The following presentation is designed for AmeriCorps National Programs. This presentation will help users understand the user roles as well as the access levels within the My AmeriCorps system. You must have an eGrants account in order to access My AmeriCorps functions.* eGrants is the Corporation for National and Community Service’s grant application and management system and the gateway to the My AmeriCorps system.

*For details on how to create an eGrants account, please watch the tutorial on Create and Manage an eGrants Account.
Agenda

• Understanding:
  o Important Considerations
  o Grantee Administrator User Role Defined
  o My AmeriCorps User Roles and Access Flow Chart
  o My AmeriCorps User Roles Defined: Grantee Recruiter, Grantee Member Management
  o My AmeriCorps Access Levels Defined: Prime, Operating Site, and Service Location

• Planning:
  o User Roles Map
  o Grantee Member Management Role as it Relates to Access Levels

• What’s next?

eGrants Coaching Unit
Important Considerations

• 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 Director or Program Officer.
Grantee Administrator User Role Defined

• **Grantee Administrator:**
  
  o is an eGrants user role that gives full access to My AmeriCorps functionality.

  o applies only to the **national legal applicant organization**; unless an operating site has or has had a state sub-grant through another program type. Please contact your national program for guidance on how to get your operating site linked to the program.

  o has access to all grants, operating sites, and service locations at the national legal applicant organization.

  o can approve all requests (please contact your Program Officer for guidance on business practices).

  o manages organizational information and all users at the legal applicant organization.
My AmeriCorps User Roles Defined

• **Grantee Recruiter:**
  o manages most recruitment functions such as create service listings and processes applications, with the exception of enrollment, for the legal applicant organization and all of its associated grants.

• **Grantee Member Management:**
  o manages program(s) and members, including enrollment; requires an access level:
    • Prime: refers to a grant for the national program.
    • Operating Site: refers to a sub-site for the national program.
    • Service Location: refers to the exact location where a member serves.
Grantee Member Management User Role Tree Diagram

Prime: Refers to a grant to the national legal applicant organization.

Operating Site: Refers to a sub-site for the national program.

Service Location (new term): Refers to an exact location where a member serves.
National Programs – Service Location Level Access

Service Location Level: Lists all available service locations to the national legal applicant organization’s grants. A service location refers to the exact locations where a member serves.
Prime

Operating Site

Operating Site

Operating Site

Service Location

Service Location

Service Location

Service Location

Service Location

Operating Site Level: Lists all available sub-sites associated with the grants to the national legal applicant organization.

Welcome Test

Portal Home

Manage Members

Invite Members

Manage Programs

Manage Service Locations

Manage Users

G&N Workbasket

G&N Reports

Workbasket

Pending Invitations

Pending Enrollments

Status Change Requests

Pending Exits

Click here for help.
No matches

Your search returned 0 results.

Member

Program

Date Invited

Program Year

Workbasket for Operating Site User
National Programs – Prime Level Access

Prime Level: Lists all available grants to the national legal applicant organization.
## Grantees User Roles Map

<table>
<thead>
<tr>
<th>Manage Members</th>
<th>Manage Members is filtered by Grant and Access</th>
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<tbody>
<tr>
<td>Search Members</td>
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<td>View Members</td>
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<tr>
<td>Edit Member Info</td>
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<tr>
<td>View Member Service Term</td>
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<td>Correct Member Service Term</td>
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<td>Create Request for Current Service Term</td>
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<tr>
<th>User Actions to Role Mappings</th>
<th>Grantee Recruiter</th>
<th>Grantee Admin</th>
<th>State and National Grantee Member Management</th>
<th>Access to Sub Grant or National Operating Site</th>
<th>State and National Grantee Member Management</th>
<th>Access to Sub Grant or National Operating Site</th>
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Grantee Member Management Role at the Service Location Level
Grantee Member Management Role at the Operating Site Level
Grantee Member Management Role at the Prime Level
What’s next?

- The Resource Center
  - 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
  - Training/Technical Assistance

- The eGrants Help Desk
  - 1-888-677-7849
  - Technical Assistance
  - User name/Password reset assistance