

## Creating, Editing and Assigning Service Locations in the My AmeriCorps Portal

### Data Quality and Service Locations

Service location data is used to produce State Profiles and other reports for external stakeholders. For data quality purposes, please check for these common data entry errors when creating or editing service locations:

- No ZIP + 4 code
- Incorrect address information
- Spelling mistakes

Note: If you have the street address but not the ZIP + 4 code for a service location, you can look it up easily at <http://zip4.usps.com>.

### Getting Started

Login to eGrants (<https://egrants.cns.gov/espan/main/login.jsp>) and select the Portal Home link at the right bottom of the screen.

The screenshot shows the eGrants portal interface. At the top left, the date and time are 7/15/2013, 12:03 PM, EDT. The top navigation bar includes links for home, my account, help, and logout. The main header features the Corporation for National & Community Service logo and the eGrants title. Below the header, there are three main sections: eGRANTS MESSAGES, VIEW MY GRANTS/APPLICATIONS, and VIEW MY AMERICORPS PORTAL. The eGRANTS MESSAGES section displays a welcome message for Kim. The VIEW MY GRANTS/APPLICATIONS section shows a summary of application statuses: View All, 3 Awarded, 11 Closed, 2 Subapplication being reviewed by prime, 1 Subapplication returned by prime, and 1 Under CNCS review. The VIEW MY AMERICORPS PORTAL section has a link for Portal Home, which is circled in red. Below these sections are three columns of links: Creating an Application (New, Continuation/Renewal, Amendment, Concept Paper), Managing My Account (My Account, Equal Opportunity Survey), and Reporting to CNCS (Financial Report, Progress Report, Progress Report Supplement). At the bottom, there is a footer with the text: 508 Approved | Contact Help Desk | disable the pictures | Release version: 5.6

Click on the Manage Programs link on the left of the screen.

The screenshot shows the 'eGRANTS' interface. On the left is a navigation menu with 'Manage Programs' circled in black. The main area is titled 'Workbasket' and contains several tabs: 'Pending Applications', 'Pending Invitations', 'Pending Enrollments', 'Status Change Requests', and 'Pending Exits'. Below the tabs, it says 'Results 1 Through 10' and 'Your search returned 218 results.' A table lists three applications:

Applicant	Listing	Date Submitted	Status	Date Available	
[REDACTED]	Employers' Child Care Alliance AmeriCorps	08/03/2009	Submitted	05/27/2009	print
[REDACTED]	Employers' Child Care Alliance AmeriCorps	08/04/2009	Submitted	06/05/2009	print
[REDACTED]	Employers' Child Care Alliance AmeriCorps	08/03/2009	Under Review	07/30/2009	print

Select a program year and click the Search button.

The screenshot shows the 'eGRANTS' 'Program Search' page. The left navigation menu has 'Manage Programs' highlighted. The main area is titled 'Program Search' and contains a section 'Program Search Attributes' with the instruction: 'To search for a program use the fields below and click the search button.' The search criteria include:

- Program Year: Select (dropdown menu, circled in black)
- Program Name: Select (dropdown menu)
- Program Code: Select (dropdown menu)
- City: [Text input field]
- State: Select (dropdown menu)

A 'search' button is located at the bottom right of the search area, circled in black.

Select the link for your site.

The screenshot shows the eGRANTS interface. On the left is a navigation menu with 'Manage Programs' selected. The main content area is titled 'Program Search Results' and shows 'Results 1 Through 1'. A table displays one result:

Grant Number	Project Title	Program Year	City	State
[Redacted]	<a href="#">Employers' Child Care Alliance</a>	2012	Opelika	AL

In the center of the screen, you will see basic contact information for your site. Click View Service Locations at the bottom right of the screen.

The screenshot shows the eGRANTS 'View Operating Site' page. The main content area is titled 'Operating Site Information' and lists the following details:

- Program Year: 2012
- Operating Site Name: Employers' Child Care Alliance
- Operating Site Code: [Redacted]
- Contact Name: [Redacted]
- Contact Address: 510 S 7th St, Opelika, AL 36801 - 4910
- Contact Email: [test@cns.gov](mailto:test@cns.gov)
- Contact Phone: 334-749-8400 Ext.231
- Budget Period: 09/01/2012 - 08/31/2014
- Enrollment Period: 09/01/2012 - 08/31/2013

At the bottom right, there are three links: 'Edit Operating Site', 'View Service Locations' (circled in black), and 'View Members'. The left navigation menu shows 'Program Information' selected, displaying 'Program: Employers' Child Care Alliance - 2012'.

To create a new service location, click create in the bottom right corner of the screen.  
To edit an existing service location, click the hyperlink for the location you would like to edit.

The screenshot shows the 'View Service Locations' page in the eGRANTS system. The left sidebar contains navigation options such as 'Welcome Kim', 'Portal Home', and 'Manage Programs'. The main content area displays 'Service Location Results' with a search instruction and a table of 9 results. The table columns are Name, City, State, and Zip. A 'create' button is located at the bottom right of the results area.

Name *	City †	State †	Zip †
<a href="#">American Red Cross-Lee County Chapter</a>	Opelika	AL	36801 -6234
<a href="#">American Red Cross-Russell County Chapter</a>	Phenix City	AL	36867 -5804
<a href="#">Boys &amp; Girls Club of Greater Lee County</a>	Auburn	AL	36830 -2834
<a href="#">Cora Reid Greene Home For Children</a>	Phenix City	AL	36867 -5105
<a href="#">Drake Middle School-BRIDGES</a>	Auburn	AL	36832 -2929
<a href="#">HARRINGTON ELEMENTARY SCHOOL</a>	HARRINGTON	ME	04643 -3201
<a href="#">MANOR WOODS ELEMENTARY</a>	ELLCOTT CITY	MD	21042 -2016
<a href="#">OAKLANDS ELEMENTARY</a>	LAUREL	MD	20708 -1360
<a href="#">SAFE</a>	Sylacauga	AL	35150 -2030

### Creating a New Service Location

Click the Create button in the lower right of the screen.

This screenshot is identical to the one above, showing the 'View Service Locations' page. The 'create' button in the bottom right corner of the results area is circled in red to highlight it.

At the top of the screen, you will be asked whether the service location is a K-12 school.

**eGRANTS**

Welcome Kim

**Edit Service Location**

**Service Location Information**

Please fill out all required(\*) fields.  
Click [here](#) for help.

Is this a K-12 school?  yes  no

NCES School ID   Press "Go" to search for the NCES School ID.  
Do not know the NCES School ID? Click on the following link: <http://nces.ed.gov/globallocator/>

Program: [Employers' Child Care Assistance](#)

Program Year: 2012

\* Status: Active ▾

\* Service Location Name:

Contact Name:

Contact Email:

\* Street Address1:

Street Address2:

\* City:

\* State:

\* Zip:  -

If the service location is not a K-12 school, click no and complete all remaining text fields for the service location. If the service location is a K12 school, click yes. If you know the service location's NCES School ID, enter it in the text field and click the Go button. If you do not know the NCES School ID, click the hyperlink to search for it.

**Service Location Information**

Please fill out all required(\*) fields.  
Click [here](#) for help.

Is this a K-12 school?  yes  no

NCES School ID   Press "Go" to search for the NCES School ID.  
Do not know the NCES School ID? Click on the following link: <http://nces.ed.gov/globallocator/>

The hyperlink will bring you to the NCES website. Search for your school by city and state, zip or name.

### Search for Schools, Colleges, and Libraries

State  City  [Browse For City](#)

Zip  Distance  Miles from Zip

Name

Sort by  Name  State  City

**Institutions**  
select any of interest [\(all\)](#)

Public Schools  
 Private Schools  
 Colleges  
 Public Libraries

Search Finished Results: 4

#### Public Schools

<a href="#">HARRINGTON ELEMENTARY SCHOOL</a> 1227 US HIGHWAY 1A, HARRINGTON, ME 04643 (207) 483-6681 - WASHINGTON COUNTY COUNTY	grades: KG - 8
<a href="#">NARRAGUAGUS HIGH SCHOOL</a> 1611 MAIN STREET, HARRINGTON, ME 04643 (207) 483-2746 - WASHINGTON COUNTY COUNTY	grades: 9 - 12

Source: CCD Public school data 2010-2011 school year

[Public Schools](#) [Private Schools](#) [Colleges](#) [Libraries](#)

#### Public Libraries

Library System Central Outlet Branch Library Bookmobile Books-by-Mail

<a href="#">HARRINGTON - GALLISON MEMORIAL LIBRARY</a> ROUTE 1 , HARRINGTON, ME 04643 (207) 483-4547
<a href="#">HARRINGTON - GALLISON MEMORIAL LIBRARY</a> ROUTE 1 , HARRINGTON, ME 04643 (207) 483-4547

[Public Schools](#) [Private Schools](#) [Colleges](#) [Libraries](#)

Clicking on the name of the school opens a popup where you can find the NCES School ID. Copy and paste the NCES School ID into eGrants and click the Go button.

**Narraguagus High School**

Print | More Information | District Information

**Information**

<b>Institution Name:</b> Narraguagus High School	<b>Institution Type:</b> Public School	<b>NCES District ID:</b> 231143000466
<b>Mailing Address:</b> 1611 Main Street Harrington, ME 04643 Phone: (207) 483-2746	<b>District:</b> Rau 37/msad.37 County: Washington County	<b>NCES School ID:</b> 231143000466

**Characteristics**

Locale: Rural Remote (43)  
Type: Regular school  
Magnet: no

Total Teachers (FTE): 19.50  
Total Students: 221  
Student/Teacher Ratio: 11.33

**Enrollment by Race/Ethnicity**

American Indian/Alaska Native:	0
Asian/Pacific Islander*:	1
Hispanic:	15
Black, non-Hispanic:	1
White, non-Hispanic:	198
Two or More Races:	6

\* combined Asian and Native Hawaiian Pacific Islander categories

**Enrollment by Grade**

Grade Levels: 09 - 12

9th Grade:	57
10th Grade:	55
11th Grade:	52
12th Grade:	57

(Source: CCD Public school data 2010-2011 school year)

National Center for Education Statistics  
Institute of Education Sciences

Close Window

A popup with the school's contact information will appear in eGrants. Click OK in the popup window to confirm the information.

The following school was located for the NCES School Code entered.  
To select this school, click "OK"; otherwise click "Cancel".

Service Location Name: NARRAGUAGUS HIGH SCHOOL  
Street Address 1: 1611 MAIN ST  
Street Address 2:  
City: HARRINGTON  
State: ME  
Zip: 04643  
Zipplus: 3038  
OK Cancel

Is this a K-12 school?  yes  no  
NCES School ID: 231143000466 [Go] Press "Go" to search for the NCES School ID.  
Do not know the NCES School ID? Click on the following link: <http://nces.ed.gov/ipeds/datacenter/>

Program: **Employers' Child Care Alliance**  
Program Year: 2012  
Status: Active

Service Location Name:  
Contact Name:  
Contact Email:  
Street Address:  
Street Address 2:  
City:  
State:  
Zip:

cancel save

Help Approved | Contact Help Desk | User Account | Privacy Policy | 2013.02.07.24

The school's information will automatically populate in the service location text fields. Complete the contact name and contact email text fields and click save.

### Editing an Existing Service Location

Click on the hyperlink for the service location you want to edit.

Name	City	State	Zip
<a href="#">American Red Cross-Lee County Chapter</a>	Opelika	AL	36801 -6234
<a href="#">American Red Cross-Russell County Chapter</a>	Phenix City	AL	36867 -5804
<a href="#">Boys &amp; Girls Club of Greater Lee County</a>	Auburn	AL	36830 -2834
<a href="#">Core Reid Greene Home For Children</a>	Phenix City	AL	36867 -5105
<a href="#">Drake Middle School-BRIDGES</a>	Auburn	AL	36832 -2929
<a href="#">HARRINGTON ELEMENTARY SCHOOL</a>	HARRINGTON	ME	04643 -3201
<a href="#">MANOR WOODS ELEMENTARY</a>	ELLCOTT CITY	MD	21042 -2016
<a href="#">NARRAGUAGUS HIGH SCHOOL</a>	HARRINGTON	ME	04643 -3038
<a href="#">OAKLANDS ELEMENTARY</a>	LAUREL	MD	20708 -1360
<a href="#">SAFE</a>	Sylacauga	AL	35150 -2030

Click the edit button in the lower right corner of the screen.

**eGRANTS**

Welcome Kim | **View Service Location**

**Portal Home**

- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Programs
- Manage Service Locations**
- Manage Users
- Recruitment Workbasket
- SSN Workbasket
- SSN Reports

**Program Information**

**Service Location Information**

Click here for help.

Program: [Employers' Child Care Alliance](#)  
Program Year: 2012  
NCES ID :  
Service Location Name: Drake Middle School-BRIDGES  
Contact Name: [REDACTED]  
Street Address: 655 Spencer Ave  
City: Auburn  
State: AL  
Zip: 36832 -2929  
Email:  
Status: Active

[back](#) [edit](#)

For service locations that existed before the addition of the NCES School ID fields, the default answer to “Is this a K-12 school?” will be “no.” If the service location is a K-12 school, click the “yes” button and enter the NCES School ID information as described in the previous section. Update any other text fields you wish to edit and click the Save button.

**eGRANTS**

Welcome Kim | **Edit Service Location**

**Portal Home**

- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Programs
- Manage Service Locations**
- Manage Users
- Recruitment Workbasket
- SSN Workbasket
- SSN Reports

**Program Information**

Program:  
Employers' Child Care Alliance - 2012  
06AFHAL0010014

- Program Info
- Service Location Info
- Slot Info
- Slot Conversion

**Service Location Information**

Please fill out all required(\*) fields.  
Click here for help.

Is this a K-12 school?  yes  no

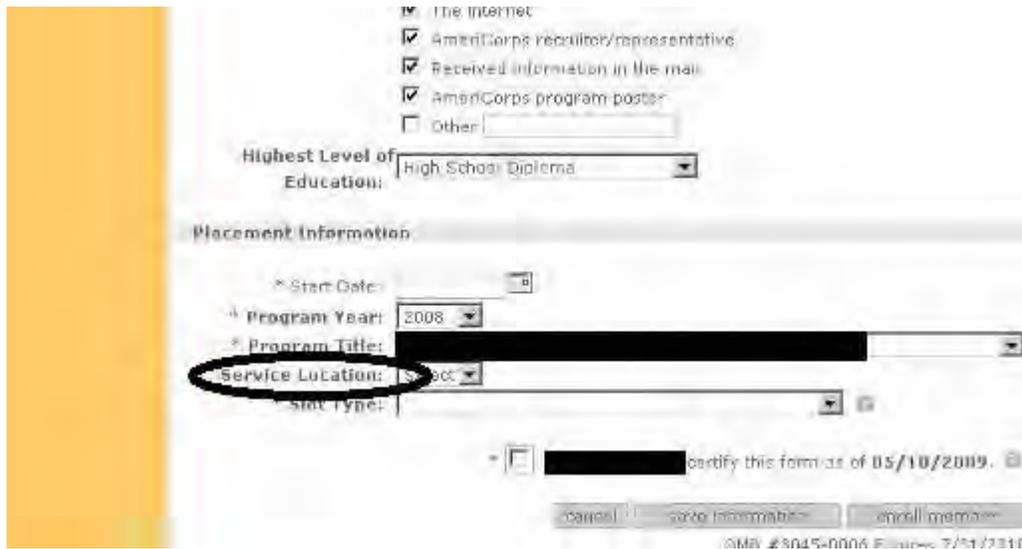
NCES School ID:   Press "Go" to search for the NCES School ID.  
Do not know the NCES School ID? Click on the following link: <http://nces.ed.gov/globallocator/>

Program: [Employers' Child Care Alliance](#)  
Program Year: 2012  
\* Status: Active  
\* Service Location Name: Drake Middle School-BRIDGES  
Contact Name: [REDACTED]  
Contact Email:   
\* Street Address1: 655 Spencer Ave  
Street Address2:   
\* City: Auburn  
\* State: ALABAMA  
\* Zip: 36832 - 2929

[cancel](#) [save](#)

## Enrolling AmeriCorps Members in Service Locations

When you enroll AmeriCorps members, you will select each individual's Service Location on their Enrollment Form when you certify and submit online. In order to meet CNCS's requirements, members must be enrolled in a service location.



The screenshot displays a web-based enrollment form. At the top, there are several checkboxes: "The Internet" (unchecked), "AmeriCorps recruiter/representative" (checked), "Received information in the mail" (checked), "AmeriCorps program poster" (checked), and "Other" (unchecked). Below these is a dropdown menu for "Highest Level of Education" set to "High School Diploma". The "Placement Information" section includes fields for "Start Date", "Program Year" (set to 2008), "Program Title" (redacted), "Service Location" (circled in red), and "Site Type". A signature line is present with a redacted name and the date "05/10/2009". At the bottom, there are buttons for "cancel", "save information", and "enroll member".