V-81 Forms **Future Plans Forms** Training

Search for Members
Search Events

Project Info

Sohail's Soup Kitchen
1200 New York Avenue
Washington, DC

Member Name	Project	Action Requested	Last Modified	Status
Eddie Van Halen	Project 1	Exit	07/21/2007	Pending Sponsor Signature
Kara Peters	Project 2	Extension	03/15/2007	Pending Sponsor Signature
Lisa Williams	Project 3	Exit	03/14/2007	Pending Member Signature

Signing a Member's Future Plans Form (2)

40

Review Part A of the form for information entered by the member. (Step 2)

Future Plans Form

Part A - To be completed by VISTA

Name	Eddie Van Halen	Program Name	AmeriCorps®VISTA
NSP ID	476058	Site Address	Baltimore, MD
Expected Completion Date	07/28/2007		

I would like to

- Extend my service for less than one year
- Reenroll for an additional year
- Complete my service as scheduled on 07/28/2007
- Terminate my service early

Please verify and update your travel profile as necessary

Preferred Mode of Travel: Air

Desired Return Location: Washington, DC

Special Needs:

Comments:

Vegetarian?

Smoking Room?

Please verify and update your permanent address and telephone number as necessary

Street Address: 1200 New York Avenue

City: Washington

State: District of Columbia

Phone: 210-123-4567

2

Signing a Member's Future Plans Form (3)

Review Part B – VISTA Performance Evaluation and provide the requested information. (Steps 3 through 5)

Click *sign* to certify and submit the report. (step 6)

Part B - VISTA Performance Evaluation
Describe VISTA's major duties and accomplishments (200 words maximum)

Please rate the following

	Poor	Adequate	Above Average	Excellent
Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reliability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Judgment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Acceptance of Responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relationships with Co-Workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relationships with Community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall Performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Recommendation:

- Reenrollment
- Extension
- Termination

cancel sign

Where to Go For Help

42

- **The Resource Center**

- www.nationalservicerresources.org/ac-training-support
- Includes other presentations, tutorials, and documents
- Live training session schedule and registration

- **The eGrants Help Desk**

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

- **Your State Office**

- Assistance completing specific tasks and forms
- Guidance on grant requirements and compliance

