

# My AmeriCorps Release 3

## AmeriCorps State Commissions and Programs

### User Roles and Management – Understanding & Planning

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Corporation for  
**NATIONAL &  
COMMUNITY  
SERVICE** 

# Introduction

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The following presentation is designed for state commissions and 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

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- Understanding:
  - Important Considerations
  - Grantee Administrator User Role Defined
  - My AmeriCorps User Roles and Access Flow Chart
  - My AmeriCorps User Roles Defined: Grantee Recruiter, Grantee Member Management
  - My AmeriCorps Access Levels Defined: Prime, Operating Site, and Service Location
- Planning:
  - User Roles Map
  - Grantee Member Management Role as it Relates to Access Levels
- What's next?



# My AmeriCorps Usage – Please be Mindful...

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- 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

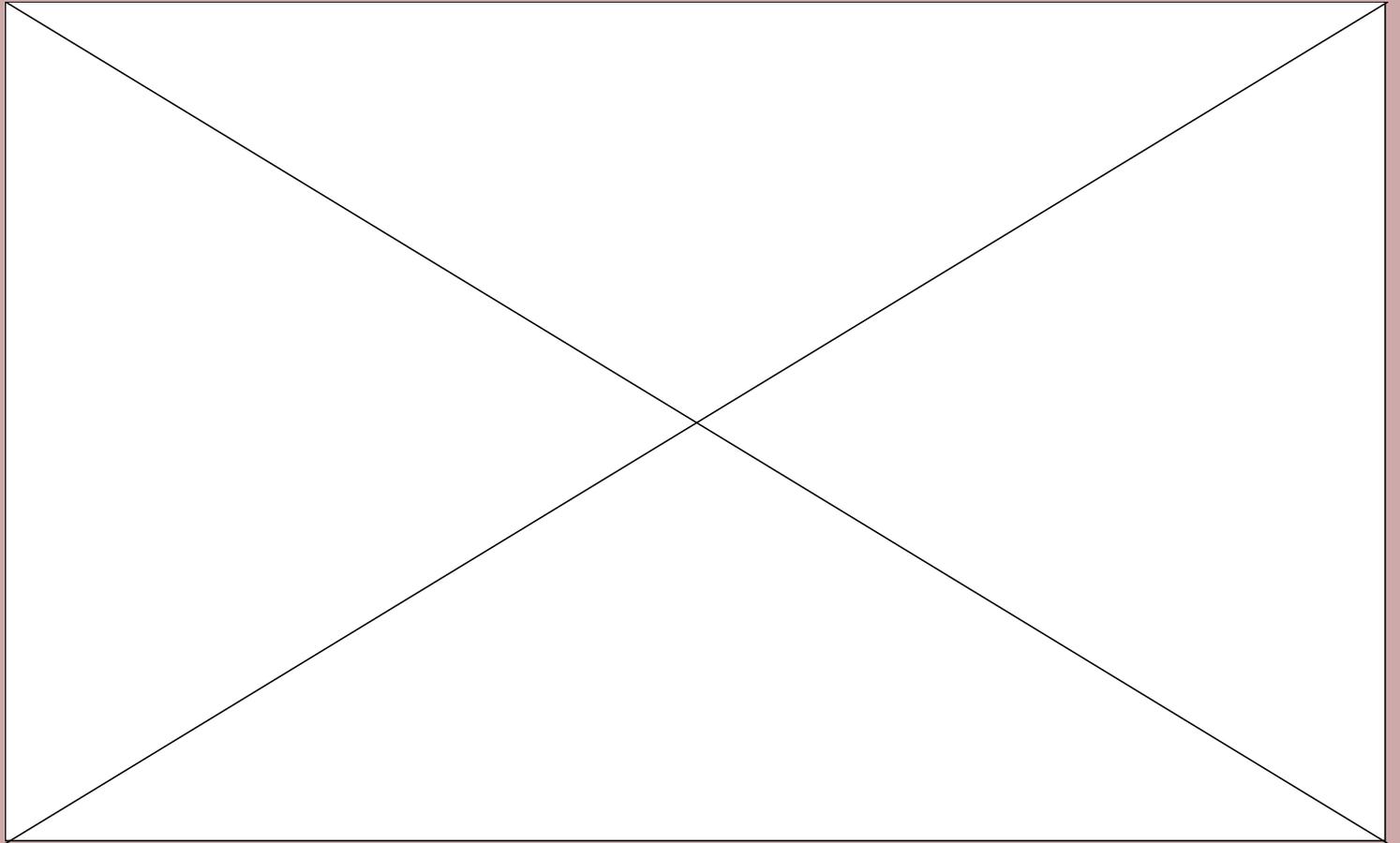
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- **Grantee Administrator:**

- is an eGrants user role that gives full access to My AmeriCorps functionality.
- Grantee Admins at the **state commission** will have access to all grants, operating sites (or sub-grantees/programs), and service locations at the legal applicant organization.
- Grantee Admins at the **state programs/sub-grantees** will have access to all grants (or operating sites) and service locations at the legal applicant organization.
- can approve all requests (please contact your Program Officer for guidance on business practices).
- manages organizational information and all users at the legal applicant organization.

# My AmeriCorps User Roles & Access Flow Chart

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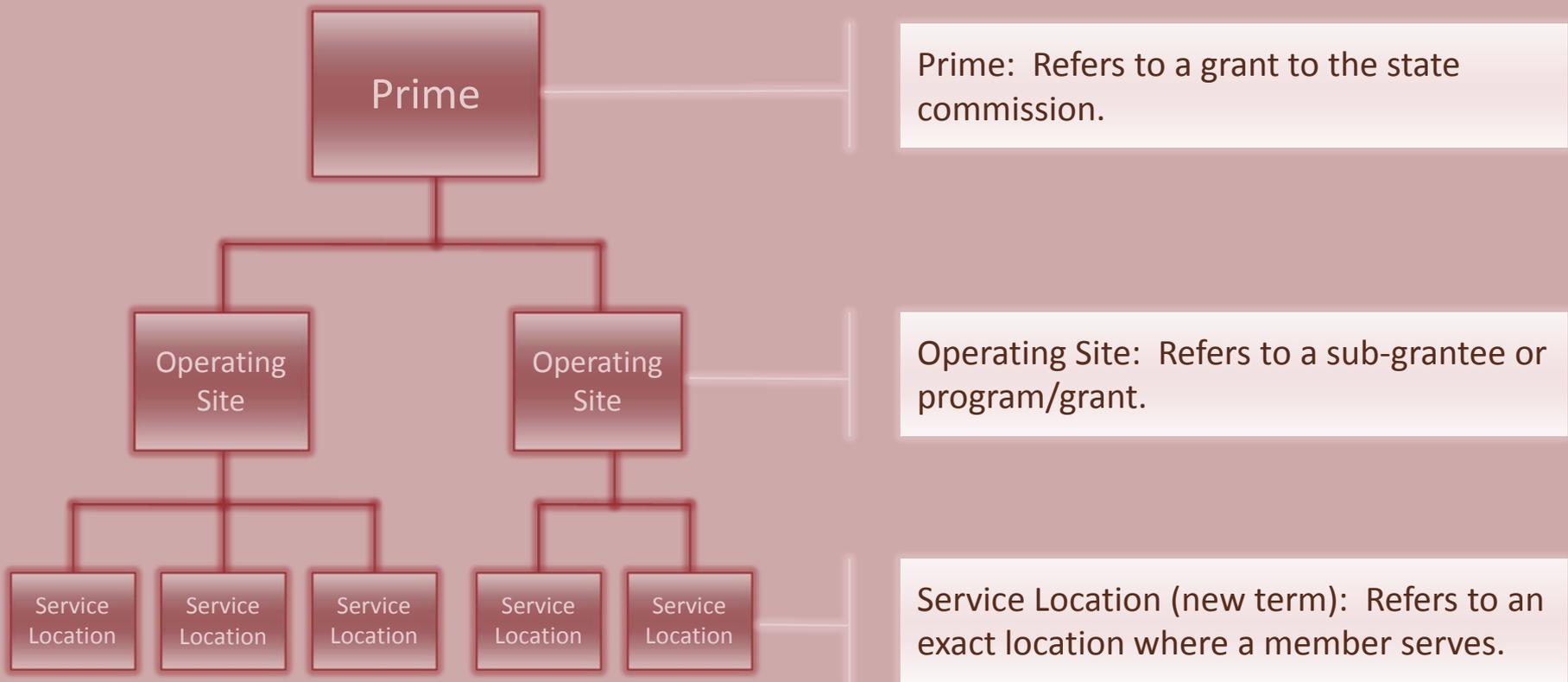
# My AmeriCorps User Roles Defined

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- **Grantee Recruiter:**
  - manages most recruitment functions such as 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:**
  - manages program(s) and members, including enrollment; requires an access level:
    - Prime: refers a grant for the state commission.
    - Operating Site: refers to the sub-grantee or program for the state commission. In the program context, this refers to a grant.
    - Service Location: refers to the exact location where a member serves.

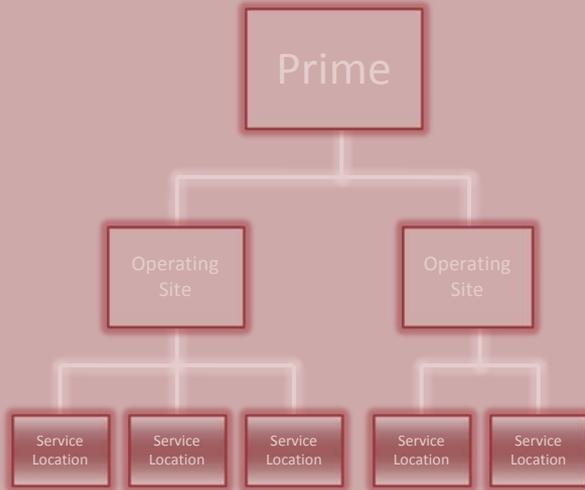
# Grantee Member Management User Role Tree Diagram

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# State Programs – Service Location Level Access

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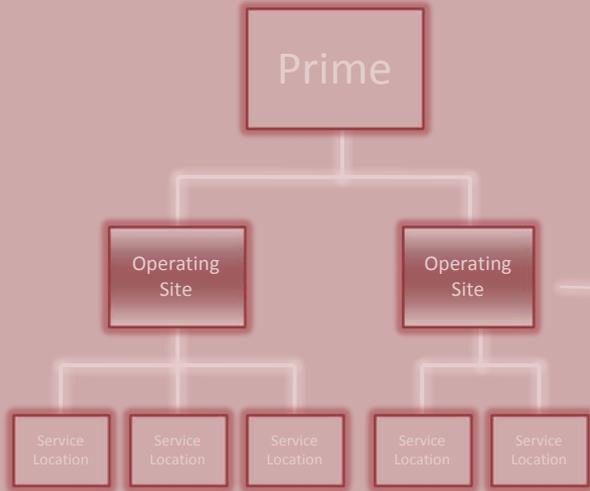


Service Location Level: Lists all available service locations associated with the grants to the state program. Service location refers to the exact location where a member serves.

The screenshot shows a web portal interface. On the left is a navigation sidebar with a yellow background containing the following links: "Welcome Test", "Portal Home", "Manage Members" (with a right-pointing arrow), "Manage Service Locations", and "S&N Reports". The main content area has a grey header "Manage Members" and a section titled "Member Search Attributes". Below this section is a search form with the following fields: "Program Year" (dropdown menu), "Program Name" (dropdown menu), "Service Location" (dropdown menu), "Program Code" (dropdown menu), "Member ID" (text input), "First Name" (text input), "Last Name" (text input), and "Date of Birth" (text input). A "submit" button is located at the bottom right of the search form. Below the screenshot is a yellow banner with the text "Portal Page for Service Location User".

Portal Page for Service Location User

# State Programs – Operating Site Level Access



Operating Site Level: Lists all available grants to the state program or sub-grantee of the state commission.

**Welcome Test**

**Portal Home**

- Manage Members
- Invite Members
- Manage Programs
- Manage Service Locations
- Manage Users
- S&N Workbasket**
- S&N Reports

**Workbasket**

[Pending Invitations](#) | Pending Enrollments | Status Change Requests | Pending Exits

Click here for help.  
No matches

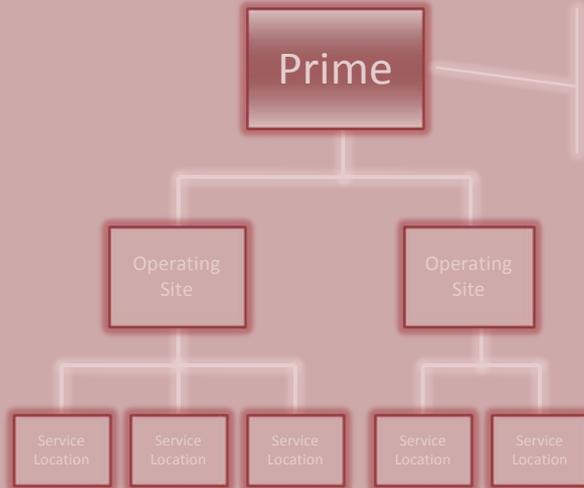
Your search returned 0 results.

Member ▶ | Program ▶ | Date Invited ▶ | Program Year ▶

Workbasket for Operating Site User

# State Commissions – Prime Level Access

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Prime Level: Lists all available grants to the state commission.

The screenshot shows the 'Workbasket' interface for a Prime User. On the left, there is a 'Welcome Test' section with a 'Portal Home' menu containing: Manage Members, Invite Members, Manage Programs, Manage Service Locations, Manage Users, S&N Workbasket (highlighted), and S&N Reports. The main 'Workbasket' area displays a search for 'Pending Invitations' with no results. Below the search results, there is a table with columns: Member, Program, Date Invited, and Program Year. A yellow box at the bottom of the screenshot contains the text 'Workbasket for Prime User'.

Workbasket for Prime User

# Grantees User Roles Map

	A	B	C	D	E	F	G
1	<b>User Action to User Role Mapping for Grantees</b>						
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	
4	<b>Manage Members</b>						Manage Members is filtered by Grant and Access
5	-- Search Members	-	+	+	+	+	
6	-- View Members	-	+	+	+	+	
7	-- Edit Member Info	-	+	+	+	+	
8	-- View Member Service Term	-	+	+	+	+	
9	-- Correct Member Service Term	-	+	+	+	+	
10	-- Create Request for Current Service Term						
11	-- Enroll	-	+	+	+	+	
12	-- Change Term	-	+	+	+	+	
13	-- Suspend	-	+	+	+	+	
14	-- Reinstate	-	+	+	+	+	
15	-- Transfer	-	+	+	+	+	
16	-- Change Service Location	-	+	+	+	+	

# Grantee Member Management Role at the Service Location Level

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# Grantee Member Management Role at the Operating Site Level

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# Grantee Member Management Role at the Prime Level

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# What's next?

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- **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

