

Creating and Assigning AmeriCorps Members to Service Locations in the My AmeriCorps Portal Step-by-Step Instructions

As of July 1, the Corporation for National and Community Service is implementing a new procedure to ensure AmeriCorps knows where AmeriCorps members are serving. A new requirement makes entering service locations for all CMs enrolled on or after July 1, 2010, mandatory. This change is being made in order to better track resources, increase transparency, align with federal-wide open government initiatives, enhance communication among national and state stakeholders, and to build CNCS's capacity to accurately tell the story of national service.

Implementing this new requirement will be relatively easy. In short, you will need to 1) enter the names and ZIP codes of your service partners and 2) select the service partner from a drop-down list when you complete your CMs' Enrollment Form online in MyAmeriCorps. Below are step-by step instructions to guide you in implementing this requirement. Please note: if you entered a site the previous year, you don't need to enter it again.

7/13/2010, 4:11 PM, EDT

home my account help logout

Corporation for
NATIONAL &
COMMUNITY
SERVICE



eGRANTS
eGRANTS MESSAGES

Welcome Laura

VIEW MY GRANTS/APPLICATIONS

- View All
- 3 Approved for Consideration/Funding
- 81 Awarded
- 207 Closed
- 6 Concept Papers
- 1 Returned to grantee
- 1 Subapplicant edit of application
- 3 Subapplication being reviewed by prime
- 7 Subapplication rejected by prime
- 15 Under CNCS review

VIEW MY AMERICORPS PORTAL

- Portal Home

First, you will need to login to eGrants*
(<https://egrants.cns.gov/espan/main/login.jsp>).

You will then enter the My AmeriCorps portal area of eGrants, by selecting the *Portal Home* link at right bottom of your screen.

** If you do not have an eGrants username and password, you can register for an account via the link above.*

From the *Portal Home* menu on the left side of the screen, select *Manage Programs*.

You will then need to do a **Program Search** to find your site.

The easiest way to do this is select the year. Your 2010-11 Program Year is AmeriCorps's 2010 Program Year.

Then, Search.

The screenshot shows the eGRANTS 'Program Search' page. On the left, the 'Portal Home' menu has 'Manage Programs' highlighted with a red arrow labeled '1'. The main search area has a 'Program Search Attributes' section with a 'Year' dropdown menu. The 'Year' dropdown is open, showing a list of years from 1994 to 2010, with '2010' selected, indicated by a red arrow labeled '2'. A 'search' button is highlighted with a red arrow labeled '3'.

Now select the link for your site from the Project Title list.

The screenshot shows the eGRANTS 'Program Search Results' page. The left sidebar has 'Manage Programs' highlighted with a red arrow. The main search area shows a table of search results. The table has the following columns: Grant Number, Project Title, Program Year, City, and State. The first row is highlighted.

Grant Number	Project Title	Program Year	City	State
06ACHFL0010006	City Year Miami	2010	Miami	FL
09NDHMA003	City Year	2010	Boston	MA
09ACHPA0010001	City Year Greater Philadelphia	2010	Philadelphia	PA
06AFHTX0010066	City Year San Antonio	2010	San Antonio	TX
09ACHIL0010001	City Year Chicago	2010	Chicago	IL
09ACHMA0010003	City Year Boston	2010	Boston	MA
09ACHNH0010001	City Year New Hampshire	2010	Stratham	NH

In the center of the screen, you will see basic contact information for your site.

If the contact person or address for your site is out of date, don't worry. It won't affect your ability to complete the service locations for your members.

At the lower left of your screen, select the *Service Location Info* link from the *Program Information* menu OR *View Service Locations* on the right below the site information.

The screenshot shows a web application interface with a left sidebar and a main content area. The sidebar has a top section 'Welcome Laura' and 'Portal Home' with links like 'Trainee Profile', 'Search Potential Applicants', 'Search Submitted Applications', 'Manage Members', 'Invite Members', 'Manage Events', 'Manage Programs' (highlighted with a red square), 'Manage Service Locations', 'Manage Users', 'Recruitment Workbasket', 'SBN Workbasket', 'SBN Reports', 'VISTA Workbasket', and 'Sponsor Verification'. Below this is a 'Program Information' section with a list of links: 'Program Info', 'Service Location Info', 'Slot Info', 'Slot Conversion', 'Refill Slot Conversion', and 'Slot Transfer'. A red arrow points to 'Service Location Info'. The main content area is titled 'View Operating Site' and contains 'Operating Site Information' with fields for 'Program Year: 2010', 'Operating Site Name: City Year Los Angeles', 'Operating Site Code: 09NDHMA0030004', 'Contact Name', 'Contact Address: 606 South Olive Street, Suite 200, Los Angeles, CA 90014', 'Contact Email: agraff-weisner@cityyear.org', 'Contact Phone: (213) 596-5900', 'Budget Period: 07/01/2010 - 06/30/2012', and 'Enrollment Period: 07/01/2010 - 06/30/2011'. A red arrow points to the 'OR' text between 'View Service Locations' and 'Edit Operating Site'.

Most programs will not have any Service Locations listed.

Begin your list by selecting the Create button in the lower right corner.

The screenshot shows the 'View Service Locations' page in the eGRANTS system. The header includes 'Welcome Laura' and 'View Service Locations'. The main content area is titled 'Service Location Results' and contains the text: 'To search for a service location use the fields below and click the search button.' Below this, it states 'No matches' and 'Your search returned 0 results.' There are four input fields: 'Name *', 'City *', 'State *', and 'Zip *'. A red arrow points to a blue 'create' button located at the bottom right of the search area.

Select **Active** from the **Status** pull down list. (If you discontinue a current partnership, you will change the Status to Inactive. Service Locations will never be deleted.)

Enter the name of the service site.

Enter the **ZIP +4** code. The address and contact name are optional.

And Save.

The screenshot shows the 'Edit Service Location' page in the eGRANTS system. The header includes 'Welcome Laura' and 'Edit Service Location'. The main content area is titled 'Service Location Information' and contains the text: 'Please note that Street Address1, City, State, and Zip are required fields unless you enter the full zip code (Zip + 4 digit extension). Click here for help.' The form includes the following fields: 'Program: City Year Los Angeles', 'Program Year: 2010', '* Status: Active' (with a dropdown arrow), '* Service Location Name: Figueroa Street Elementary School', 'Contact Name:', 'Contact Email:', 'Street Address1:', 'Street Address2:', 'City: Los Angeles', 'State: CALIFORNIA' (with a dropdown arrow), and '* Zip: 90044 - 4231'. There are 'cancel' and 'save' buttons at the bottom right. Four red arrows point to the Status dropdown (1), the Service Location Name field (2), the Zip field (3), and the save button (4).

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

UNITED STATES POSTAL SERVICE

ZIP Code Lookup

Search By Address >> Search By City >> Search By Company >> Find All Cities in a ZIP >>

Find a ZIP Code by entering an address.
(You can also search for a partial address, such as 'Main Street, Fairfax, VA')

* Required Fields

* Address 1: 510 WEST 111TH ST

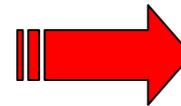
Address 2: Apt, floor, suite, etc.

* City: LOS ANGELES

* State: CA [Find state abbreviation](#)

ZIP Code:

[Submit >](#)



UNITED STATES POSTAL SERVICE

Find a ZIP + 4® Code By Address Results

You Gave Us
510 WEST 111TH ST
LOS ANGELES CA

[Lookup Another ZIP Code™](#)

Full Address in Standard Format [?](#)

510 W 111TH ST
LOS ANGELES CA 90044-4231

To return to the list of service locations for your site, select the **Back** button.

eGRANTS

Welcome Laura

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
- SSN Workbasket
- SSN Reports
- VISTA Workbasket

View Service Location

Service Location Information

[Click here for help.](#)

Program: [City Year Los Angeles](#)

Program Year: 2010

Service Location Name: Figueroa Street Elementary School

Contact Name:

- City: Los Angeles
- State: CA
- Zip: 90044 -4231
- Email:
- Status: Active

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

The Service Location you just created will appear on the list.

To create another Service Location, select the *Create* button.

If you have members primarily serving out of your local office rather than a school or specific nonprofit organizations, create a service location for your office.

The screenshot shows the eGRANTS interface. On the left is a navigation menu with options like 'Trainee Profile', 'Search Potential Applicants', and 'Manage Programs'. The main area is titled 'View Service Locations' and displays 'Service Location Results'. Below the header, there is a search instruction and a table of results. The table has columns for Name, City, State, and Zip. One result is shown: 'Figueroa Street Elementary School' in Los Angeles, CA, with zip code 90044-4231. A blue arrow points to a 'create' button located below the table.

Later, when you Enroll your Corps Members, you will select each person's Service Location on their Enrollment Form when you certify and submit it online.

This last step on every CM's Enrollment is the most important in the process: **this is where you are meeting the new requirement.**

The screenshot shows a portion of an enrollment form. It includes a list of checkboxes for communication preferences, a dropdown for 'Highest Level of Education' set to 'High School Diploma', and a 'Placement Information' section. In this section, there are fields for 'Start Date', 'Program Year' (set to 2008), 'Program Title' (set to 'City Year Detroit AmeriCorps*State - Detroit, MI'), and 'Service Location' (set to 'Select'). A red arrow points to the 'Service Location' dropdown. Below these fields is a checkbox for certification, which is checked. At the bottom right, there are three buttons: 'cancel', 'save information', and 'enroll member'. A second red arrow points to the 'enroll member' button. A vertical orange bar is on the left side of the form.