



My AmeriCorps

AmeriCorps and VISTA Programs Create and Manage an eGrants Account



Corporation for
NATIONAL &
COMMUNITY
SERVICE 

Introduction

2

The following presentation* is designed for AmeriCorps State, National, and VISTA program users. This presentation will guide users through the processes of creating and managing an eGrants account request. eGrants is the gateway to the My AmeriCorps System, users must have an account in eGrants in order to access the My AmeriCorps functions. We will also cover user roles.



*Instructions are quoted in some slides for reference only. Please confirm the guidelines with your State Commission Program Officer, CNCS State Office, or CNCS Program Officer.

Agenda

3

- Access the eGrants login screen
- Create an account request
- Complete the login information
- Submit the account request
- Manage your account information
- User roles defined
- Assign a user role
- Survey
- What's next?

Corporation for NATIONAL & COMMUNITY SERVICE

Contact Us | Site Map | Site Index

Enter a Search Term

Forms | Advanced Search
FONT SIZE: Default | Large

American Recovery & Reinvestment Act

What National Service is Doing

[Learn More](#)

2009 National Conference on Volunteering & Service

civic.energy.generation.

About Us

- Volunteering in America
- Our Role and Impact
- Research and Policy
- Budget
- American Recovery and Reinvestment Act of 2009
- Strategic Plan
- Our Programs
- Special Initiatives
- Newsroom
- Media Kit Materials
- National Service Calendar
- Make a Donation
- Employment
- Search
- Contact Us
- National Service Catalog
- National Service Publications
- Spirit of Service Awards
- President's Council on Service and Civic Participation
- Office of Inspector General

[More About Us](#)

For Organizations

- How Can National Service Help Our Organization?
- Which Program Is Right for Our Organization?
- New Funding Opportunities
- Manage Current Grants and Projects
- Find Volunteers and Members
- Tools, Training, and Information
- The Resource Center
- For Colleges and Universities
- For Faith-Based and Other Community Organizations
- For Indian Communities
- Frequently Asked Questions

[More for Organizations](#)

For Individuals

- Why Get Involved?
- I'm Ready to Serve
- Benefits of Service
- Frequently Asked Questions
- Current Members and Volunteers
- Spread the Word

[More for Individuals](#)

[Join Now](#)

Interested in serving outside the United States? [Visit PeaceCorps.gov!](#)

Our Programs

- Senior Corps
- AmeriCorps
- AmeriCorps VISTA
- AmeriCorps NCCC
- Learn and Serve America

[More About Our Programs](#)

Special Initiatives

- A Billion + Change
- Martin Luther King Jr. Day of Service
- National Conference on Volunteering and Service
- National Mentoring Month
- National Service Responds to the Hurricanes
- President's Council on Service and Civic Participation
- President's Higher Education Community Service Honor Roll
- President's Volunteer Service Award

[More About Our Special Initiatives](#)

eGrants

System Operating Status

Are you ready to...

- Touch a life?
- Strengthen communities?
- Make a difference?
- Lead the way?
- Change the world for the better?

[Click here to join us!](#)

In Focus

2009 Spirit of Service AWARDS

Nominations are now being accepted for the 2009 Spirit of Service Awards, which recognize outstanding service and leadership by

Stories of Service

- Angel Flight Saves Lives of Forty Patients Stranded in Overcrowded Shelter. [Read More](#)
- As a student, recent Virginia Tech graduate Aaron Barr helped found the largest student environmental group on campus.

eGrants Page

5

The screenshot shows the eGrants website interface. On the left is a navigation sidebar with sections: eGrants Home (with links to Introduction to eGrants Phase II, Help / Assistance, Notices of Funding Availability, Feedback, Hours of Operation, and Be a Peer Reviewer), National Service in Your State (with a dropdown menu), National Service Websites (with a dropdown menu), National Service Newsletter (with an email input field and a Subscribe button), Site Tools (with a Grab a Widget button and WIDGETS icons), and Google Translate (with a Select Language dropdown). The main content area has a top navigation bar with links: About Us, For Organizations, For Individuals, and Our Programs. Below this is the eGrants header and a 'Welcome to eGrants' section. A list of services is provided, including submission and tracking of grant applications, on-line grant application peer review, negotiating and awarding grants, managing grants and cooperative agreements, creating recruitment listings, selecting applicants, approving project transportation forms (VISTA only), and financial status reporting. A link is provided to the eGrants / My AmeriCorps Training and User Support page. A section titled 'Former AmeriCorps Recruitment and Placement System (ACRPS) users' provides a link for information about using the new recruitment functionality. A large grey box contains the 'eGrants System Status' as of Friday, February 27, 2009, stating 'SYSTEM OPERATING NORMALLY'. Below this, it lists 'Scheduled eGrants System Outages' as of Friday, February 27, 2009, stating 'There are currently no scheduled system outages for eGrants.' A 'Help Desk Information' section provides contact details: Phone: 888-677-7849, Email: egrantshelp@cns.gov, and Hours of operation: 8:00 AM to 6:00 PM Eastern time, Monday through Friday. A 'Login:' section is also present. Two red arrows point to the 'eGrants System Status' box and the 'Please click here to Use eGrants' text at the bottom of the page.

HOME

About Us For Organizations For Individuals Our Programs

eGrants

Welcome to eGrants

eGrants is the Corporation for National and Community Service's web-based system for:

- Submission and tracking grant applications and concept papers;
- On-line grant application peer review;
- Negotiating and awarding grants and cooperative agreements;
- Managing grants and cooperative agreements including processing amendments, and continuations;
- Creating, submitting and editing your recruitment listings;
- Selecting applicants and searching for applicants;
- Approving project transportation (VISTA only); and
- Financial Status and Progress Reporting.

[Click here](#) to link to the eGrants / My AmeriCorps Training and User Support page within our Resource Center website.

Former AmeriCorps Recruitment and Placement System (ACRPS) users [click here](#) for information about using the new recruitment functionality in eGrants.

eGrants System Status
as of Friday, February 27, 2009

SYSTEM OPERATING NORMALLY

Scheduled eGrants System Outages
as of Friday, February 27, 2009

There are currently no scheduled system outages for eGrants.

Help Desk Information:

Phone: 888-677-7849
Email: egrantshelp@cns.gov
Hours of operation: 8:00 AM to 6:00 PM Eastern time, Monday through Friday

Login:

Please click here to Use eGrants

eGrants Login Page

6

Corporation for
NATIONAL &
COMMUNITY
SERVICE

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](#)

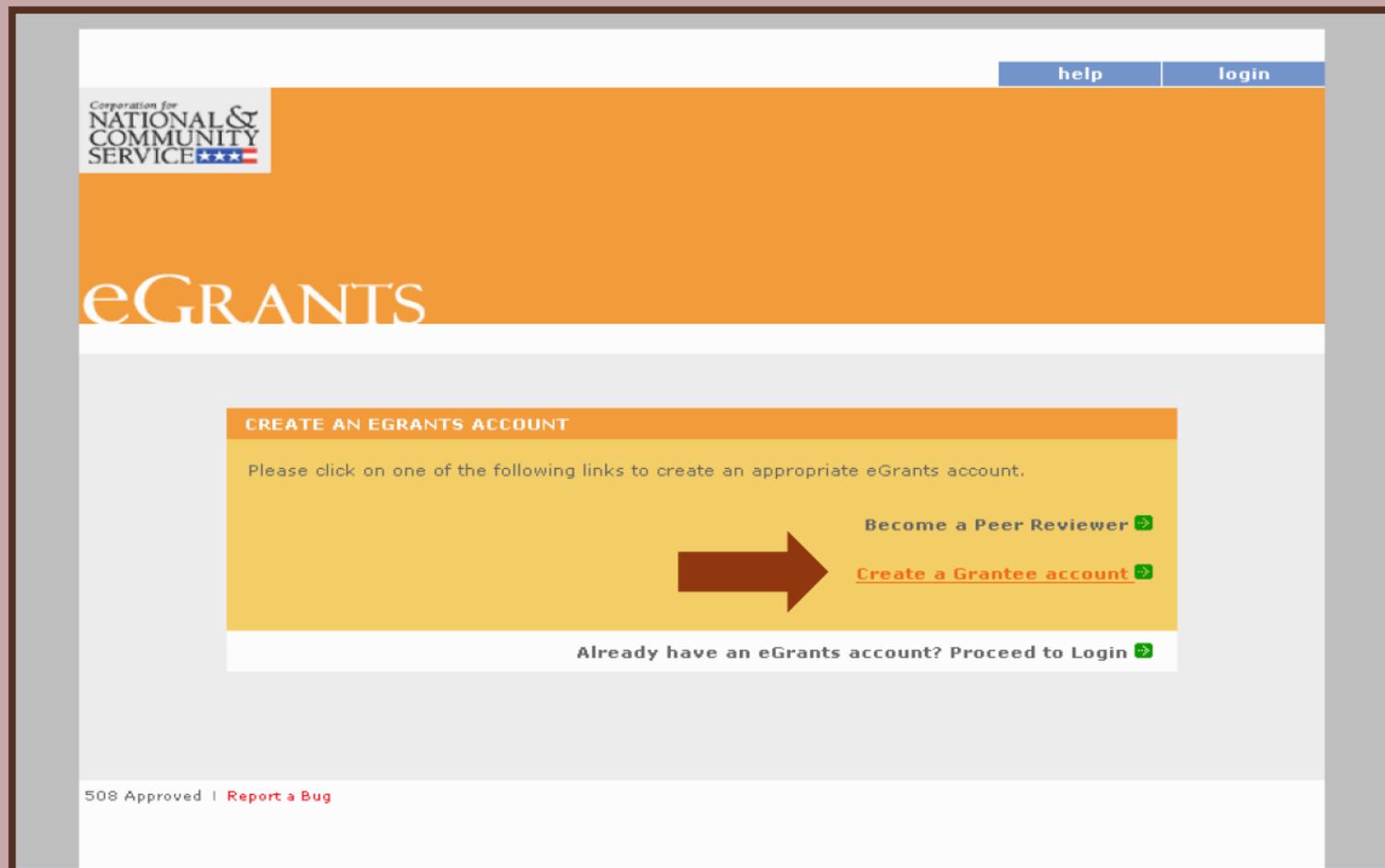
[Don't have an eGrants account? Create an account](#)

[View system rules of behavior](#)

Click here to disable the pictures

Create a Grantee Account

7



Corporation for
**NATIONAL &
COMMUNITY
SERVICE**

help login

eGRANTS

CREATE AN EGRANTS ACCOUNT

Please click on one of the following links to create an appropriate eGrants account.

[Become a Peer Reviewer](#)

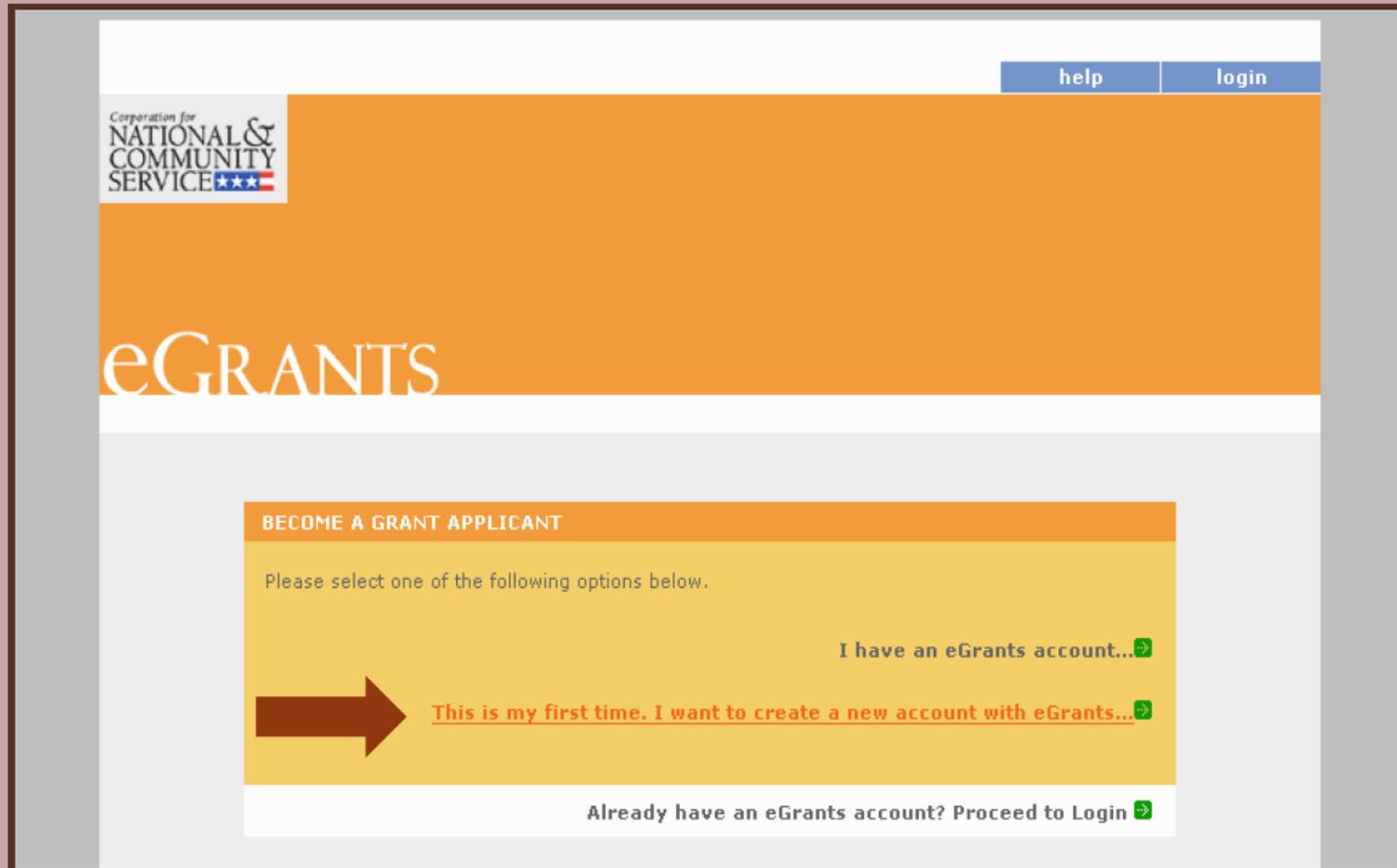
[Create a Grantee account](#)

[Already have an eGrants account? Proceed to Login](#)

508 Approved | [Report a Bug](#)

Create a New Account

8



The screenshot shows the eGrants website interface. At the top right, there are links for 'help' and 'login'. The logo for the Corporation for National & Community Service is in the top left. The main heading 'eGRANTS' is displayed in a large, white, serif font on an orange background. Below this, a yellow box titled 'BECOME A GRANT APPLICANT' contains the text 'Please select one of the following options below.' Two options are listed: 'I have an eGrants account...' and 'This is my first time. I want to create a new account with eGrants...'. A large brown arrow points to the second option. At the bottom of the yellow box, there is a link: 'Already have an eGrants account? Proceed to Login'.

help login

Corporation for
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COMMUNITY
SERVICE

eGRANTS

BECOME A GRANT APPLICANT

Please select one of the following options below.

I have an eGrants account... →

→ This is my first time. I want to create a new account with eGrants... →

Already have an eGrants account? Proceed to Login →

Login Information Page

9

help login

Corporation for
NATIONAL & COMMUNITY SERVICE

eGRANTS

Welcome Guest
11/9/2006, 2:04 PM, EST

Create New Profile Menu

- Login Information
- Enter EIN#
- Select an Organization
- Organization Information
- Grantee Phone Numbers
- Review and Submit

Become a Grant Applicant

cancel save next

Login Information

Please enter your login information. All questions marked with an asterisk (*) are required.

* First Name: ?

* Last Name: ?

Title: ?

* User Name: (ex: rsmith, rsmith2004) ?

* New Password: ?

* Retype New Password: ? [Password help](#)

* Password Question: ?

* Password Answer: ?

* Email: ?

* Retype e-mail: ?

Turn off Pop-up Blocker

10

The screenshot shows an Internet Explorer browser window with the 'Tools' menu open. An orange arrow points to the 'Pop-up Blocker' option. The 'Pop-up Blocker' sub-menu is open, showing options: 'Block Pop-ups from This Site...', 'Turn Off Pop-up Blocker', and 'Pop-up Blocker Settings...'. The browser's address bar shows '7506e2b1394'. The main content area displays the 'eGRANTS' website, which includes a 'Welcome Guest' message, a 'Become a Grant Applicant' button, and a 'Login Information' form. The form contains fields for First Name, Last Name, Title, User Name, New Password, Retype New Password, Password Question, Password Answer, Email, and Retype e-mail. A 'cancel save next' button is visible at the top right of the form area.

Help Menu for Password

11

The screenshot shows the eGrants website interface. On the left, there is a navigation menu with options like 'Welcome Guest', 'Create New Profile/Menu', 'Login Information', 'Organization Information', and 'Grants Phone Numbers'. The main content area is titled 'Become a Grant Applicant' and includes a 'Login Information' section with a form for entering login details. Overlaid on the right side of the website is a help window titled 'New Password Field'. This window contains a list of password creation guidelines and a 'cancel save next' button at the bottom. A red arrow points from the top right of the help window towards the browser's address bar.

New Password Field

The Corporation for National and Community Service recommends following these suggestions when creating an eGrants password:

- Use at least eight characters, drawing from at least three of the following four categories:
 - upper case letters
 - lower case letters
 - numbers
 - special characters (eGrants accepts #, _ [underscore], and \$)
- Don't incorporate any part of your [User Name](#)
- Don't incorporate any part of the name of a family member or pet
- Don't use passwords that you use for other accounts, or reuse "retired" passwords
- Don't use words that can be found in the dictionary, unless you complicate it by substituting numbers and special characters for letters. For example, if you'd like to use **TELEPHONE** for a password, spell it as **T3L3ph#ne**.
- eGrants requires that the first character of a password be a letter.

Protecting your data and identity doesn't end, however, with creating a good password. Here are a few guidelines for keeping both safe:

- [Change your password](#) every 90 days
- Never share your password with your co-workers, supervisor,

* User Name: (ex: rsmith, rsmith2004)

* New Password:

* Retype New Password:

* Password Question:

* Password Answer:

* Email:

* Retype e-mail:

cancel save next

Toggle Help Menu

12

The screenshot displays the eGrants website interface. At the top left is the logo for the Corporation for National & Community Service. The main header reads 'eGRANTS'. Below this, a navigation bar includes 'Welcome Guest', the date '11/17/2006 11:43 PM, EST', and a 'Create New Profile Menu' button. A sidebar on the left lists steps: 'Login Information', 'Enter EIN#', 'Select an Organization', 'Organization Information', 'Grantee Phone Numbers', and 'Review and Submit'. The main content area is titled 'Become a Grant Applicant' and contains a 'Login Information' form. The form instructions state: 'Please enter your login information. All questions marked with an asterisk (*) are required.' The form fields include: First Name, Last Name, Title, User Name (with example 'rsmith2004'), New Password, Retype New Password, Password Question (a dropdown menu), Password Answer, Email, and Retype e-mail. At the bottom of the form are 'cancel', 'save', and 'next' buttons. The Windows taskbar at the bottom shows 'Inbox - Microsoft Outlook', '5 Reminders', and a 'Login Info' icon with a red arrow pointing to it. The active browser window title is 'https://204.124.231.9 - New Password Field - Microsoft Internet Explorer'.

Complete Required Fields

13

COMMUNITY SERVICE

eGRANTS

Welcome Guest
12/21/2006, 1:00 PM, EST

Create New Profile Menu

- Login Information
- Enter EIN#
- Select an Organization
- Organization Information
- Grantee Phone Numbers
- Review and Submit

Become a Grant Applicant

cancel save next

Login Information

Please enter your login information. All questions marked with an asterisk (*) are required.

* First Name: ?

* Last Name: ?

Title: ?

* User Name: (ex: rsmith, rsmith2004) ?

* New Password: ?

* Retype New Password: ?

* Password Question: ?

* Password Answer: ?

* Email: ?

* Retype e-mail: ?

cancel save next

Enter EIN

14

The screenshot displays the eGrants website interface. At the top right, there are links for 'help' and 'logout'. The main header features the 'Corporation for NATIONAL & COMMUNITY SERVICE' logo and the 'eGRANTS' title. A navigation bar includes 'Welcome Test' with a timestamp '11/9/2006, 2:12 PM, EST' and a 'Create New Profile Menu' with options like 'Login Information', 'Enter EIN#' (highlighted), 'Select an Organization', 'Organization Information', 'Grantee Phone Numbers', and 'Review and Submit'. The main content area is titled 'Become a Grant Applicant' and contains a section for 'Enter EIN #'. This section prompts the user to 'Please enter your organization's EIN#' and provides a text input field labeled 'Enter your EIN #:'. Navigation buttons for 'back' and 'next' are visible at the top right and bottom right of the content area. At the bottom left, it shows '508 Approved | Report a Bug'.

Select Your Organization

15

The screenshot displays the eGrants website interface. At the top right, there are 'help' and 'logout' links. The main header features the 'Corporation for NATIONAL & COMMUNITY SERVICE' logo and the 'eGRANTS' title. A navigation sidebar on the left includes a 'Welcome Test' section with a timestamp of '12/21/2006, 1:03 PM, EST', a 'Create New Profile Menu' with options like 'Login Information', 'Enter EIN#', 'Select an Organization' (highlighted with a red arrow), 'Organization Information', 'Grantee Phone Numbers', and 'Review and Submit'. The main content area is titled 'Become a Grant Applicant' and contains a 'Select an Organization' section. This section includes a message: 'Your EIN# already exists in our record of organizations. Please make a selection below, and click next to proceed, or back to try another EIN.' Below this is a 'List of Organizations with EIN# 000000002' containing two items: 'Create a new organizational profile for EIN# 000000002. OR select an existing org below' and 'Chicagoland Community Center - Chicago, IL'. Navigation buttons for 'back' and 'next' are present at the top right and bottom right of the main content area. At the bottom left, it says '508 Approved | Report a Bug'.

help | logout

Corporation for
**NATIONAL &
COMMUNITY
SERVICE**

eGRANTS

Welcome Test
12/21/2006, 1:03 PM, EST

Create New Profile Menu

- Login Information
- Enter EIN#
- Select an Organization**
- Organization Information
- Grantee Phone Numbers
- Review and Submit

Become a Grant Applicant

back | next

Select an Organization

Your EIN# already exists in our record of organizations. Please make a selection below, and click next to proceed, or back to try another EIN.

List of Organizations with EIN# 000000002

- Create a new organizational profile for EIN# 000000002. **OR select an existing org below**
- Chicagoland Community Center - Chicago, IL

back | next

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Organization Information

16

The screenshot displays the eGRANTS web application interface. At the top left is the 'COMMUNITY SERVICE' logo with a small American flag icon. Below it, the 'eGRANTS' logo is prominently displayed in a large, white, serif font against an orange background. The main content area is divided into a left sidebar and a main panel. The sidebar, titled 'Create New Profile Menu', lists several options: 'Login Information', 'Enter EIN#', 'Select an Organization', 'Organization Information' (which is highlighted with a red square icon), 'Grantee Phone Numbers', and 'Review and Submit'. The main panel is titled 'Become a Grant Applicant' and contains the 'Organization Information' section. This section includes two paragraphs of instructional text and a list of details for the 'Chicagoland Community Center'. At the bottom of the page, there is a footer with '508 Approved | Report a Bug' on the left and navigation buttons for 'back', 'save', and 'next' on the right.

COMMUNITY SERVICE

eGRANTS

Welcome Test
12/21/2006, 1:04 PM, EST

Create New Profile Menu

- Login Information
- Enter EIN#
- Select an Organization
- Organization Information**
- Grantee Phone Numbers
- Review and Submit

Become a Grant Applicant

back save next

Organization Information

Please review your selected organization's information. Click on the "next" button to proceed to the login information.

Please return to the "Select an Organization" page to select another organization. You can also start new by entering a new EIN# in the "Enter EIN#" page.

Chicagoland Community Center: EIN# 000000002

Organization Type: Non-Profit
Organizational Characteristics: Service/Civic Organization
Organizational Characteristics: Community Action Agency/Community Action Program
Address: 5555 Lake Drive, Chicago, IL 60640
Phone: 773-000-0000
Fax: 773-000-0000

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back save next

Enter Your Contact Numbers

17

The screenshot shows the 'eGRANTS' application interface. At the top right, there are 'help' and 'logout' buttons. The main header features the 'eGRANTS' logo and the 'Corporation for NATIONAL & COMMUNITY SERVICE' logo. A navigation menu on the left includes 'Welcome Test', '11/9/2008, 2:16 PM, EST', 'Create New Profile Menu', 'Login Information', 'Enter EIN#', 'Select an Organization', 'Organization Information', 'Grantee Phone Numbers' (highlighted with a red arrow), and 'Review and Submit'. The main content area is titled 'Become a Grant Applicant' and contains a sub-section 'Grantee Phone Numbers'. Below this title, a message states: 'Please enter your phone/fax information below. All questions marked with an asterisk (*) are required.' The form includes several input fields: '* Daytime Phone' (with a red asterisk), 'Evening Phone', 'Fax', and 'Cell'. Each field is pre-filled with a sample number (321, 321, 3210 for daytime; and 123 for extension) and has a small 'x' icon to its right. At the bottom of the form, there are 'back', 'save', and 'next' buttons. In the bottom right corner of the page, there is a 'next' button.

help logout

Corporation for
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SERVICE

eGRANTS

Welcome Test
11/9/2008, 2:16 PM, EST

Create New Profile Menu

- Login Information
- Enter EIN#
- Select an Organization
- Organization Information
- Grantee Phone Numbers
- Review and Submit

Become a Grant Applicant

back save next

Grantee Phone Numbers

Please enter your phone/fax information below. All questions marked with an asterisk (*) are required.

* Daytime Phone: , , ext.

Evening Phone: , ,

Fax: , ,

Cell: , ,

back save next

next

508 Approved | Report a Bug

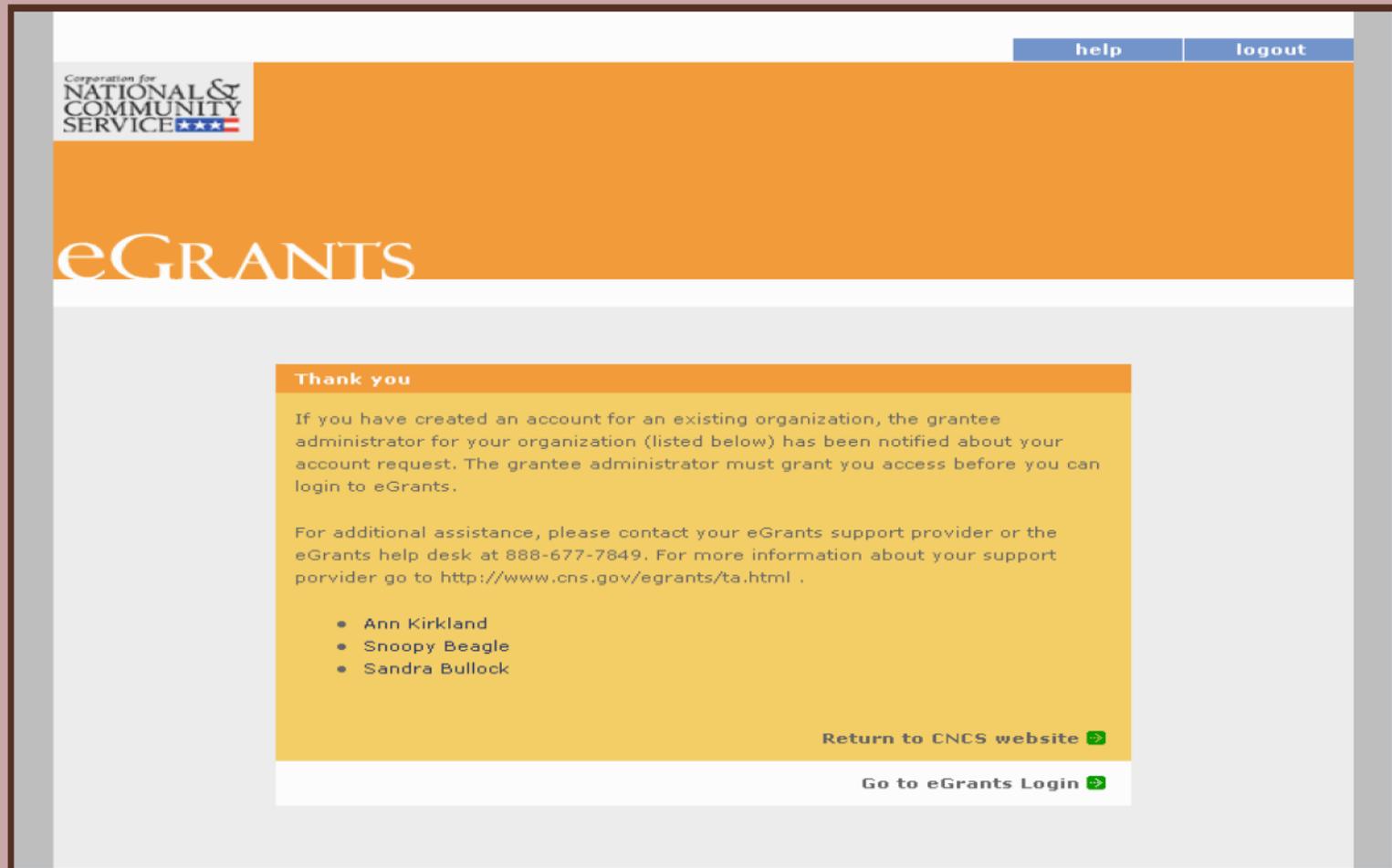
Review and Submit Account Request

18

The screenshot displays the eGrants website interface. At the top right, there are links for 'help' and 'logout'. The main header features the 'Corporation for NATIONAL & COMMUNITY SERVICE' logo and the 'eGRANTS' title. A navigation menu on the left includes 'Welcome Test' (dated 12/21/2006, 1:05 PM, EST), 'Create New Profile Menu', and 'Review and Submit' (highlighted with a right-pointing arrow). The main content area is titled 'Become a Grant Applicant' and contains a 'submit' button. Below this, a section titled 'Please review and submit your information' provides a summary of user details: Organization (Chicagoland Community Center), EIN # (000000002), Organization Type (Non-Profit), and Organizational Characteristics (Service/Civic Organization and Community Action Agency/Community Action Program). It also lists Username (tacnt07), Password Question (Favorite color), Answer (orange), and Email (testacct@test.org). A 'Daytime Phone' field (321) 321-3210 is also shown. Each field has an 'edit' link next to it. At the bottom left, it says '508 Approved | Report a Bug', and at the bottom right, there is another 'submit' button.

Account Request Confirmation Page

19



The screenshot shows the eGrants website interface. At the top right, there are links for 'help' and 'logout'. The logo for the Corporation for National & Community Service is in the top left. The main heading 'eGRANTS' is displayed in a large, white, serif font on an orange background. Below this, a yellow box contains the following text:

Thank you

If you have created an account for an existing organization, the grantee administrator for your organization (listed below) has been notified about your account request. The grantee administrator must grant you access before you can login to eGrants.

For additional assistance, please contact your eGrants support provider or the eGrants help desk at 888-677-7849. For more information about your support provider go to <http://www.cns.gov/egrants/ta.html>.

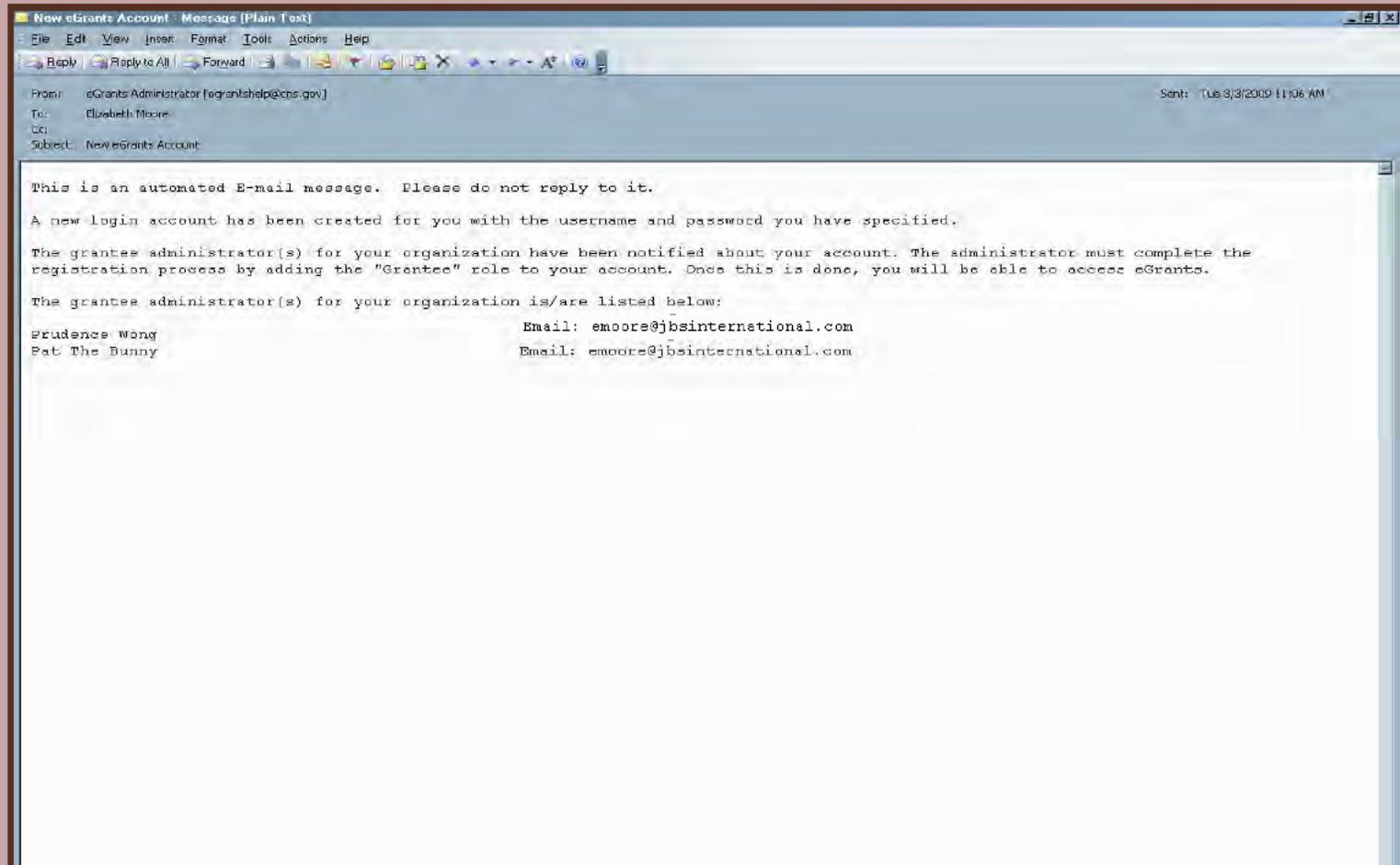
- Ann Kirkland
- Snoopy Beagle
- Sandra Bullock

Return to CNCS website 

Go to eGrants Login 

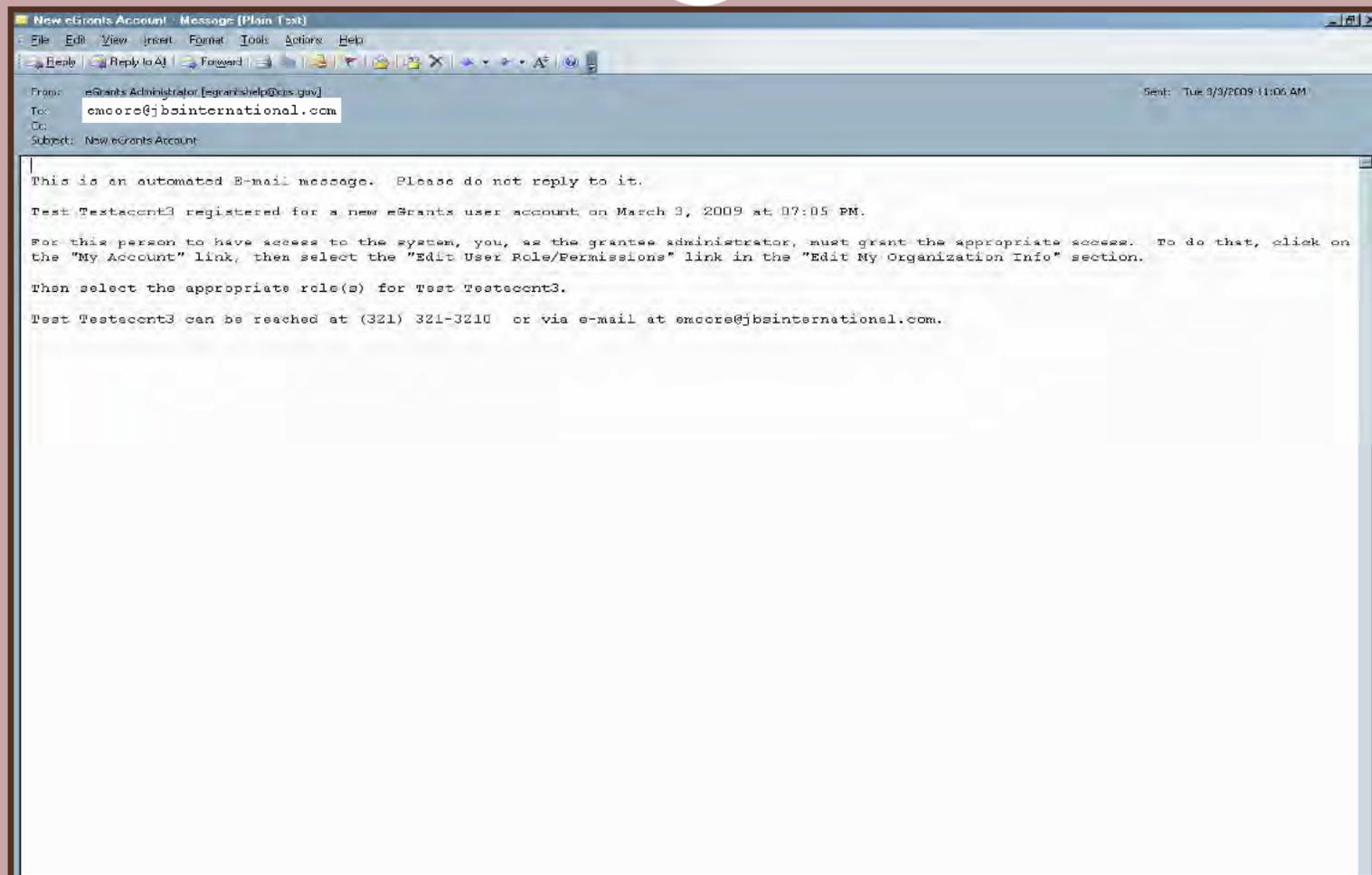
Email to Account Requestor

20



Sample Email to the Grantee Administrator

21



Home Page for My AmeriCorps-only Access

22

3/3/2009, 6:09 PM, EST

home my account logout

Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 

eGRANTS

eGRANTS MESSAGES
Welcome Elizabeth

VIEW MY AMERICORPS PORTAL
Portal Home

Managing My Account
Click on the links below to access common account functions.
My Account 

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Account Page with My AmeriCorps-only Access

23

The screenshot shows a web browser window displaying the eGrants user account page. At the top left, the date and time are 3/3/2009, 6:10 PM, EST. Navigation links for 'home', 'my account', and 'logout' are in the top right. The main header features the logo for the Corporation for National & Community Service and the 'eGRANTS' title. A personalized welcome message 'Welcome Elizabeth' is shown. The 'MY ACCOUNT' section is divided into four panels: 'Update My Login Info...', 'Edit My Organization Info...', 'Update My Profile...', and 'Update My Contact Info...'. Each panel provides instructions and a list of links to manage account information. A sidebar on the left contains 'Grantee Info' for Elizabeth Moore, including her name, organization (Teach For America), address, and status. The footer contains the text '508 Approved | Contact Help Desk | enable the pictures'.

3/3/2009, 6:10 PM, EST

home my account logout

Corporation for
NATIONAL & COMMUNITY SERVICE

eGRANTS

Welcome Elizabeth

MY ACCOUNT

Grantee Info

Elizabeth Moore
Teach For America
315 West 36th Street
7th Floor
New York, NY 10018-6404
Status: Grantee

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:

- View All

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

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Edit Login Information

24

3/3/2009, 6:14 PM, EST

home my account logout

Corporation for
NATIONAL & COMMUNITY SERVICE ★★ ★

eGRANTS

Welcome Elizabeth

My Account

cancel next

Grantee Info

Elizabeth Moore
Teach For America
315 West 36th Street
7th Floor
New York, NY 10018-6404
Status: Grantee

Please edit your login information below.

New Password: ?

Retype New Password: ?

Password Question: City of birth ?

Password Answer: Vienna ?

Email: test@test.com ?

Retype e-mail: test@test.com ?

cancel next

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Home Page for eGrants and My AmeriCorps User

25

The screenshot shows the eGrants user interface. At the top left, the date and time are 3/3/2009, 5:30 PM, EST. Navigation links for 'home', 'my account', 'help', and 'logout' are in the top right. The main header features the 'eGRANTS' logo and the 'Corporation for NATIONAL & COMMUNITY SERVICE' logo. Below the header, there are three main sections: 'eGRANTS MESSAGES' (welcoming Alyson), 'VIEW MY GRANTS/APPLICATIONS' (listing various application statuses), and 'VIEW MY AMERICORPS PORTAL' (with a 'Portal Home' link). At the bottom, there are three columns: 'Creating an Application' (with links for New, Continuation/Renewal, Amendment, and Concept Paper), 'Managing My Account' (with links for My Account, Equal Opportunity Survey, and Org has users awaiting approval), and 'Reporting to CNCS' (with links for Financial Report, Progress Report, and PR Supplement). A footer at the very bottom contains the text '508 Approved | Contact Help Desk | enable the pictures'. Three red arrows are overlaid on the page: one pointing up to the 'my account' link, one pointing down to the 'My Account' link, and one pointing right to the 'Concept Paper' link.

3/3/2009, 5:30 PM, EST

home my account help logout

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COMMUNITY
SERVICE** ★★ ★

eGRANTS

eGRANTS MESSAGES

Welcome Alyson

VIEW MY GRANTS/APPLICATIONS

- View All
- 67 Awarded
- 127 Closed
- 3 Concept Papers
- 1 Grantee edit of application or report
- 11 Subapplication being reviewed by prime
- 4 Subapplication rejected by prime
- 3 Subapplication returned by prime
- 8 Under CNCS review

VIEW MY AMERICORPS PORTAL

- Portal Home

Creating an Application

- New
- Continuation/Renewal
- Amendment
- Concept Paper

Managing My Account

Click on the links below to access common account functions.

- My Account
- Equal Opportunity Survey
- Org has users awaiting approval

Reporting to CNCS

- Financial Report
- Progress Report
- PR Supplement

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My Account Page

26

Corporation for
NATIONAL & COMMUNITY SERVICE ★★ ★

home my account help logout

eGRANTS

Welcome Ann
11/9/2006, 2:32 PM, EST

Grantee Info

Ann Kirkland
129 Hope Street
Pleasanton, CA 96543
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

Update My Contact Info...

You can change the following information by clicking on the links below:

- View All

508 Approved | [Report a Bug](#)

Update Email Address

27

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 main header features the 'eGRANTS' logo and the 'Corporation for NATIONAL & COMMUNITY SERVICE' logo. A sidebar on the left contains a 'Welcome Ann' message with the date '11/9/2006, 2:33 PM LEST', a 'Grantee Info' section with details for Ann Kirkland (123 Hope Street, Pleasanton, CA 96543, Status: Grantee), and a '508 Approved | Report a Bug' link. The main content area is titled 'My Account' and displays a 'cancel next' button. Below this, a message reads 'Please change your email address below.' followed by two input fields: 'Email: test@test.com' and 'Retype e-mail: test@test.com', each with a help icon. At the bottom of the form area, there are 'cancel' and 'next' buttons.

User Roles and Overview

28

eGrants -only User Roles:

Grantee without access to budget

Has limited application information; no budget access.

Cannot assign user role.

Can authorize, assure, and certify.

Grantee with access to budget

Has access to entire application information, including budget information.

Cannot assign user role.

Can authorize, assure, and certify.

eGrants and My AmeriCorps User Role:

***Grantee Administrator**

Has access to entire application, including budget information.

Can assign user role and update organizational information.

Can authorize, assure, and certify.

Has access to Portal functions for all programs, operating sites, and/or service locations.

User Roles and Overview

29

My AmeriCorps-only User Roles (these roles do not have access to the eGrants screens, except when noted):

***Grantee Administrator**

This user role has both eGrants and My AmeriCorps functions. Please see previous slide for details.

Grantee Recruiter

Has access to all recruitment functions.

VISTA Grantee Member Management

Applies to VISTA sponsors and supervisors

Has access to all member management functions, including user role management, for assigned programs, operating sites, and/or service locations.

State/National Member Management

Applies to state and national grantees.

Has access to all member management functions, including user role management, for assigned programs, operating sites, and/or service locations.

Grantee Travel Profile

Applies only to VISTA sponsors and supervisors.

Can process V-81 travel forms.

User Roles and Overview

30

eGrants User Roles for State Commission Staff Only:

Commissioner

This is a state commission-only role.

Commissioner – Executive Director

This is a state commission-only role for the Executive Director.

Commissioner – Chair Person

This is a state commission-only role for the Chair.

PDAT Budget Role

This is a state commission-only role for viewing budget information for PDAT grants.

CADMIN Budget Role

This is a state commission-only role for viewing budget information for Commission Administrative grants.

DISAB Budget Role

This is a state commission-only role for viewing budget information for Disability

Edit User Role/Permissions Page

31

eGRANTS

Welcome Pat My Account cancel submit

Grantee Info

Pat The Bunny
Citizens of Rodeo County
333 Main Street
Lasso, CA 99765
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
Account3, Test	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budg Grantee Admin
Kirkland, Ann	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budg Grantee Admin
Kitty, Hello	<input checked="" type="checkbox"/>	Grantee without access to budg Grantee Admin Grantee Recruiter
Raggedy, Ann	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budg Grantee Admin
Shortcake, Strawberry	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budg Grantee Admin
Testacct3, Test	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budg Grantee Admin
Wong, Prudence	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budg Grantee Admin

[Show Inactive Roles](#)

508 Approved | Contact Help Desk | enable the pictures cancel submit

Show Inactive Roles

32

The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains a 'Welcome Pat' header and a 'Grantee Info' section with the following text: 'Pat The Bunny', 'Citizens of Rodeo County', '333 Main Street', 'Lasso, CA 98765', and 'Status: Grantee'. The main content area has a 'cancel' and 'submit' button at the top right. Below the buttons is a heading 'Please change user role/permission below.' followed by a paragraph of instructions: '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.' Below this text is a table with columns 'Name', 'Active', and 'Roles'. The table lists seven active users with their names, checked 'Active' boxes, and dropdown menus for roles. A yellow arrow points to a 'Show Inactive Roles' link below the table. Below the link is a section titled 'Inactive Roles Only.' with a table listing two inactive users: 'Lyteyear, Buzz' and 'Poohbear, Winnie', both with unchecked 'Active' boxes and 'No Access ...' in the 'Roles' column.

Grantee Info

Pat The Bunny
Citizens of Rodeo County
333 Main Street
Lasso, CA 98765
Status: Grantee

cancel **submit**

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
Account3, Test	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budg Grantee Admin
Kirkland, Ann	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budg Grantee Admin
Kitty, Hello	<input checked="" type="checkbox"/>	Grantee without access to budg Grantee Admin Grantee Recruiter
Raggedy, Ann	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budg Grantee Admin
Shortcake, Strawberry	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budg Grantee Admin
Testacct3, Test	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budg Grantee Admin
Wong, Prudence	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budg Grantee Admin

Show Inactive Roles

Inactive Roles Only.

Name	Active	Roles
Lyteyear, Buzz	<input type="checkbox"/>	No Access ...
Poohbear, Winnie	<input type="checkbox"/>	No Access ...

User Role Assigned

33

The screenshot shows a web browser window with the following elements:

- Browser Title Bar:** "Setting Changed" on the left and a home icon on the right.
- Page Header:** "3/10/2009, 1:37 PM, EST" on the left and navigation buttons for "home", "my account", "help", and "logout" on the right.
- Logo:** "Corporation for NATIONAL & COMMUNITY SERVICE" with a small American flag icon.
- Main Content Area:** A large orange banner with the text "eGRANTS" in white.
- Left Sidebar:**
 - Welcome Pat** (highlighted)
 - Grantee Info** (highlighted)
 - Pat The Bunny
Citizens of Rodeo County
333 Main Street
Lasso, CA 98765
Status: Grantee
- My Account Section:**
 - User Role/Permissions Setting Changed** (highlighted)
 - Kitty, Hello:** Added Grantee Recruiter
 - [edit again](#)

At the bottom of the page, there is a footer with the text "508 Approved | Contact Help Desk | enable the pictures" and a button labeled "Return to My Account Page" with a right-pointing arrow.

What's next?

34

- **The Resource Center**
 - www.nationalservicerresources.org/ac-training-support
 - Includes other tutorials
 - Live training and registration schedule
- **The eGrants Coaching Unit**
 - 1-888-333-8272
 - egrantssta@jbsinternational.com
 - Training/Technical Assistance
- **The eGrants Help Desk**
 - 1-888-677-7849
 - Technical Assistance
 - User name/Password reset assistance