



Creating a Service Opportunity Listing in eGrants



Creating a Service Opportunity Listing in eGrants

Login to eGrants

6/1/2018, 9:38 AM, EDT

Enter in User Name and Password

Then click Login to eGrants

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Enter in User Name and Password in the eGrants portal. Then click Login to eGrants.

Login to Portal Home

The screenshot shows the eGRANTS portal interface. At the top, there is a navigation bar with links for 'home', 'my account', 'help', and 'logout'. The main content area is divided into several sections:

- Header:** Includes the date '6/1/2018, 9:35 AM, EDT' and the 'eGRANTS' logo.
- Messages:** A 'Welcome' message is displayed.
- VIEW MY GRANTS/APPLICATIONS:** A list of application statuses: View All, 4 Awarded, 20 Closed, 2 Subapplication rejected by prime, and 2 Under CNCS review.
- VIEW MY ACCOUNT STATEMENTS:** A link for 'Current Statement'.
- VIEW MY AMERICORPS PORTAL:** A link for 'Portal Home' highlighted with a blue arrow.
- Footer:** A table with three columns: 'Creating an Application', 'Managing My Account', and 'Reporting to CNCS'. The 'Managing My Account' column includes a 'My Account' link.

Click on the **Portal Home** link under **View My AmeriCorps Portal**

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Login to Portal Home by clicking on the **Portal Home** link located under **View My AmeriCorps Portal** heading.

Navigate to Recruitment Workbasket

eGRANTS

Welcome Dorothy

Workbasket

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- SSN Workbasket
- SSN Reports
- VISTA Workbasket
- Sponsor Verification
- VISTA Reports

Pending Applications | Pending Invitations | Pending Enrollments | Status Change Requests | Pending Exits

Results 1 Through 10 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Next | Last | ±10

Your search returned 126 results.

Applicant *	Listing *	Date Submitted *	Status †	Date Available *	
Damaris Jara	Literacy Volunteers of IL - VOCAL AmeriCorps	08/07/2013	Selected	09/10/2012	print
Kathryn Norregaard	Literacy Volunteers of IL - VOCAL AmeriCorps	08/01/2013	Selected	09/02/2013	print
Nancy Ochoa	Literacy Volunteers of IL - VOCAL AmeriCorps	07/24/2013	Selected	07/24/2013	print
Shanicka Burdine	Literacy Volunteers of IL - VOCAL AmeriCorps	10/24/2013	Selected	08/02/2010	print
Delvin Mason	Literacy Volunteers of IL - VOCAL AmeriCorps	09/26/2013	Selected	09/25/2013	print
Will Hagle	Literacy Volunteers of IL - VOCAL AmeriCorps	01/07/2014	Submitted	09/16/2013	print
Paul Ritt	Literacy Volunteers of IL - VOCAL AmeriCorps	01/03/2014	Under Review	05/15/2014	print

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Click on the Recruitment Workbasket from Portal Home menu

Navigate to Recruitment Workbasket by clicking on the **Recruitment Workbasket** title from **Portal Home** menu.

Navigate to Service Opportunities

eGRANTS

Welcome Dorothy

Recruitment Workbasket

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- SSN Workbasket
- SSN Reports
- VISTA Workbasket
- Sponsor Verification
- VISTA Reports

Pending Applications

Service Opportunities

Results 1 Through 10

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Next | Last | +10

Your search returned 126 results.

Applicant	Listing	Date Submitted	Status	Date Available	
Damaris Jara	Literacy Volunteers of IL - VOCAL AmeriCorps	08/07/2013	Selected	09/10/2013	print
Kathryn Norregaard	Literacy Volunteers of IL - VOCAL AmeriCorps	08/01/2013	Selected	09/02/2013	print
Nancy Ochoa	Literacy Volunteers of IL - VOCAL AmeriCorps	07/24/2013	Selected	07/24/2013	print
Shanicka Burdine	Literacy Volunteers of IL - VOCAL AmeriCorps	10/24/2013	Selected	06/02/2010	print
Delvin Mason	Literacy Volunteers of IL - VOCAL AmeriCorps	09/26/2013	Selected	09/25/2013	print
Will Hagle	Literacy Volunteers of IL - VOCAL AmeriCorps	01/07/2014	Submitted	09/16/2013	print
Paul Ritt	Literacy Volunteers of IL - VOCAL AmeriCorps	01/03/2014	Under Review	03/13/2014	print

Click on **Service Opportunities** from the top tab selection

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Navigate to Service Opportunities by clicking on **Service Opportunities** tab from the top menu tab selections.

Navigate to Create Opportunity Listing

The screenshot shows the eGRANTS Recruitment Workbasket interface. The top navigation bar includes 'Welcome Dorothy' and 'Recruitment Workbasket'. A sidebar on the left lists various menu items under 'Portal Home'. The main content area has three tabs: 'Pending Applications', 'Service Opportunities', and 'VADs'. The 'Service Opportunities' tab is active, displaying a table of listings. A blue arrow points to the 'Create Opportunity Listing' button at the top of the table. Another blue arrow points to the 'edit' link in the 'view/edit' column of the last row in the table.

To create a new Service Opportunity Listing, click on **Create Opportunity Listings** at the top of the page

To modify an existing Service Opportunity Listing, click **Edit** on the desired listing

ID	Name	Type	Start Date	Location	Status	view/edit
46033	Literacy Volunteers of IL - VOCAL AmeriCorps	SN	09/01/2012	Chicago	Approved	view/edit
3097	Literacy Volunteers of Illinois, Inc	SN	06/29/2009	Chicago	Approved	view/edit
75495	Literacy Volunteers of Illinois - VOCAL AmeriCorps	SN	09/01/2017	Chicago	Approved	view/edit
129948	Super Awesome Corp	SN	06/05/2018	Washington	Pending	view/edit
37584	Literacy Volunteers of Illinois, VOCAL AmeriCorps	SN	06/01/2010	Chicago	Approved	view/edit
46032	Literacy Volunteers of IL - VOCAL AmeriCorps	SN	09/01/2012	Chicago	Approved	view/edit
57304	Literacy Volunteers of Illinois - VOCAL	SN	09/01/2015	Chicago	Approved	view/edit
68831	Literacy Volunteers of Illinois - VOCAL AmeriCorps	SN	02/10/2016	Chicago	Approved	view/edit

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Navigate to Create Opportunity Listing. To create a new Service Opportunity Listing, click on **Create Opportunity Listings** at the top of the page, located under Pending Applications. To modify an existing Service Opportunity Listing, click **Edit** next to the desired listing.

Input Information – Page 1

Input the following required information, as indicated by a red asterisk* or by CNCS policy:

- Project Name
- Project Type
- Program Code
- Start and End Dates
- Term of Service
- Contact Information
- State(s) or Territories of service

Optional information:

- Listing availability (default “Yes”)
- Metropolitan areas

Click Next

Note: Information **cannot** be saved until final submission

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Begin inputting Service Opportunity Listing information.

Input the following **required information**, as indicated by a **red asterisk** or by CNCS policy:

- Project Name
- Project Type
- Program Code
- Start and End Dates
- Term of Service
- Contact Information
- State(s) or Territories of service

Optional information:

- Listing availability (default “Yes”)
- Metropolitan areas

Click **Next**

Note: Information **cannot** be saved until final submission.

Input Information – Page 2

Input the following **required information**, as indicated by a **red asterisk*** or by CNCS policy:

- Two line description headline
- Program description
- Accepting applications (Yes/No)
- Application deadlines
- Alternate applications (Yes/No)
- Member benefits

Optional information:

- Alternate application information
- Terms and conditions

Click **Next**

Input the following **required information**, as indicated by a **red asterisk** or by CNCS policy:

- Two line description headline
- Program description
- Accepting applications (Yes/No)
- Application deadlines
- Alternate applications (Yes/No)
- Member benefits

Optional information:

- Alternate application information
- Terms and conditions

Click **Next**

Input Information – Page 3

Input the following **required information**, as indicated by a **red asterisk*** or by CNCS policy:

- Minimum Age
- Maximum Age
- Member activities
- Modification comment – if editing a listing
- Submitter name

Optional information:

- Desired education level
- Member skills
- Language requirement
- Service areas
- Submitter contact information

Click **Save** to submit to CNCS

Input the following **required information**, as indicated by a **red asterisk*** or by CNCS policy:

- Minimum Age
- Maximum Age
- Member activities
- Modification comment – if editing a listing
- Submitter name

Optional information:

- Desired education level
- Member skills
- Language requirement
- Service areas
- Submitter contact information

Click **Save** to submit to CNCS

View Service Opportunity Listing

The screenshot shows the 'View Listing' page for a service opportunity titled 'Super Awesome 'Corp'. The page is divided into several sections:

- Member Duties:** Members will provide the following: Provide outreach and recruit community members, pair community members to partnering art organizations, and report enrollment.
- Program Benefits:** Stipend, Education award upon successful completion of service, Childcare assistance if eligible, Health Coverage.
- Terms:** None
- Service Areas:** Education.
- Skills:** Communications, Community Organization, Fine Arts/Crafts, Education.
- Service Description:** The Super Awesome 'Corp program was founded in May 2018 to help the Washington, DC community learn to find their inner awesomeness and smiling ability. The Super Awesome 'Corp serves youth and adults through connecting them with free and fun art and culture education activities throughout DC proper where the smiling is free, but the memories are priceless. Note: Members do not participate in any prohibited activities as outlined by AmeriCorps.

SUMMARY

- Program Type:** AmeriCorps State / National
- Program:** Super Awesome 'Corp
- Program Start/End Date:** 06/05/2018 - 06/05/2019
- Work Schedule:** Full Time
- Education level:** Some college
- Age Requirement:** Minimum: 18 Maximum: 99
- Program Locations:** DISTRICT OF COLUMBIA, Washington/Baltimore
- Languages:** English
- Accepting Applications:** From 06/05/2018 To 09/05/2018
- Contact:** Dorothy McSmileson, 250 E St SW, Washington DC 20024, 555-555-5555

After clicking **Save**, the screen will display your newly submitted Service Opportunity Listing

Review the Service Opportunity Listing and if changes are required, navigate back to the **Service Opportunities** in the **Recruitment Workbasket** to edit

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After clicking **Save**, the screen will display your newly submitted Service Opportunity Listing. Review the Service Opportunity Listing and if changes are required, navigate back to the **Service Opportunities** in the **Recruitment Workbasket** to edit.

View Submission Status

eGRANTS

Welcome Dorothy

Recruitment Workbasket

Portal Home

Trainer Profile

Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

SSN & Citizenship Status

Manage Events

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

SSN Workbasket

SSN Reports

VISTA Workbasket

Sponsor Verification

VISTA Reports

Pending Applications | **Service Opportunities** | VADs

Create Opportunity Listing

Show Hidden Listings

ID	Name	Type	Start Date	Location	Status	
46033	Literacy Volunteers of IL - VOCAL AmeriCorps	SN	09/01/2012	Chicago	Approved	view/edit
3097	Literacy Volunteers of Illinois, Inc	SN	06/23/2009	Chicago	Approved	view/edit
75495	Literacy Volunteers of Illinois - VOCAL AmeriCorps	SN	09/01/2017	Chicago	Approved	view/edit
37584	Literacy Volunteers of Illinois, VOCAL AmeriCorps	SN	06/01/2010	Chicago	Denied	view/edit
46032	Literacy Volunteers of IL - VOCAL AmeriCorps	SN	09/01/2012	Chicago	Approved	view/edit
57304	Literacy Volunteers of Illinois - VOCAL	SN	09/01/2015	Chicago	Approved	view/edit
68831	Literacy Volunteers of Illinois - VOCAL* AmeriCorps	SN	02/10/2016	Chicago	Approved	view/edit
129948	Super Awesome 'Corp	SN	06/05/2018	Washington	Pending	view/edit

Note: Every time a listing is **edited**, it is resubmitted with a new timestamp and listings are reviewed chronologically by CNCS. If you do not wish to edit and adjust the timestamp, select **view**.

Service Opportunity Listings Status:

- **Pending** – awaiting to be viewed by CNCS
- **Approved** – viewed by CNCS and approved submission. Listing is now viewable, if indicated by submitter
- **Denied** – viewed by CNCS and disapproved submission. Listing needs to be edited and resubmitted

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Service Opportunity Listings **Status:**

- **Pending** – awaiting to be viewed by CNCS
- **Approved** – viewed by CNCS and approved submission. Listing is now viewable, if indicated by submitter
- **Denied** – viewed by CNCS and disapproved submission. Listing needs to be edited and resubmitted

Note: Every time a listing is **edited**, it is resubmitted with a new timestamp and listings are reviewed chronologically by CNCS. If you do not wish to edit and adjust the timestamp, select **view**.

Resources

Resources for drafting compliant Service Opportunity Listings are available at:

<https://www.nationalservice.gov/resources/americorps/member-assignment-listings>

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Resources for drafting compliant Service Opportunity Listings are available at:
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