

My AmeriCorps

AmeriCorps and VISTA Programs

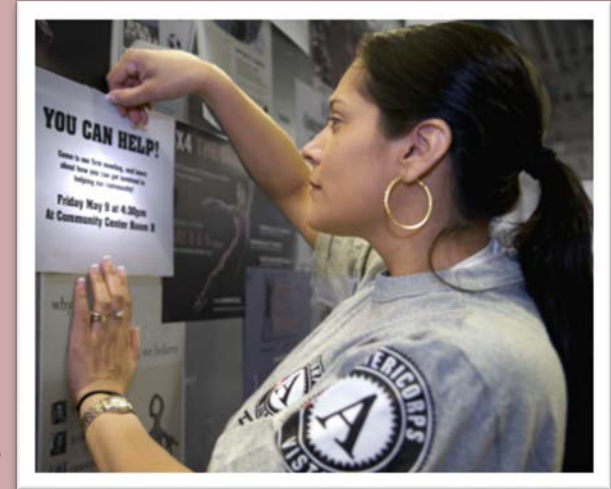
Create and Manage an eGrants Account



Introduction

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The following presentation* is designed for AmeriCorps State, National, and VISTA program users. This presentation will guide users through the processes of creating and managing an eGrants account request. eGrants is the gateway to the My AmeriCorps system, users must have an account in eGrants in order to access the My AmeriCorps functions. We will also cover user roles.



*Instructions are quoted in some slides for reference only. Please confirm the guidelines with your State Commission Program Officer, CNCS State Office, or CNCS Program Officer.

Agenda

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- Access the eGrants login screen
- Create an account request
- Complete the login information
- Submit the account request
- Manage your account information
- User roles defined
- Assign a user role
- Survey
- What's next?



The screenshot shows the homepage of the Corporation for National & Community Service. At the top left is the logo. At the top right are navigation links: Contact Us | Site Map | Site Index, a search bar, and links for Forms | Advanced Search | FONT SIZE: Default | Large. The main content area features a large image of a woman writing in a notebook, with the text "American Recovery & Reinvestment Act What National Service is Doing" and a "Learn More GO" button. Below this is a banner for the "2009 National Conference on Volunteering & Service" with the tagline "civic.energy.generation." and a sun icon. The page is organized into several columns of links and information. A large orange arrow points from the "About Us" column to the "eGrants" link in the "For Organizations" column. At the bottom, there are sections for "Are you ready to...", "In Focus" (featuring the "2009 Spirit of Service AWARDS" logo), and "Stories of Service" (with a "Senior Corps" logo and a story about "Angel Flight Saves Lives of Forty Patients").

Corporation for NATIONAL & COMMUNITY SERVICE

Contact Us | Site Map | Site Index

Enter a Search Term Search

Forms | Advanced Search
FONT SIZE: Default | Large

American Recovery & Reinvestment Act
What National Service is Doing
Learn More **GO**

2009 National Conference on Volunteering & Service
civic.energy.generation.

About Us

- Volunteering in America
- Our Role and Impact
- Research and Policy
- Budget
- American Recovery and Reinvestment Act of 2009
- Strategic Plan
- Our Programs
- Special Initiatives
- Newsroom
- Media Kit Materials
- National Service Calendar
- Make a Donation
- Employment
- Search
- Contact Us
- National Service Catalog
- National Service Publications
- Spirit of Service Awards
- President's Council on Service and Civic Participation
- Office of Inspector General

[More About Us](#)

For Organizations

- How Can National Service Help Our Organization?
- Which Program Is Right for Our Organization?
- New Funding Opportunities
- Manage Current Grants and Projects
- Find Volunteers and Members
- Tools, Training, and Information
- The Resource Center
- For Colleges and Universities
- For Faith-Based and Other Community Organizations
- For Indian Communities
- Frequently Asked Questions

[More for Organizations](#)

[eGrants](#)

System Operating Status

For Individuals

- Why Get Involved?
- I'm Ready to Serve
- Benefits of Service
- Frequently Asked Questions
- Current Members and Volunteers
- Spread the Word

[More for Individuals](#)

[Join Now](#)

Interested in serving outside the United States? [Visit PeaceCorps.gov!](#)

Our Programs

- Senior Corps
- AmeriCorps
- AmeriCorps VISTA
- AmeriCorps NCCC
- Learn and Serve America

[More About Our Programs](#)

Special Initiatives

- A Billion + Change
- Martin Luther King Jr. Day of Service
- National Conference on Volunteering and Service
- National Mentoring Month
- National Service Responds to the Hurricanes
- President's Council on Service and Civic Participation
- President's Higher Education Community Service Honor Roll
- President's Volunteer Service Award

[More About Our Special Initiatives](#)

Are you ready to...

- Touch a life?
- Strengthen communities?
- Make a difference?
- Lead the way?
- Change the world for the better?

[Click here to join us!](#)

In Focus

2009 Spirit of Service AWARDS

Nominations are now being accepted for the 2009 Spirit of Service Awards, which recognize outstanding service and leadership by

Stories of Service

SENIOR CORPS

Angel Flight Saves Lives of Forty Patients Stranded in Overcrowded Shelter.
[Read More](#)

LEARN AND SERVE

As a student, recent Virginia Tech graduate Aaron Barr helped found the largest student environmental group on campus.

eGrants Page

5

The screenshot shows the eGrants website interface. The browser title is "Corporation for National and Community Service". The navigation menu includes "About Us", "For Organizations", "For Individuals", and "Our Programs". The main content area is titled "eGrants" and includes a "Welcome to eGrants" message. A list of services is provided, such as "Submission and tracking grant applications" and "On-line grant application peer review". A "Help Desk Information" section lists contact details: Phone: 888-677-7849, Email: egrantshelp@cns.gov, and Hours of operation: 8:00 AM to 6:00 PM Eastern time, Monday through Friday. A "Login:" section is also present. A large brown arrow points to the "eGrants System Status" section, which displays "eGrants System Status as of Friday, February 27, 2009" and "SYSTEM OPERATING NORMALLY". Another large brown arrow points to the "Please click here to Use eGrants" link at the bottom of the page.

HOME

eGrants

About Us For Organizations For Individuals Our Programs

eGrants

Welcome to eGrants

eGrants is the Corporation for National and Community Service's web-based system for:

- Submission and tracking grant applications and concept papers;
- On-line grant application peer review;
- Negotiating and awarding grants and cooperative agreements;
- Managing grants and cooperative agreements including processing amendments, and continuations;
- Creating, submitting and editing your recruitment listings;
- Selecting applicants and searching for applicants;
- Approving project transportation (V-81) forms (VISTA only); and
- Financial Status and Progress Reporting.

Click [here](#) to link to the eGrants / My AmeriCorps Training and User Support page within our Resource Center website.

Former AmeriCorps Recruitment and Placement System (ACRPS) users [click here](#) for information about using the new recruitment functionality in eGrants.

eGrants System Status
as of Friday, February 27, 2009

SYSTEM OPERATING NORMALLY

Scheduled eGrants System Outages
as of Friday, February 27, 2009

There are currently no scheduled system outages for eGrants.

Help Desk Information:

Phone: 888-677-7849
Email: egrantshelp@cns.gov
Hours of operation: 8:00 AM to 6:00 PM Eastern time, Monday through Friday

Login:

Please click here to Use eGrants

eGrants Login Page

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Corporation for NATIONAL & COMMUNITY SERVICE

help

eGRANTS

LOGIN

User Name ?

Password ?

Remember me

The Corporation for National and Community Service actively monitors this system and software activity to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer or system without authorization, and who alters, damages, makes unauthorized modifications to, or destroys information in any Federal interest computer, or exceeds authorized access, is in violation of the Computer Fraud and Abuse Act of 1986 (Public Law 99-474). Any evidence of possible violations of proper use or applicable laws found as a result of this monitoring may be turned over to Corporation Management and law enforcement. Any individual found to be in violation of the system proper use rules or law could be punished with loss of system access, fines and imprisonment. By proceeding, you hereby acknowledge your agreement with these terms and the **system's rules of behavior** and consent to such monitoring and informational retrieval for law enforcement and other official purposes.

[Login to eGrants](#) ➤

[Forgot your password? Get help](#) ➤

[Don't have an eGrants account? Create an account](#) ➤

[View system rules of behavior](#) ➤

Click here to disable the pictures

Create a Grantee Account

7

The screenshot displays the eGrants website interface. At the top right, there are blue buttons for 'help' and 'login'. The logo for the Corporation for National & Community Service is in the top left. A large orange banner contains the text 'eGRANTS'. Below this, a yellow box titled 'CREATE AN EGRANTS ACCOUNT' contains the instruction: 'Please click on one of the following links to create an appropriate eGrants account.' Two links are listed: 'Become a Peer Reviewer' and 'Create a Grantee account'. A large brown arrow points from the left towards the 'Create a Grantee account' link. Below the links is the text 'Already have an eGrants account? Proceed to Login'. At the bottom left of the page, it says '508 Approved | Report a Bug'.

Create a New Account

8

The screenshot shows the eGrants website interface. At the top right, there are links for 'help' and 'login'. The main header features the logo for the Corporation for National & Community Service and the text 'eGRANTS'. Below the header, a section titled 'BECOME A GRANT APPLICANT' contains the instruction 'Please select one of the following options below.' Two options are listed: 'I have an eGrants account...' and 'This is my first time. I want to create a new account with eGrants...'. A large brown arrow points to the second option. At the bottom of the section, there is a link: 'Already have an eGrants account? Proceed to Login'.

Login Information Page

The screenshot shows the 'eGRANTS' login page. At the top left is the logo for the Corporation for National & Community Service. The main header is orange with the text 'eGRANTS'. Below the header, there are two tabs: 'Welcome Guest' and 'Become a Grant Applicant'. The 'Welcome Guest' tab is active, showing the date and time '11/9/2006, 2:04 PM, EST'. Below this is a 'Create New Profile Menu' with options: 'Login Information', 'Enter EIN#', 'Select an Organization', 'Organization Information', 'Grantee Phone Numbers', and 'Review and Submit'. The 'Login Information' option is selected. The main form area is titled 'Login Information' and contains the following fields:

- * First Name: ?
- * Last Name: ?
- Title: ?
- * User Name: (ex: rsmith, rsmith2004) ?
- * New Password: ?
- * Retype New Password: ? [Password help](#)
- * Password Question: ?
- * Password Answer: ?
- * Email: ?
- * Retype e-mail: ?

A red arrow points to the 'New Password' field.

Turn off Pop-up Blocker

10

The screenshot shows a web browser window with the 'Tools' menu open. The 'Pop-up Blocker' sub-menu is expanded, showing options: 'Block Pop-ups from This Site...', 'Turn Off Pop-up Blocker', and 'Pop-up Blocker Settings...'. An orange arrow points to the 'Turn Off Pop-up Blocker' option. The browser's address bar shows '7586e2b1394'. The page content includes the 'eGRANTS' logo, a 'Welcome Guest' message dated '11/9/2006, 2:07 PM, EST', and a 'Become a Grant Applicant' section with a 'Login Information' form. The form fields include: First Name, Last Name, Title, User Name (with example 'rsmith, rsmith2004'), New Password, Retype New Password, Password Question (dropdown menu), Password Answer, Email, and Retype e-mail. Each field has a help icon (question mark) to its right.

Help Menu for Password

11

The screenshot shows the eGrants website interface. On the left, there is a navigation menu with options like 'Welcome Guest', 'Become a Grant Applicant', and 'Create New Profile Menu'. The main content area is titled 'Login Information' and contains a form with fields for 'User Name', 'New Password', 'Retype New Password', 'Password Question', 'Password Answer', 'Email', and 'Retype e-mail'. A help window titled 'New Password Field' is overlaid on the right side of the page, providing password guidelines. An orange arrow points from the help window back to the main website content.

New Password Field

The Corporation for National and Community Service recommends following these suggestions when creating an eGrants password:

- Use at least eight characters, drawing from at least three of the following four categories:
 - upper case letters
 - lower case letters
 - numbers
 - special characters (eGrants accepts #, _ [underscore], and \$)
- Don't incorporate any part of your [User Name](#)
- Don't incorporate any part of the name of a family member or pet
- Don't use passwords that you use for other accounts, or reuse "retired" passwords
- Don't use words that can be found in the dictionary, unless you complicate it by substituting numbers and special characters for letters. For example, if you'd like to use **TELEPHONE** for a password, spell it as **T3L3ph#ne**.
- eGrants requires that the first character of a password be a letter.

Protecting your data and identity doesn't end, however, with creating a good password. Here are a few guidelines for keeping both safe:

- [Change your password](#) every 90 days
- Never share your password with your co-workers, supervisor

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cancel save next

Toggle Help Menu

12

The screenshot displays the eGrants website interface. At the top, there is a navigation bar with 'help' and 'login' buttons. The main header features the 'eGRANTS' logo. Below the header, a 'Welcome Guest' message shows the date and time. A sidebar on the left contains a 'Create New Profile Menu' with options like 'Login Information', 'Enter EIN#', and 'Select an Organization'. The main content area is titled 'Become a Grant Applicant' and contains a 'Login Information' form. The form includes fields for First Name, Last Name, Title, User Name, New Password, Retype New Password, Password Question, Password Answer, Email, and Retype e-mail. A red arrow points to the 'help' button in the top right corner of the browser window.

help login

Corporation for NATIONAL & COMMUNITY SERVICE

eGRANTS

Welcome Guest
11/17/2006, 1:41 PM, EST

Create New Profile Menu

- Login Information
- Enter EIN#
- Select an Organization
- Organization Information
- Grantee Phone Numbers
- Review and Submit

Become a Grant Applicant

cancel save next

Login Information

Please enter your login information. All questions marked with an asterisk (*) are required.

* First Name: ?

* Last Name: ?

Title: ?

* User Name: (ex: rsmith, rsmith2004) ?

* New Password: ?

* Retype New Password: ?

* Password Question: Choose Password Question ... ?

* Password Answer: ?

* Email: ?

* Retype e-mail: ?

cancel save next

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Inbox - Microsoft Outlook 5 Reminders Login Info https://204.124.231.9 - New Password Field - Microsoft Internet https://204.124.231.9 - N... Desktop

Complete Required Fields

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COMMUNITY SERVICE

eGRANTS

Welcome Guest
12/21/2006, 1:00 PM, EST

Create New Profile Menu

- Login Information
- Enter EIN#
- Select an Organization
- Organization Information
- Grantee Phone Numbers
- Review and Submit

Become a Grant Applicant

cancel save next

Login Information

Please enter your login information. All questions marked with an asterisk (*) are required.

* First Name: ?

* Last Name: ?

Title: ?

* User Name: (ex: rsmith, rsmith2004) ?

* New Password: ?

* Retype New Password: ?

* Password Question: ?

* Password Answer: ?

* Email: ?

* Retype e-mail: ?

cancel save next

Enter EIN

14

The screenshot displays the eGrants website interface. At the top right, there are links for 'help' and 'logout'. The main header features the logo for the Corporation for National & Community Service and the 'eGRANTS' title. A navigation menu on the left includes 'Welcome Test', 'Create New Profile Menu', 'Login Information', and 'Enter EIN#'. The 'Enter EIN#' section is active, showing a form titled 'Enter EIN #' with the instruction 'Please enter your organization's EIN#.' and a text input field labeled 'Enter your EIN #:'. Navigation buttons for 'back' and 'next' are visible at the bottom right of the form area. At the bottom left of the page, it says '508 Approved | Report a Bug'.

Select Your Organization

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help | logout

Corporation for
**NATIONAL &
COMMUNITY
SERVICE**

eGRANTS

Welcome Test
12/21/2006, 1:03 PM, EST

Create New Profile Menu

- Login Information
- Enter EIN#
- > Select an Organization**
- Organization Information
- Grantee Phone Numbers
- Review and Submit

Become a Grant Applicant

back | next

Select an Organization

Your EIN# already exists in our record of organizations. Please make a selection below, and click next to proceed, or back to try another EIN.

List of Organizations with EIN# 000000002

- Create a new organizational profile for EIN# 000000002. **OR select an existing org below**
- Chicagoland Community Center - Chicago, IL

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back | next

Organization Information

16

The screenshot displays the eGrants application interface. At the top left is the 'COMMUNITY SERVICE' logo. The main header area is orange with 'eGRANTS' in white. Below the header, there's a navigation bar with 'Welcome Test' and the date '12/21/2006, 1:04 PM, EST'. A 'Create New Profile Menu' is visible on the left, with 'Organization Information' selected. The main content area is titled 'Become a Grant Applicant' and contains the 'Organization Information' section. This section includes instructions to review the selected organization's information and a list of details for 'Chicagoland Community Center'. Navigation buttons for 'back', 'save', and 'next' are present at the top and bottom of the main content area.

COMMUNITY SERVICE

eGRANTS

Welcome Test
12/21/2006, 1:04 PM, EST

Create New Profile Menu

- Login Information
- Enter EIN#
- Select an Organization
- Organization Information**
- Grantee Phone Numbers
- Review and Submit

Become a Grant Applicant

back save next

Organization Information

Please review your selected organization's information. Click on the "next" button to proceed to the login information.

Please return to the "Select an Organization" page to select another organization. You can also start new by entering a new EIN# in the "Enter EIN#" page.

Chicagoland Community Center: EIN# 000000002

Organization Type: Non-Profit
Organizational Characteristics: Service/Civic Organization
Organizational Characteristics: Community Action Agency/Community Action Program
Address: 5555 Lake Drive, Chicago, IL 60640
Phone: 773-000-0000
Fax: 773-000-0000

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back save next

Enter Your Contact Numbers

17

The screenshot shows the eGrants application interface. At the top left is the logo for the Corporation for National & Community Service. The main header is orange with the text 'eGRANTS'. In the top right corner, there are 'help' and 'logout' buttons. Below the header, there is a 'Welcome Test' section with the date '11/9/2006, 2:16 PM, EST'. A 'Create New Profile Menu' is visible on the left, with 'Grantee Phone Numbers' selected. The main content area is titled 'Become a Grant Applicant' and contains the 'Grantee Phone Numbers' form. The form includes a navigation bar with 'back', 'save', and 'next' buttons. The form text reads: 'Please enter your phone/fax information below. All questions marked with an asterisk (*) are required.' The form fields are: '* Daytime Phone: [321].[321].[3210] ext. [123] ?', 'Evening Phone: [][][] ?', 'Fax: [][][] ?', and 'Cell: [][][] ?'. At the bottom left, there is a footer with '508 Approved | Report a Bug'. At the bottom right, there are 'back', 'save', 'next' buttons and a 'next' button in a box.

help logout

Corporation for
NATIONAL &
COMMUNITY
SERVICE

eGRANTS

Welcome Test
11/9/2006, 2:16 PM, EST

Create New Profile Menu

- Login Information
- Enter EIN#
- Select an Organization
- Organization Information
- ➔ Grantee Phone Numbers
- Review and Submit

Become a Grant Applicant

back save next

Grantee Phone Numbers

Please enter your phone/fax information below. All questions marked with an asterisk (*) are required.

* Daytime Phone: [321].[321].[3210] ext. [123] ?

Evening Phone: [][][] ?

Fax: [][][] ?

Cell: [][][] ?

back save next

next

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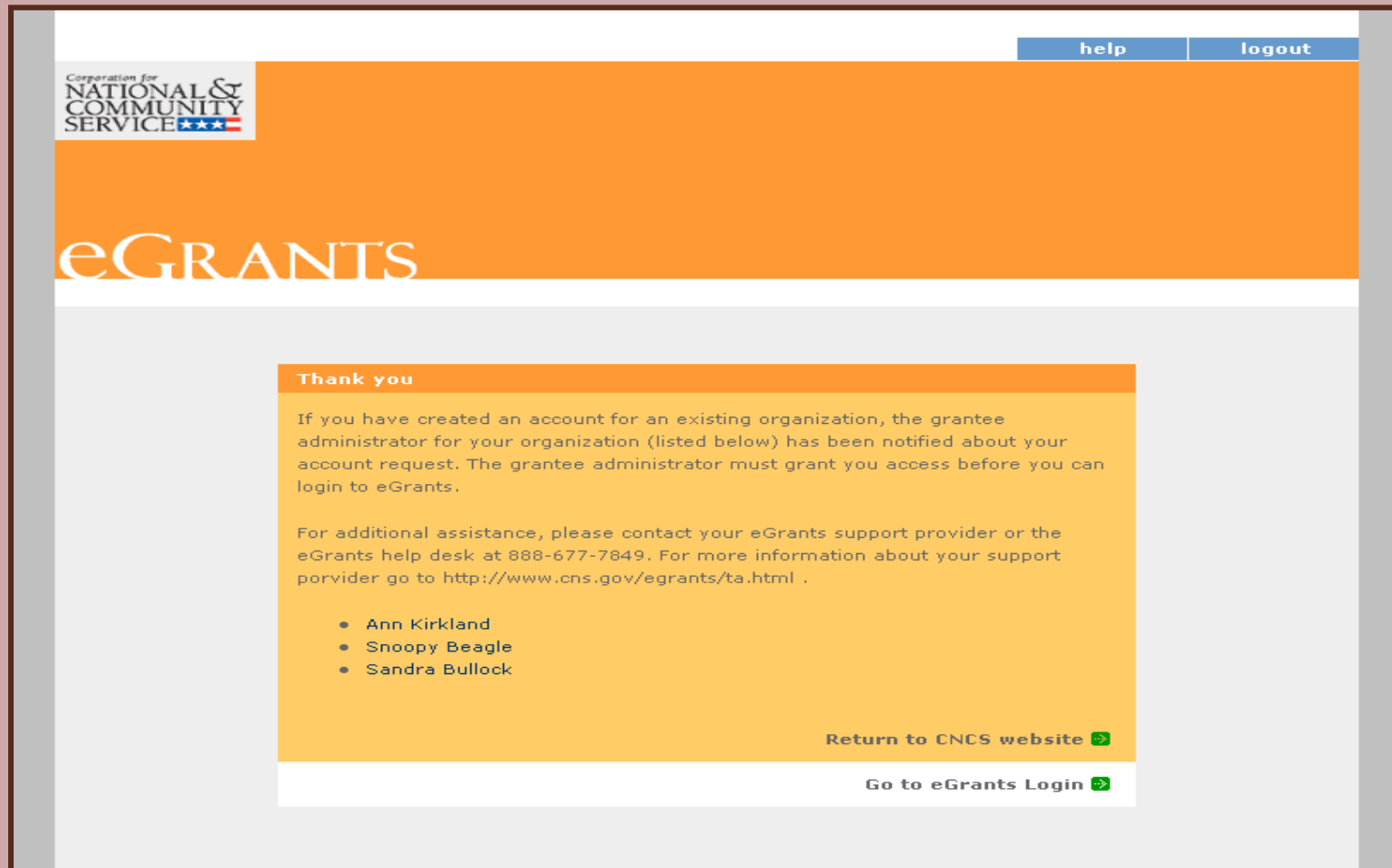
Review and Submit Account Request

18

The screenshot displays the eGrants website interface. At the top right, there are links for 'help' and 'logout'. The main header features the 'Corporation for NATIONAL & COMMUNITY SERVICE' logo and the 'eGRANTS' title. A navigation menu on the left includes 'Welcome Test' (dated 12/21/2006), 'Create New Profile Menu', and 'Review and Submit' (which is highlighted). The main content area is titled 'Become a Grant Applicant' and contains a 'submit' button. Below this, a section titled 'Please review and submit your information' provides details for a user named 'tacnt07'. The user's information includes: Organization: Chicagoland Community Center; EIN #: 000000002; Organization Type: Non-Profit; Organizational Characteristics: Service/Civic Organization; and Organizational Characteristics: Community Action Agency/Community Action Program. There is a 'change' link next to the last two items. Other fields shown are Username: tacnt07, Password Question: Favorite color, Answer: orange, and Email: testacctnt@test.org. A 'Daytime Phone' field is also present with the number (321) 321-3210 and an 'edit' link. At the bottom left, it says '508 Approved | Report a Bug' and at the bottom right, there is another 'submit' button.

Account Request Confirmation Page

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The screenshot shows the eGrants website interface. At the top right, there are links for 'help' and 'logout'. The logo for the Corporation for National & Community Service is in the top left. The main heading 'eGRANTS' is displayed in a large, white, serif font on an orange background. Below this, a yellow box contains the following text:

Thank you

If you have created an account for an existing organization, the grantee administrator for your organization (listed below) has been notified about your account request. The grantee administrator must grant you access before you can login to eGrants.

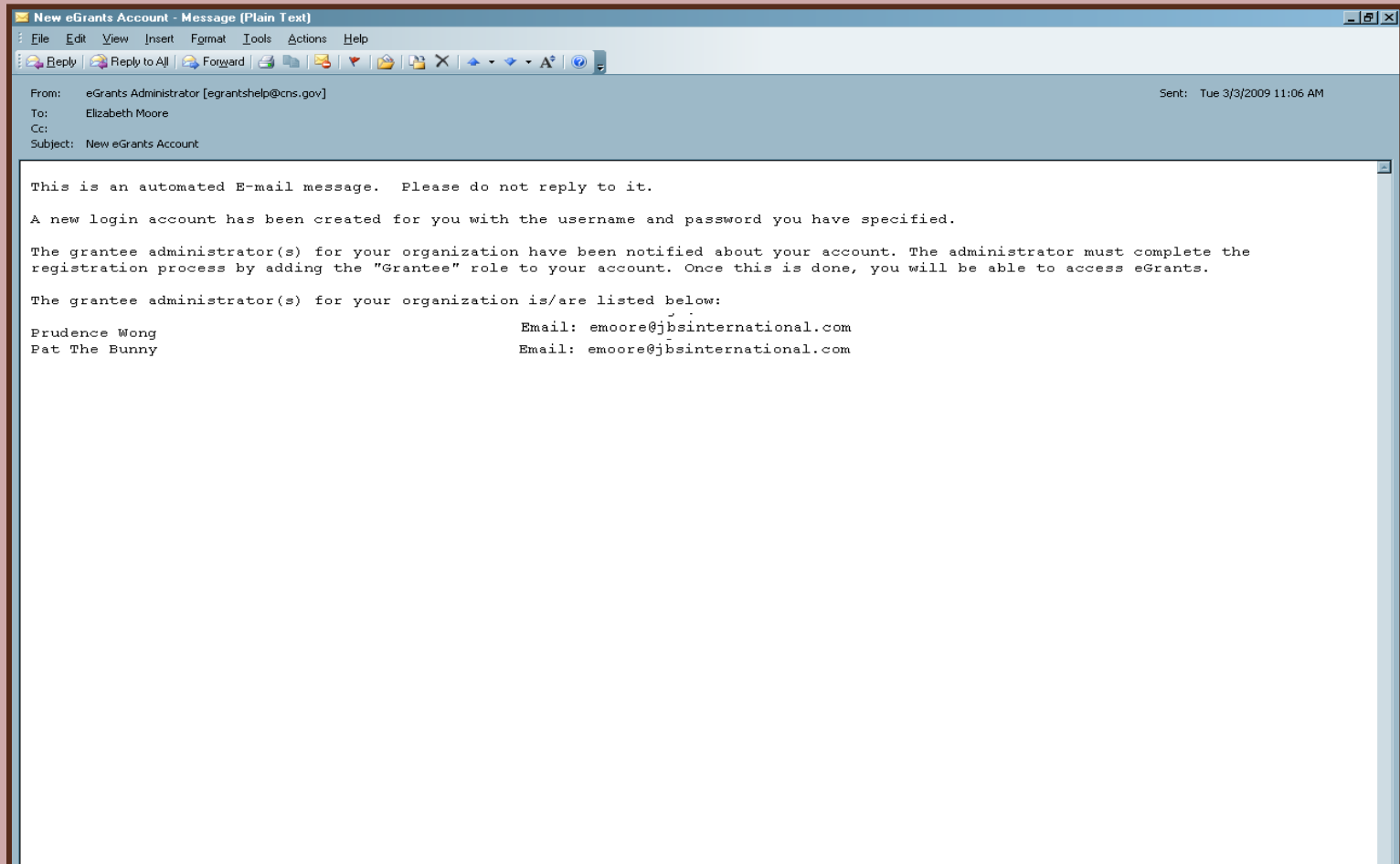
For additional assistance, please contact your eGrants support provider or the eGrants help desk at 888-677-7849. For more information about your support provider go to <http://www.cns.gov/egrants/ta.html>.

- Ann Kirkland
- Snoopy Beagle
- Sandra Bullock

At the bottom of the yellow box, there are two links: 'Return to CNCS website' and 'Go to eGrants Login', both with external link icons.

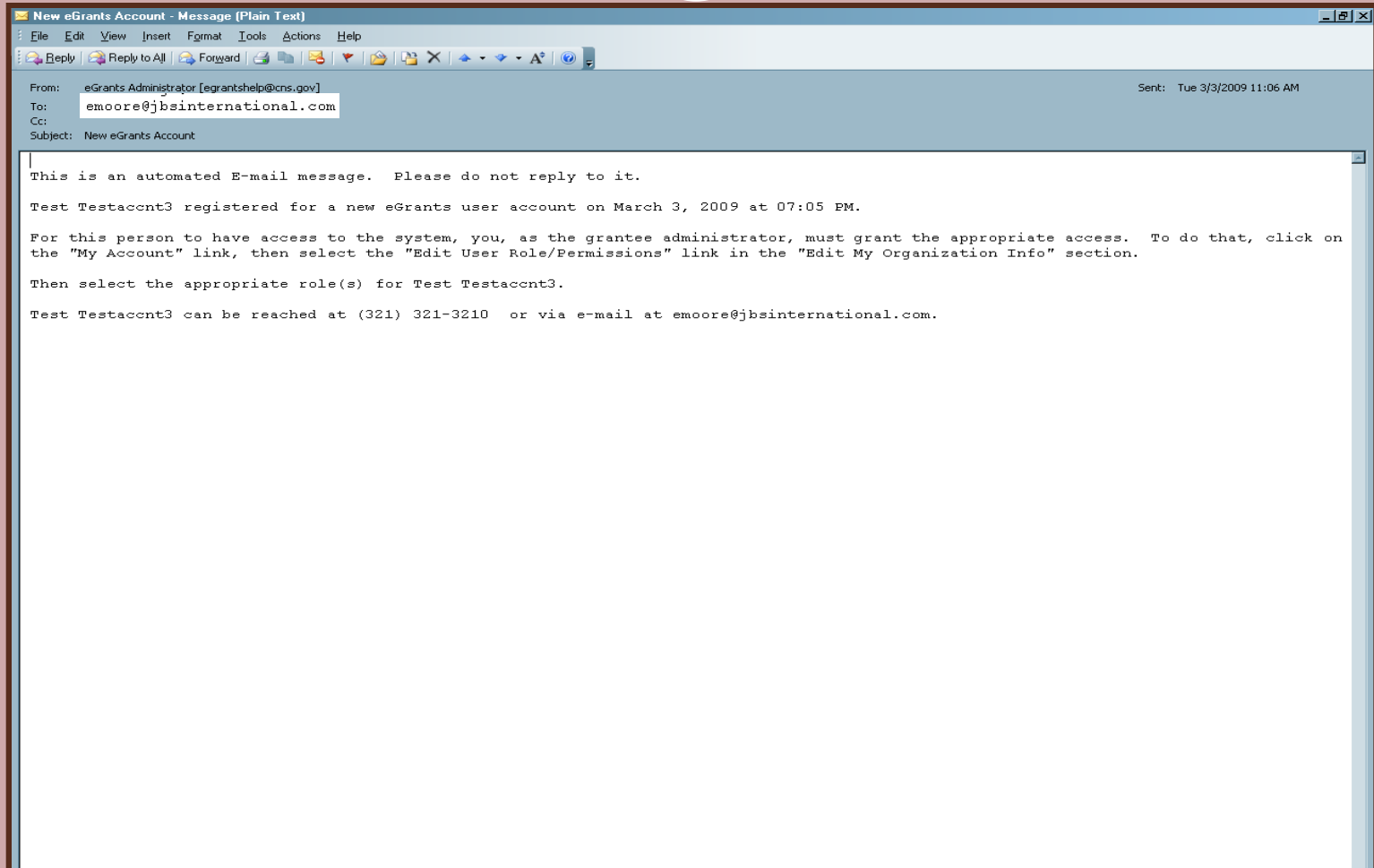
Email to Account Requestor

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Sample Email to the Grantee Administrator

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Home Page for My AmeriCorps-only Access

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3/3/2009, 6:09 PM, EST

home my account logout

Corporation for
**NATIONAL &
COMMUNITY
SERVICE**

eGRANTS

eGRANTS MESSAGES
Welcome Elizabeth

VIEW MY AMERICORPS PORTAL
Portal Home

Managing My Account
Click on the links below to access common account functions.
My Account

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Account Page with My AmeriCorps-only Access

23

3/3/2009, 6:10 PM, EST

home my account logout

Corporation for
NATIONAL & COMMUNITY SERVICE

eGRANTS

Welcome Elizabeth

Grantee Info

Elizabeth Moore
Teach For America
315 West 36th Street
7th Floor
New York, NY 10018-6404
Status: Grantee

MY ACCOUNT

Update My Login Info...

You can change the following information by clicking on the links below:

- Change My Password
- Change My Password Q&A
- Change My Email Address
- View All

Edit My Organization Info...

You can change the following information by clicking on the links below:

- View All

Update My Profile...

You can change the following information by clicking on the links below:

- View All
- eGrants Feedback

Update My Contact Info...

You can change the following information by clicking on the links below:

- View All

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Edit Login Information

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3/3/2009, 6:14 PM, EST

home my account logout

Corporation for
**NATIONAL &
COMMUNITY
SERVICE** ★★ ★

eGRANTS

Welcome Elizabeth

My Account

cancel next

Grantee Info

Elizabeth Moore
Teach For America
315 West 36th Street
7th Floor
New York, NY 10018-6404
Status: Grantee

Please edit your login information below.

New Password: ?

Retype New Password: ?

Password Question: ?

Password Answer: ?

Email: ?

Retype e-mail: ?

cancel next

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Home Page for eGrants and My AmeriCorps User

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3/3/2009, 5:30 PM, EST

home my account help logout

Corporation for
NATIONAL & COMMUNITY SERVICE

eGRANTS

eGRANTS MESSAGES
Welcome Alyson

VIEW MY GRANTS/APPLICATIONS

- View All
- 67 Awarded
- 127 Closed
- 3 Concept Papers
- 1 Grantee edit of application or report
- 11 Subapplication being reviewed by prime
- 4 Subapplication rejected by prime
- 3 Subapplication returned by prime
- 8 Under CNCS review

VIEW MY AMERICORPS PORTAL

- Portal Home

Creating an Application

- New
- Continuation/Renewal
- Amendment
- Concept Paper

Managing My Account

Click on the links below to access common account functions.

- My Account
- Equal Opportunity Survey
- Org has users awaiting approval

Reporting to CNCS

- Financial Report
- Progress Report
- PR Supplement

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My Account Page

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Corporation for
NATIONAL & COMMUNITY SERVICE

home my account help logout

eGRANTS

Welcome Ann
11/9/2006, 2:32 PM, EST

Grantee Info

Ann Kirkland
123 Hope Street
Pleasanton, CA 96543
Status: Grantee

MY ACCOUNT

Update My Login Info...

You can change the following information by clicking on the links below:

- Change My Password
- Change My Password Q&A
- Change My Email Address
- View All

Edit My Organization Info...

You can change the following information by clicking on the links below:

- Update Organization's Contact Information
- Update Organization's Attributes
- Edit User Role/Permissions
- View All
- Change My Primary User Role

Update My Profile...

You can change the following information by clicking on the links below:

- View All

Update My Contact Info...

You can change the following information by clicking on the links below:

- View All

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Update Email Address

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The screenshot shows the eGrants website interface. At the top, there is a navigation bar with links for 'home', 'my account', 'help', and 'logout'. The main header features the 'Corporation for NATIONAL & COMMUNITY SERVICE' logo and the 'eGRANTS' title. A 'Welcome Ann' message is displayed, along with the date and time '11/9/2006, 2:33 PM, EST'. The 'Grantee Info' section lists 'Ann Kirkland' with address '123 Hope Street, Pleasanton, CA 96543' and status 'Grantee'. The main content area is titled 'My Account' and contains a form to 'Please change your email address below.' The form has two input fields: 'Email:' and 'Retype e-mail:', both containing 'test@test.com'. There are 'cancel' and 'next' buttons at the top right and bottom right of the form area. A 'next' button is also visible at the bottom right of the page. The footer shows '508 Approved | Report a Bug' and another 'next' button.

User Roles and Overview

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eGrants -only User Roles:

Grantee without access to budget

Has limited application information; no budget access.

Cannot assign user role.

Can authorize, assure, and certify.

Grantee with access to budget

Has access to entire application information, including budget information.

Cannot assign user role.

Can authorize, assure, and certify.

eGrants and My AmeriCorps User Role:

***Grantee Administrator**

Has access to entire application, including budget information.

Can assign user role and update organizational information.

Can authorize, assure, and certify.

Has access to Portal functions for all programs, operating sites, and/or service locations.

User Roles and Overview

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My AmeriCorps-only User Roles (these roles do not have access to the eGrants screens, except when noted):

***Grantee Administrator**

This user role has both eGrants and My AmeriCorps functions. Please see previous slide for details.

Grantee Recruiter

Has access to all recruitment functions.

VISTA Grantee Member Management

Applies to VISTA sponsors and supervisors

Has access to all member management functions, including user role management, for assigned programs, operating sites, and/or service locations.

State/National Member Management

Applies to state and national grantees.

Has access to all member management functions, including user role management, for assigned programs, operating sites, and/or service locations.

Grantee Travel Profile

Applies only to VISTA sponsors and supervisors.

Can process V-81 travel forms.

For additional information on My AmeriCorps user roles and access, please review the tutorial on **User Roles and Management.

User Roles and Overview

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eGrants User Roles for State Commission Staff Only:

Commissioner

This is a state commission-only role.

Commissioner – Executive Director

This is a state commission-only role for the Executive Director.

Commissioner – Chair Person

This is a state commission-only role for the Chair.

PDAT Budget Role

This is a state commission-only role for viewing budget information for PDAT grants.

CADMIN Budget Role

This is a state commission-only role for viewing budget information for Commission Administrative grants.

DISAB Budget Role

This is a state commission-only role for viewing budget information for Disability grants.

Edit User Role/Permissions Page

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eGRANTS

Welcome Pat My Account cancel submit

Grantee Info

Pat The Bunny
Citizens of Rodeo County
333 Main Street
Lasso, CA 98765
Status: Grantee

Please change user role/permission below.

Each user's roles are highlighted in the list next to their name. To change a user's assigned role(s), you can change the selected (highlighted) items in the list and click submit. Use CTRL-Click to select multiple roles or to deselect a highlighted role. To inactivate a user's account, uncheck the 'Active' box and click on the 'Submit' button. To view Inactive users list, click on 'Show Inactive Roles' link at the bottom.

Name	Active	Roles
Account3, Test	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budg Grantee Admin
Kirkland, Ann	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budg Grantee Admin
Kitty, Hello	<input checked="" type="checkbox"/>	Grantee without access to budg Grantee Admin Grantee Recruiter
Raggedy, Ann	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budg Grantee Admin
Shortcake, Strawberry	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budg Grantee Admin
Testacct3, Test	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budg Grantee Admin
Wong, Prudence	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budg Grantee Admin

[Show Inactive Roles](#)

508 Approved | Contact Help Desk | enable the pictures cancel submit

Show Inactive Roles

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar contains a 'Grantee Info' section with the following text: 'Pat The Bunny', 'Citizens of Rodeo County', '333 Main Street', 'Lasso, CA 98765', and 'Status: Grantee'. The main content area has a 'cancel' and 'submit' button at the top right. Below the buttons is a heading 'Please change user role/permission below.' followed by a paragraph of instructions: 'Each user's roles are highlighted in the list next to their name. To change a user's assigned role(s), you can change the selected (highlighted) items in the list and click submit. Use CTRL-Click to select multiple roles or to deselect a highlighted role. To inactivate a user's account, uncheck the 'Active' box and click on the 'Submit' button. To view Inactive users list, click on 'Show Inactive Roles' link at the bottom.' Below this text is a table with columns 'Name', 'Active', and 'Roles'. The table lists seven users, all with the 'Active' checkbox checked. Each user has a dropdown menu for roles. A large brown arrow points from the bottom of the sidebar to the 'Show Inactive Roles' link below the first table. Below the link is a section titled 'Inactive Roles Only.' with a table containing two users: 'Lyteyear, Buzz' and 'Poohbear, Winnie', both with the 'Active' checkbox unchecked and a 'No Access ...' dropdown menu.

Grantee Info

Pat The Bunny
Citizens of Rodeo County
333 Main Street
Lasso, CA 98765
Status: Grantee

cancel **submit**

Please change user role/permission below.

Each user's roles are highlighted in the list next to their name. To change a user's assigned role(s), you can change the selected (highlighted) items in the list and click submit. Use CTRL-Click to select multiple roles or to deselect a highlighted role. To inactivate a user's account, uncheck the 'Active' box and click on the 'Submit' button. To view Inactive users list, click on 'Show Inactive Roles' link at the bottom.

Name	Active	Roles
Account3, Test	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budg Grantee Admin
Kirkland, Ann	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budg Grantee Admin
Kitty, Hello	<input checked="" type="checkbox"/>	Grantee without access to budget Grantee Admin Grantee Recruiter
Raggedy, Ann	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budg Grantee Admin
Shortcake, Strawberry	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budg Grantee Admin
Testacct3, Test	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budg Grantee Admin
Wong, Prudence	<input checked="" type="checkbox"/>	Grantee with access to budget Grantee without access to budg Grantee Admin

Show Inactive Roles

Inactive Roles Only.

Name	Active	Roles
Lyteyear, Buzz	<input type="checkbox"/>	No Access ...
Poohbear, Winnie	<input type="checkbox"/>	No Access ...

User Role Assigned

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The screenshot shows a web browser window with the following elements:

- Browser Title Bar:** "Setting Changed" on the left and a home icon on the right.
- Page Header:** "3/10/2009, 1:37 PM, EST" on the left and navigation buttons for "home", "my account", "help", and "logout" on the right.
- Logo:** "Corporation for NATIONAL & COMMUNITY SERVICE" with a small American flag icon.
- Main Title:** "eGRANTS" in large white letters on an orange background.
- Left Sidebar:**
 - Welcome Pat** (orange header)
 - Grantee Info** (orange header)
 - Pat The Bunny
Citizens of Rodeo County
333 Main Street
Lasso, CA 98765
Status: Grantee
- My Account Section:**
 - User Role/Permissions Setting Changed** (grey header)
 - Kitty, Hello:** Added Grantee Recruiter
 - [edit again](#) (orange text)
- Footer:** "508 Approved | Contact Help Desk | enable the pictures" on the left and [Return to My Account Page](#) with a green arrow icon on the right.

What's next?

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- **The Resource Center**
 - www.nationalserviceresources.org/ac-training-support
 - Includes other tutorials
 - Live training and registration schedule
- **The eGrants Coaching Unit**
 - 1-888-333-8272
 - egrantstta@jbsinternational.com
 - Training/Technical Assistance
- **The eGrants Help Desk**
 - 1-888-677-7849
 - Technical Assistance
 - User name/Password reset assistance

