

# My AmeriCorps

## AmeriCorps State Programs

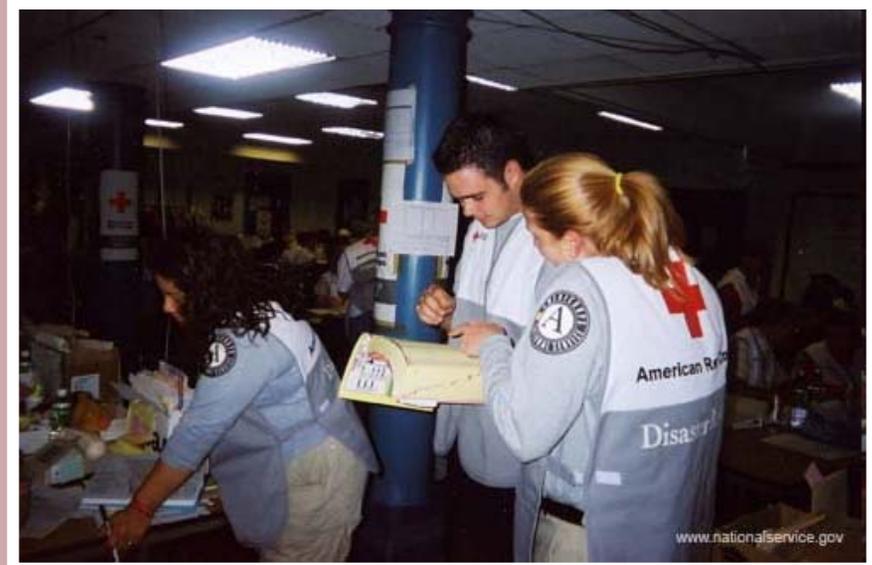
### Member Enrollment



# Introduction

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The following presentation will guide AmeriCorps State Program users through how to enroll and place a member in My AmeriCorps Portal.



# Important Considerations

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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 officer/program specialist or program director/project sponsor.



# AGENDA

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We will cover the following agenda items:

- How to create a member invitation
- How to create and complete the member's portion (Part 1 – Enrollment Information) of an enrollment form on behalf of a member
- How to complete the program's portion (Part 2 – Placement Information) of the enrollment form
- How to delete an enrollment form
- How to activate a member enrollment



# Member Enrollment Workflow

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## Member Enrollment via My AmeriCorps Application Process



**Applicant**

Registers & submits application to a listed service opportunity



**Program/Service Location**

Accepts application and extends invitation to serve



**Applicant**

Accepts invitation and completes Enrollment form (Part 1)



**Program/Service Location**

Completes & approves Enrollment Form (Part 2) and activates term



**Member**

Start Serving

# Member Enrollment Workflow

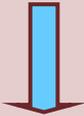
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## Member Enrollment via My AmeriCorps Invitation Process



### Program/Service Location

Enter or upload service invitation



### Program/Service Location

Completes Enrollment Form (Part 1) on behalf of the member

Completes & approves Enrollment Form (Part 2) and activates term



### Applicant

Registers & complete the Enrollment Form (Part 1)



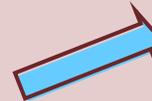
### Program/Service Location

Completes and approves Enrollment Form (part 2) and activates term



### Member

Start Serving



# Invite Members

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## eGRANTS

Welcome Alyson

Workbasket

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

[Pending Applications](#)

Pending Invitations

Pending Enrollments

Status Change Requests

Pending Exits

Results 1 Through 3

Your search returned 3 results.

Applicant	Listing	Date Submitted	Status	Date Available	
Julie Woodland	Serving Community	12/24/2008	Selected	01/10/2009	print
Kathy Jones	Serving Community	01/10/2008	Selected	06/01/2007	print
Peter Smith	Serving Community Positions - C100	01/10/2008	Selected	08/22/2006	print

Click on **Invite Members** on the left navigational panel

# Invite Members

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eGRANTS

Welcome Alyson

Invite 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

## Invite Member

After completing the following fields with member and program information, the member will receive an email with information for Portal registration and the ability to complete the member portion of the enrollment form. Click "add another" to send another invitation after this one; otherwise, click "save invitation" to just send this one invitation. [Click here for help.](#)

\* First Name:

Middle Name:

\* Last Name:

\* Social Security Number:

\* Verify Social Security Number:

\* Date of Birth:  mm/dd/yyyy

\* E-Mail Address:

\* Program Year:

\* Program Title:

Service Location:

cancel

add another

save

## Batch Uploads

If you would like to submit a batch of member information to receive invitations, you may upload a XML file via the [Batch Invitation Form](#). [?](#)

Enter member's data and select the program, grant year and member's service location

Click on **Add Another** to send the current invitation and enter another invitation

Click **Save** to send one invitation and return to your home page

Click **Cancel** to discard any entries you made

# Invite Members – Batch Invitations

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**Welcome Alyson**

**Portal Home**

- Trainee Profile
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- Manage Users
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- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

### Batch Invitation via XML

#### Invite Member

Please select the XML file that you would like to upload into the My AmeriCorps portal. By uploading this XML file, you are extending an invitation to each member included to register with the My AmeriCorps portal.  
**Click here for help.**

The XML file uploaded must adhere to the specifications as defined in the [XML Schema Definition \(XSD\)](#).

\* Program Year:

\* Program Title:

Service Location:

\* Upload XML File:

Make sure the XML file you want to upload meets the specifications defined in the XML Schema Definitions (XSD)

Choose the Program Year, Program Title and Service Location. Click **Browse** to select the XML file you want to upload

Click **Upload**

# Enroll Members

(Enrolling members who were *Invited through the invitation process*)

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## eGRANTS

Welcome Alyson

Workbasket

Portal Home

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S&N Workbasket

- S&N Reports
- VISTA Workbasket
- VISTA Reports

- Pending Applications
- Pending Invitations**
- Pending Enrollments
- Status Change Requests
- Pending Exits

[Click here for help.](#)

Results 1 Through 1

Your search returned 1 results.

Member ▶	Program ▶	Date Invited ▶	Program Year ▶	
Julie Wood	Serving Community	04/30/2009	2009	Delete?

Until the invitee or you complete the member's portion of the enrollment form, the members who were invited through the invitation process will be listed under "Pending Invitations"

Click **S&N Workbaskets** on the left navigational panel. Then click the **Pending Invitations** tab located on the top navigational panel

Click the member's name to open the enrollment form

Click **Delete** if you are not going to enroll the member

# Enroll Members

(Enrolling members who were *Invited through the invitation process*)

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eGRANTS

Required fields are marked with an asterisk (\*)

Welcome Alyson

Enrollment (\*)

Portal Home

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- S&N Reports
- VISTA Workbasket
- VISTA Reports

## Member Enrollment

Please fill out any remaining member information on behalf of the member if needed and select their program assignment information.  
[Click here for help.](#)

### Enrollment Information

* First Name:	Jessica
Middle Name:	
* Last Name:	Balde
* Social Security Number:	495778160
* Date of Birth:	07/07/1986
* E-Mail Address:	wschmitt@cns.gov
* Permanent Address:	5279 Croton Dr
* Permanent City:	Sterling Hgts
* State:	MICHIGAN
* Permanent Zip:	48310
Permanent Zip Plus:	
Permanent Home Phone:	
Permanent Work Phone:	248-346-2091
* Mailing Address:	5279 Croton Dr
* Mailing City:	Sterling Hgts
* Mailing State:	MICHIGAN
* Mailing Zip Code:	48310
Mailing Zip Plus:	
Mailing Home Phone:	
Mailing Work Phone:	248-346-2091
Gender:	Female
Citizenship Status:	U. S. Citizen / U. S. National
Voting Registration:	Yes

If you are going to complete the member's portion of the enrollment form, you should complete it using the information given in enrollment form that was signed by the member

# Enroll Members

(Enrolling members who were *Invited through the invitation process*)

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**Voting Registration:** Yes

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

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Other

**Ethnicity:** Hispanic Origin

**How did you hear about this program?:**

- Article
- Advertisement in a newspaper/magazine
- Guidance counselor/teacher
- Parent/relative
- Current or former AmeriCorps Member
- Friend told me/friend applied
- TV commercial
- Radio commercial
- The internet
- AmeriCorps recruiter/representative
- Received information in the mail
- AmeriCorps program poster
- Other

**Highest Level of Education:** High School Diploma

**Placement Information**

\* Start Date:

\* Program Year: 2008

\* Program Title: City Year Detroit AmeriCorps\*State - Detroit, MI

Service Location: Select

\* Slot Type:

\*  I, AAUGUSTIN, certify this form as of 05/10/2009.

cancel save information enroll member

OMB #3045-0006

Enter the member's start date and select Program Year, Program Title, Service Location and Slot Type. Select the checkbox to certify your portion of the enrollment

Click **Save Information** to save the enrollment data without activating

Click **Enroll Member** to activate the member's enrollment

Click **Cancel** to discard any changes made

# Enroll Members

(Enrolling members who were *Invited through the invitation process*)

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## eGRANTS

Welcome Alyson

Workbasket

Portal Home

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S&N Workbasket

- S&N Reports
- VISTA Workbasket
- VISTA Reports

Please note:

The information for the first section of the member enrollment has been saved successfully. To complete the enrollment please choose the member from the Pending Enrollments workbasket.

Pending Applications

Pending Invitations

**Pending Enrollments**

Status Change Requests

Pending Exits

[Click here for help.](#)

Results 1 Through 3

Your search returned 3 results.

Name ▾	Program ▾	Program Year ▾	Role ▾	Date Submitted ▾	Request Type ▾	
<b>Julie Woodland</b>	Serving Community	0		03/09/2009	invitation	<b>Delete?</b>
<b>Ryan EmailTest63</b>	Textig #4	2009		06/25/2009	invitation	<b>Delete?</b>
<b>Another test</b>	Testing Recovery 1	0		06/19/2009	invitation	<b>Delete?</b>

The member's enrollment form will appear under the "Pending Enrollments," if you had clicked on "save information" on the member enrollment form from the "Pending Invitations" section or if the invitee had completed the member's portion of the enrollment form

# Enroll Members

(Enrolling members who were *selected through My AmeriCorps application process*)

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The screenshot shows the eGrants system interface. On the left is a navigation menu with 'S&N Workbasket' selected. The top navigation bar has 'Pending Enrollments' highlighted. The main content area shows a table of enrollment results for a member named Julie.

Name	Program	Program Year	Role	Date Submitted	Request Type	
Julie	Serving Community	0		03/09/2009	invitation	Delete?

Click **S&N Workbaskets** on the left navigational panel. Then click the **Pending Enrollments** tab located on the top navigational panel

Click the member's name to open the enrollment form

Click **Delete** if you want to delete the enrollment form

# Enroll Members

(Enrolling members who were *selected through My AmeriCorps application process*)

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**eGRANTS** Required fields are marked with an asterisk (\*)

Welcome Alyson  
Portal Home  
Trainee Profile  
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Recruitment Workbasket  
S&N Workbasket  
S&N Reports  
VISTA Workbasket  
VISTA Reports

**Enrollment**

**Member Enrollment**

Please fill out any remaining member information on behalf of the member if needed and select their program assignment information.  
[Click here for help.](#)

**Enrollment Information**

\* First Name: Jessica  
Middle Name:   
\* Last Name: Balde  
\* Social Security Number: 495778160  
\* Date of Birth: 07/07/1986  
\* E-Mail Address: wschmitt@cns.gov  
\* Permanent Address: 5279 Croton Dr  
  
\* Permanent City: Sterling Hgts  
\* State: MICHIGAN  
\* Permanent Zip: 48310  
Permanent Zip Plus:   
Permanent Home Phone:   
Permanent Work Phone: 248-346-2091  
\* Mailing Address: 5279 Croton Dr  
  
\* Mailing City: Sterling Hgts  
\* Mailing State: MICHIGAN  
\* Mailing Zip Code: 48310  
Mailing Zip Plus:   
Mailing Home Phone:   
Mailing Work Phone: 248-346-2091  
Gender: Female  
Citizenship Status: U. S. Citizen / U. S. National  
Voting Registration: Yes

If the member has completed his/her portion of the enrollment form, the data will be displayed in read mode. In this case, you may scroll down to the bottom and enter information about the member's term

If the member has not completed his/her portion, you can complete it using the information given in enrollment form that was signed by the member

# Enroll Members

(Enrolling members who were *selected through My AmeriCorps application process*)

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**Voting Registration:** Yes

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

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Other

**Ethnicity:** Hispanic Origin

**How did you hear about this program?:**

- Article
- Advertisement in a newspaper/magazine
- Guidance counselor/teacher
- Parent/relative
- Current or former AmeriCorps Member
- Friend told me/friend applied
- TV commercial
- Radio commercial
- The internet
- AmeriCorps recruiter/representative
- Received information in the mail
- AmeriCorps program poster
- Other

**Highest Level of Education:** High School Diploma

**Placement Information**

\* Start Date:

\* Program Year: 2008

\* Program Title: City Year Detroit AmeriCorps\*State - Detroit, MI

Service Location: Select

\* Slot Type:

\*  I, AAUGUSTIN, certify this form as of 05/10/2009.

cancel save information enroll member

OMB #3045-0006

Enter the member's start date and select Program Year, Program Title, Service Location and Slot Type. Select the checkbox to certify your portion of the enrollment

Click **Save Information** to save the enrollment data without activating

Click **Enroll Member** to activate the member's enrollment

Click **Cancel** to discard any changes made

# What's next?

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- **The Resource Center**
  - [www.nationalservicerresources.org/ac-training-support](http://www.nationalservicerresources.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

