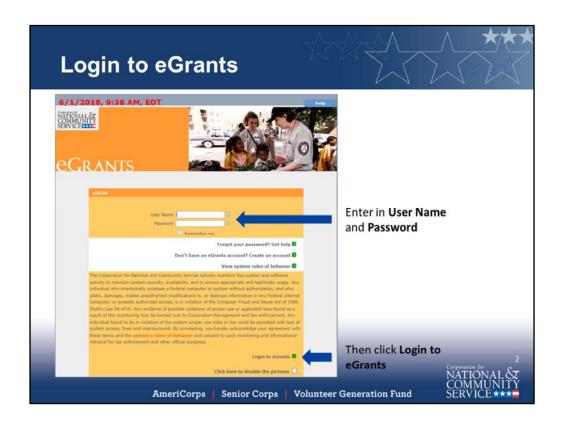
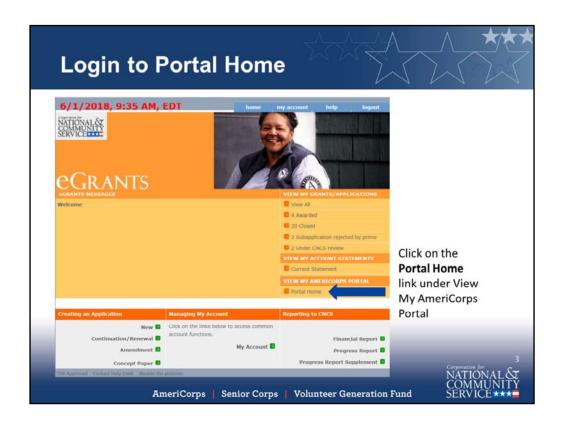


Creating a Service Opportunity Listing in eGrants



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



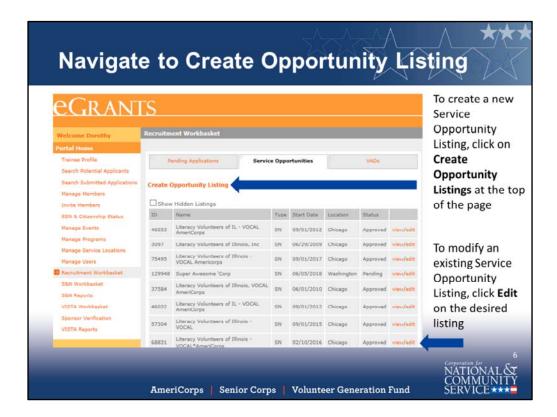
Login to Portal Home by clicking on the **Portal Home** link located under **View My AmeriCorps Portal** heading.



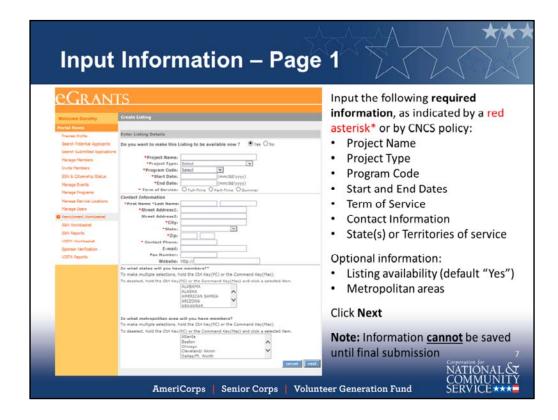
Navigate to Recruitment Workbasket by clicking on the **Recruitment Workbasket** title from **Portal Home** menu.



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



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.



Begin inputting Service Opportunity Listing information.

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

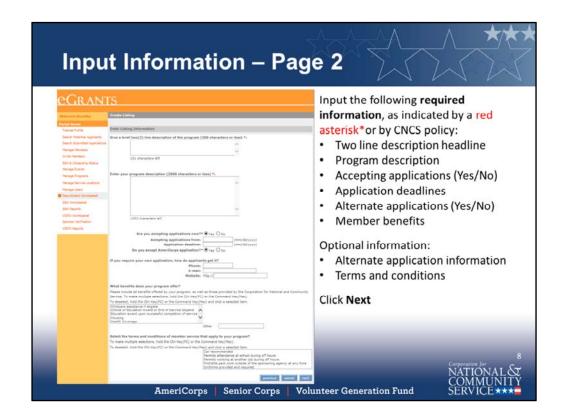
- Project Name
- Project Type
- Program Code
- Start and End Dates
- Term of Service
- Contact Information
- State(s) or Territories of service

Optional information:

- Listing availability (default "Yes")
- Metropolitan areas

Click Next

Note: Information <u>cannot</u> be saved until final submission.



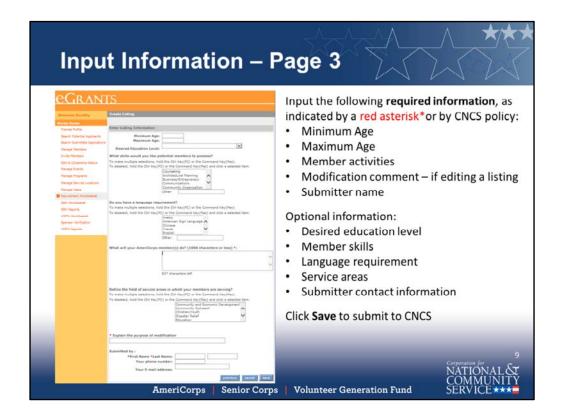
Input the following **required information**, as indicated by a **red asterisk** or by CNCS policy:

- 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:

- 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



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.

CNCS Template 2013



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**.

CNCS Template 2013



Resources for drafting compliant Service Opportunity Listings are available at: https://www.nationalservice.gov/resources/americorps/member-assignment-listings

CNCS Template 2013