

What's My Role?

eGrants/My AmeriCorps User Roles for VISTA Programs

Overview

Individuals who use the Corporation's eGrants and My AmeriCorps systems are assigned specific roles. Each role allows users to access specific functions and tools within one or both systems. The roles available for managers and staff of VISTA programs are:

- **Grantee Administrator** (eGrants and My AmeriCorps)
- **Grantee with access to budget** (eGrants only)
- **Grantee without access to budget** (eGrants only)
- **Grantee Recruiter** (My AmeriCorps only)
- **VISTA Grantee Member Management** (My AmeriCorps only)
- **Grantee Travel Profile** (My AmeriCorps only)

New users will need to first have their eGrants account set up with specific roles to use My AmeriCorps. Existing users may need to have their roles updated.

Users are assigned one or more of the roles listed above based on their responsibilities. If a user oversees an AmeriCorps*State or an AmeriCorps National program, they may need additional eGrants or My AmeriCorps roles.

What's My Role?

Use the following table to determine which eGrants and/or My AmeriCorps VISTA role(s) are needed to accomplish your work, and the roles you will need to assign to your colleagues.

Role	Users with this Role Can:	Users Need this Role if:
Both eGrants and My AmeriCorps		
Grantee Administrator	<ul style="list-style-type: none"> • Maintain an organization's eGrants account • Approve new users and assign eGrants and My AmeriCorps roles to them • Access and work in all other eGrants and My AmeriCorps roles • Invite, suspend, and transfer VISTA members 	<ul style="list-style-type: none"> • They manage an organization's eGrants account • They need access to all grant (eGrants) and member (My AmeriCorps) data and tools • They require advanced member-management privileges, such as inviting member (i.e., placing) candidates to serve.

Role	Users with this Role Can:	Users Need this Role if:
eGrants Only		
Grantee with access to budget	<ul style="list-style-type: none"> • Create, edit, and file CNCS concept papers, NOFAs, grant amendments, and continuation/renewals • Prepare reports for CNCS • Access grant/project financial data 	<ul style="list-style-type: none"> • They are responsible tracking funds appropriated to their organization by CNCS and have access to their organization's financial data.
Grantee without access to budget	<ul style="list-style-type: none"> • Create, edit, and file CNCS concept papers, NOFAs, grant amendments, and continuation/renewals • Prepare reports for CNCS 	<ul style="list-style-type: none"> • They are responsible tracking funds appropriated to their organization by CNCS but do not have access to their organization's financial data.
My AmeriCorps Only		
Grantee Recruiter	<ul style="list-style-type: none"> • Create/edit service opportunity listings • Search for and contact VISTA member candidates • Review and approve/reject VISTA applications 	<ul style="list-style-type: none"> • They are responsible for or assist with recruitment and screening VISTA member candidates.
Grantee Member Management	<ul style="list-style-type: none"> • View/edit/create reports with member data • Enroll VISTA members and supervisors in training events • Prepare/edit V-81 and Future Plans forms for members 	<ul style="list-style-type: none"> • They are responsible for or assist with the monitoring, support, and training of VISTA members and site supervisors.
Grantee Travel Profile	<ul style="list-style-type: none"> • Access and complete a trainee registration profile for Corporation-sponsored training events 	<ul style="list-style-type: none"> • You are a VISTA site supervisor that will or could be traveling to training events organized by CNCS.

Additional Resources

The following resources are also available through the Resource Center:

- My AmeriCorps Overview (presentation/tutorial)
- Create and Manage an eGrants Account (presentation/tutorial)
- User Roles and Management (webinar and presentation/tutorial)
- eGrants/My AmeriCorps User Guide for Grantee Administrators (PDF document)
- eGrants/My AmeriCorps User Guide for VISTA Sponsors (PDF Document)