My AmeriCorps

AmeriCorps and VISTA Programs

Create and Manage an eGrants Account

Corporation for NATIONAL & COMMUNITY SERVICE

Presentation developed for the Corporation for National and Community Service by the eGrants Coaching Unit
JBS International, Aguirre Division (2009); 1-888-333-8272

Introduction

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

- 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?

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Find Volunteers and Members
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For Faith-Based and Other Community Organizations
For Indian Communities
Frequently Asked Questions
More for Organizations
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System Operating Status
For Individuals
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National Mentoring Month
National Service Responds to the Hurricanes
President's Council on Service and Civic Participation
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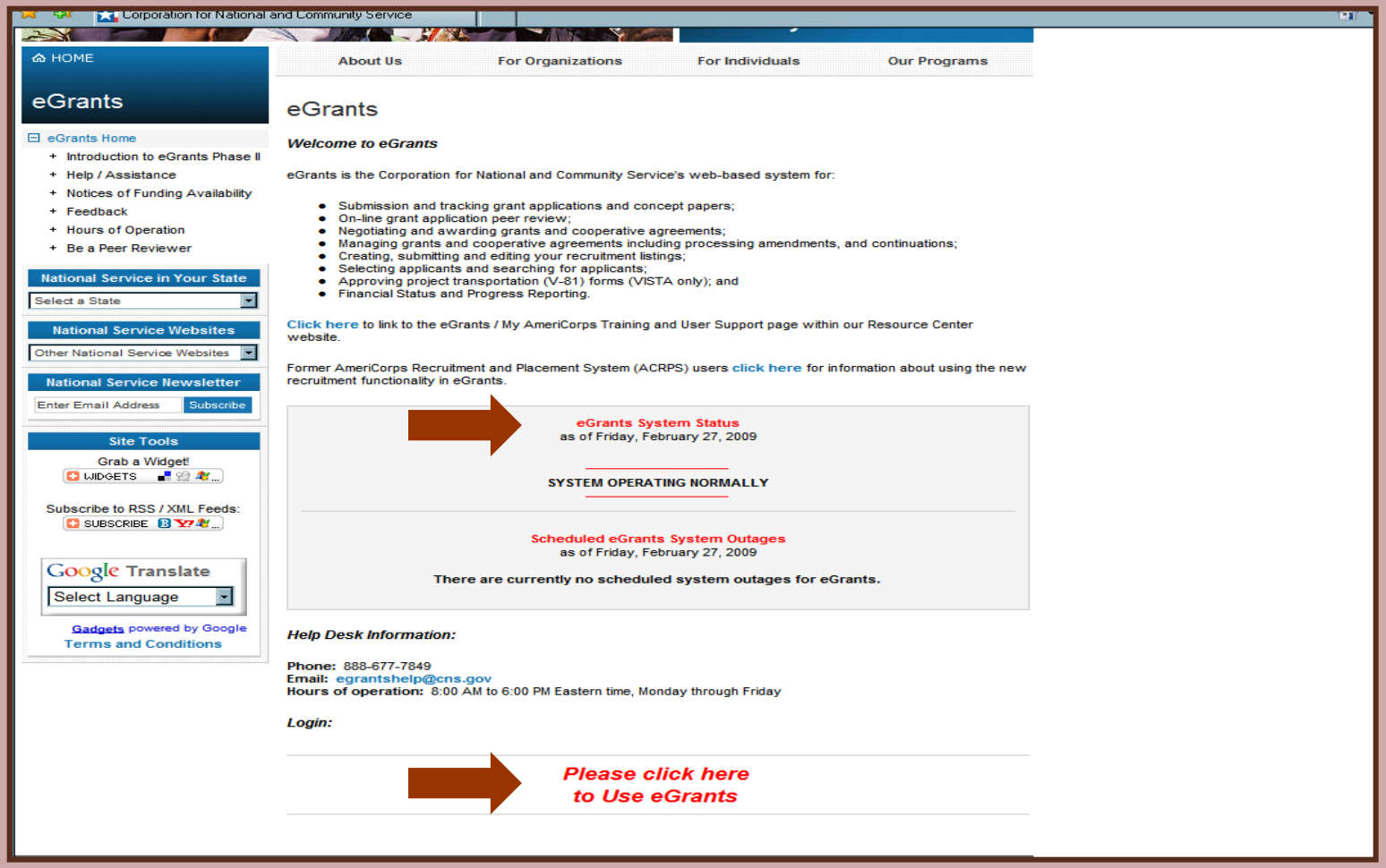
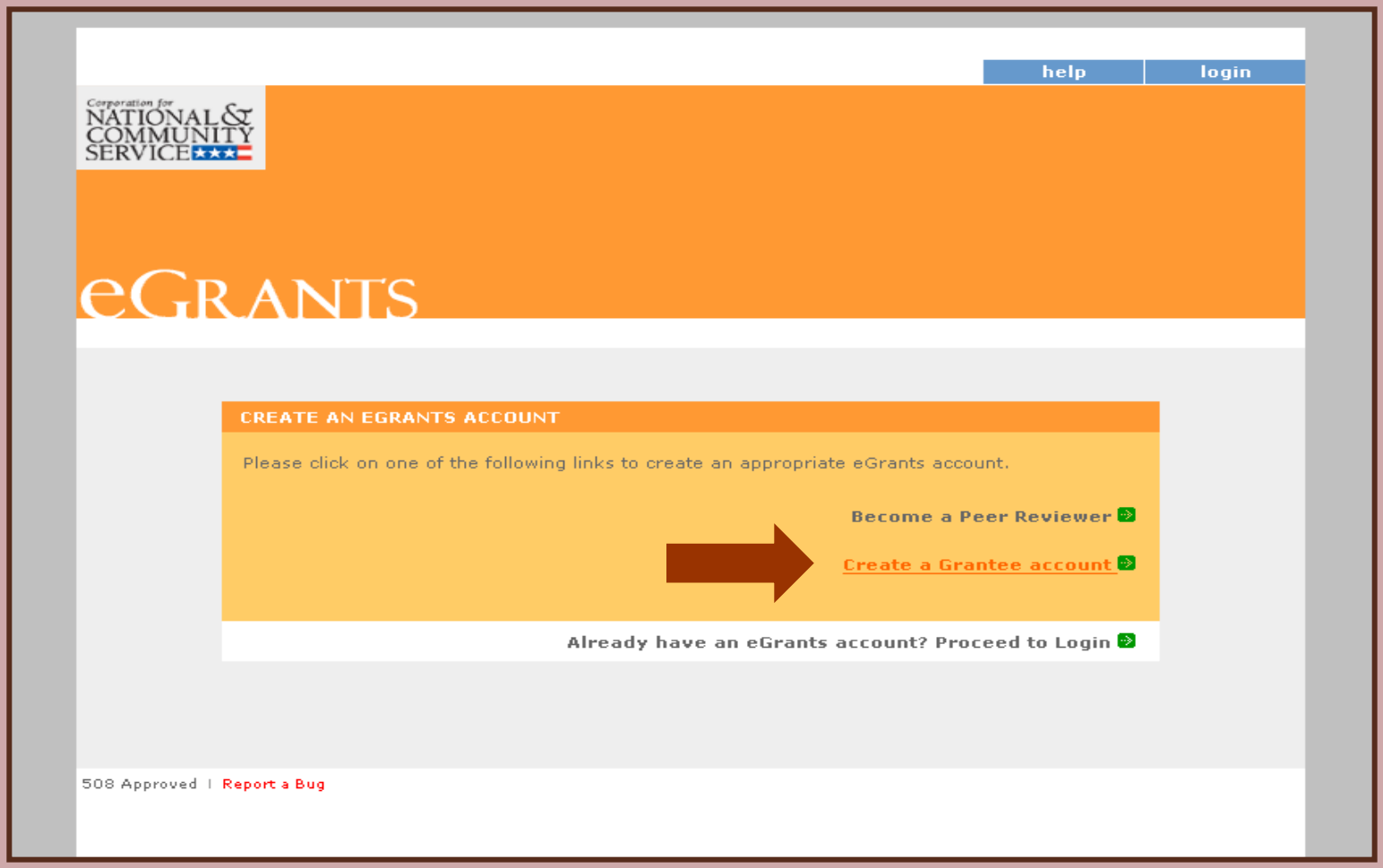
President's Volunteer Service Award
More About Our Special Initiatives
Are you ready to...
Touch a life?
Strengthen communities?
Make a difference?
Lead the way?
Change the world for the better?
Click here to join us!
In Focus
2009 Spirit of Service AWARDS
Nominations are now being accepted for the 2009 Spirit of Service Awards, which recognize outstanding service and leadership by
Stories of Service
Angel Flight Saves Lives of Forty Patients Stranded in Overcrowded Shelter.
Read More
As a student, recent Virginia Tech graduate Aaron Barr helped found the largest student environmental group on campus.
Done
Internet

eGrants Page

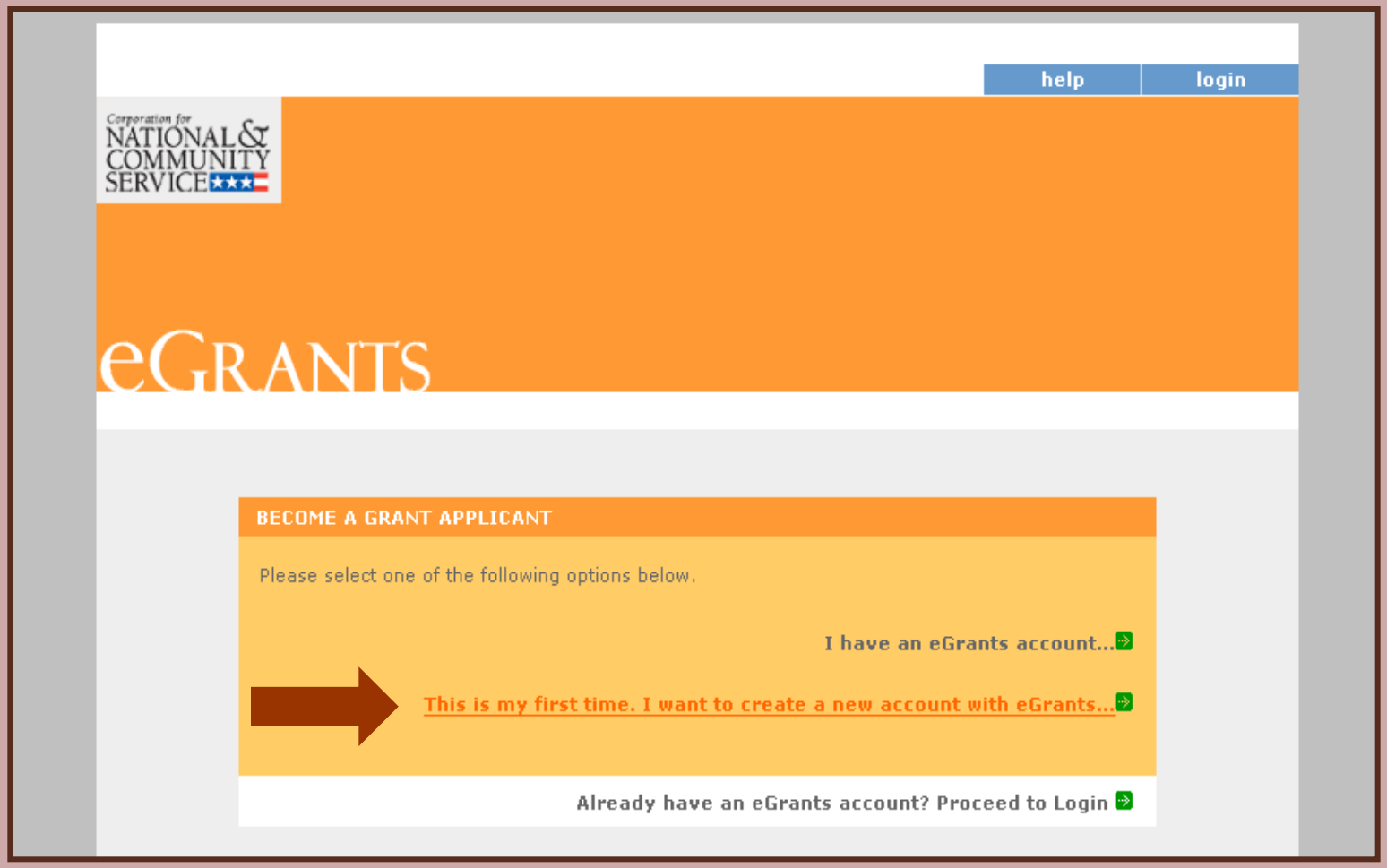


eGrants Login Page

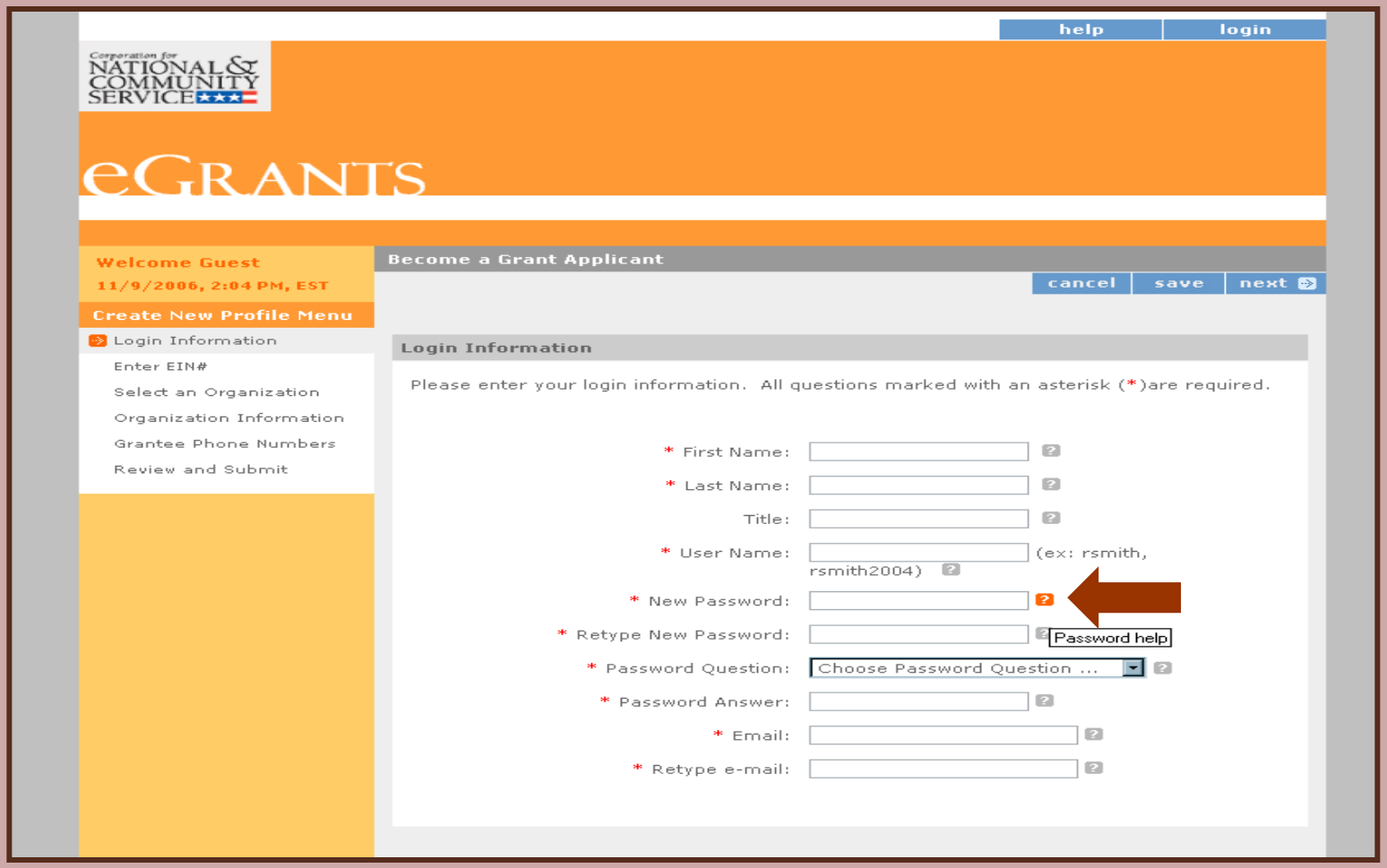
Create a Grantee Account



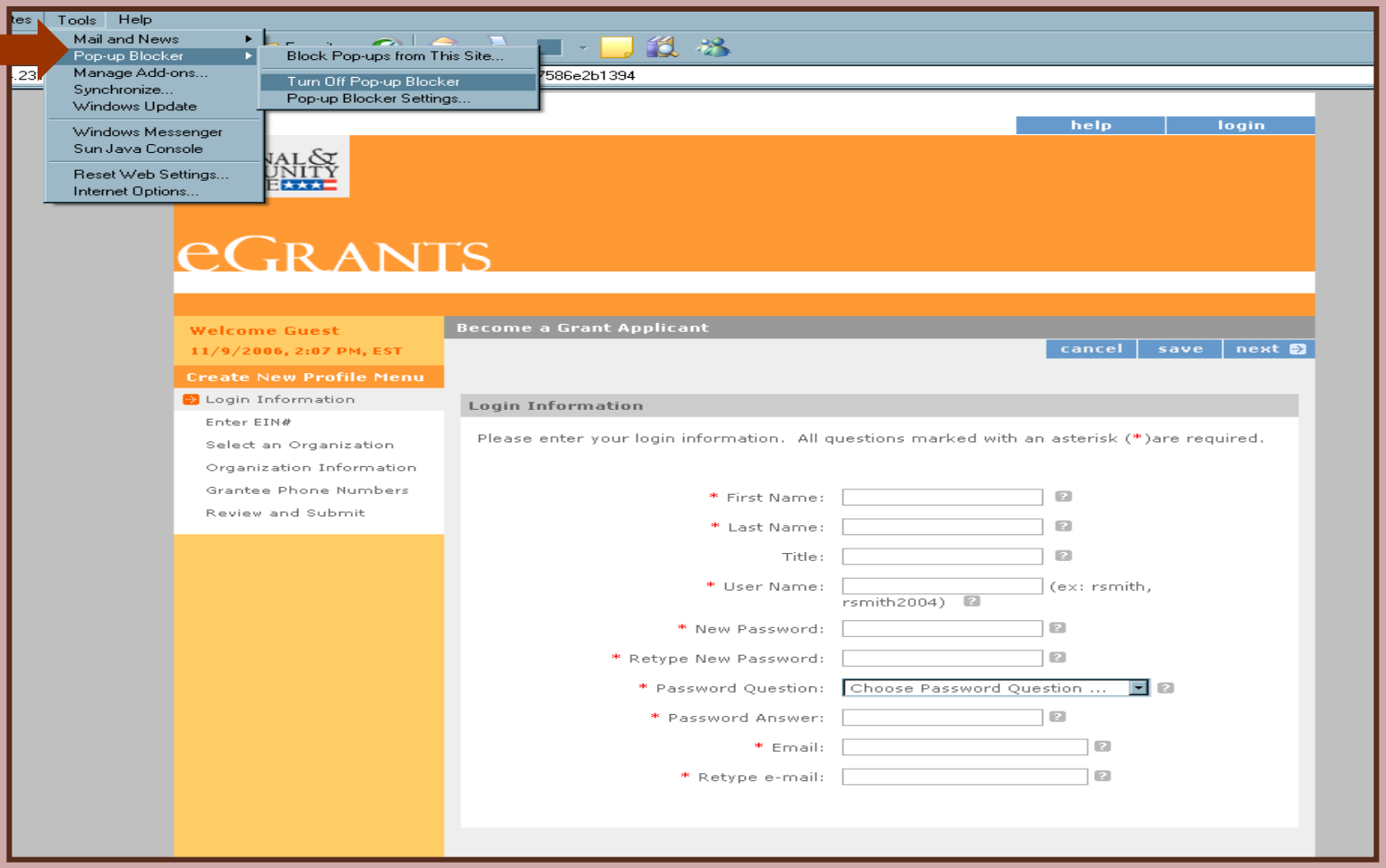
Create a New Account



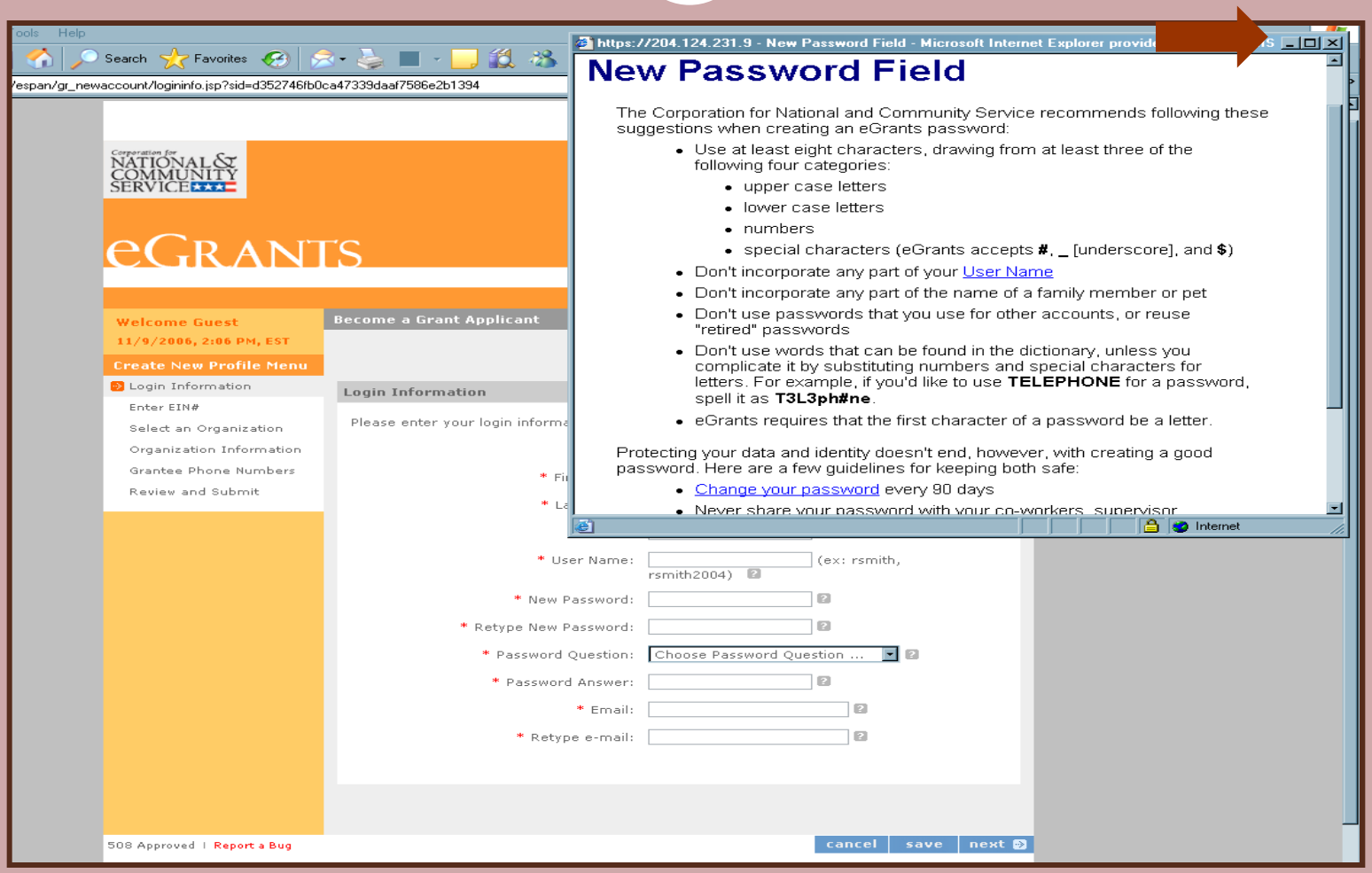
Login Information Page



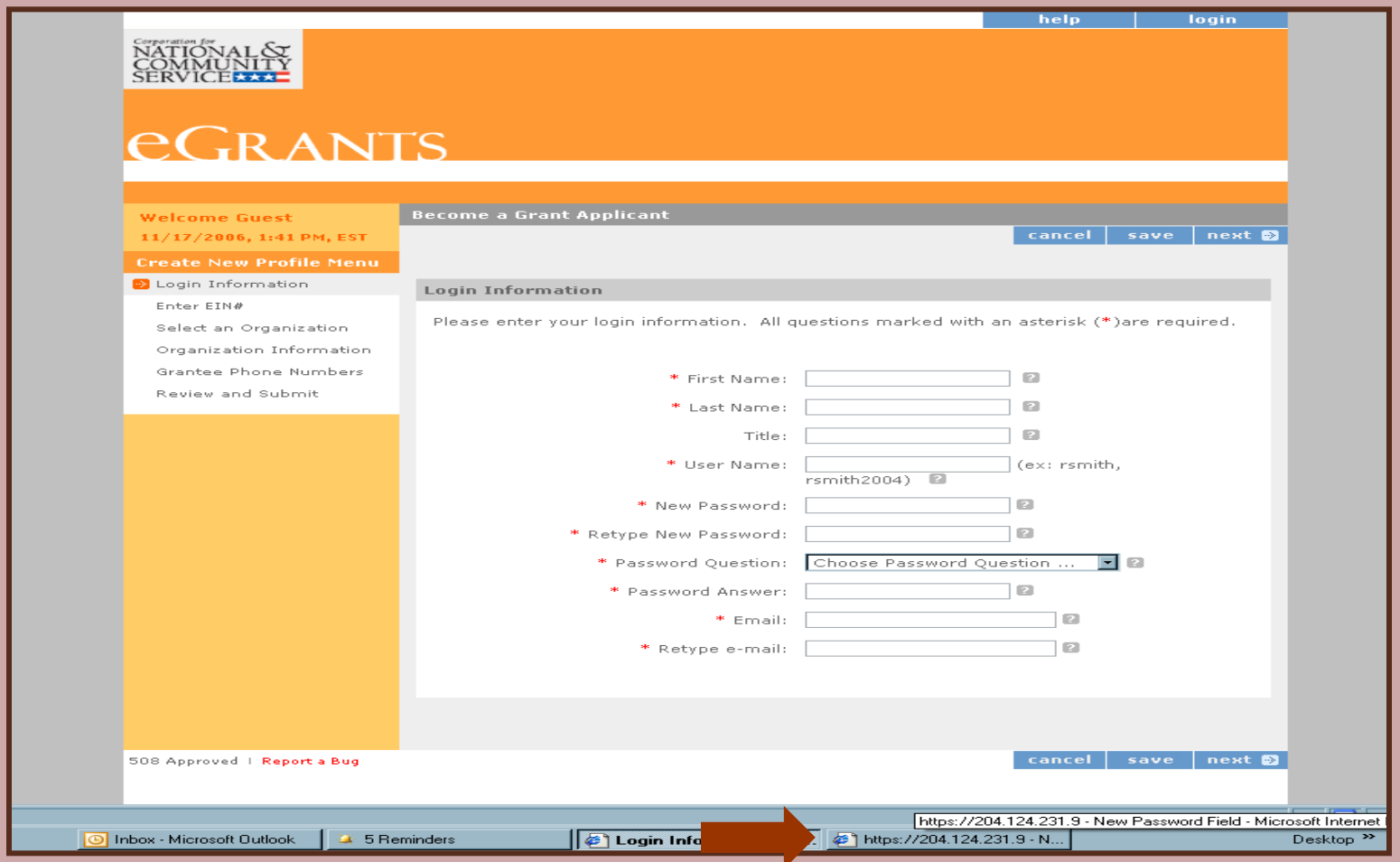
Turn off Pop-up Blocker



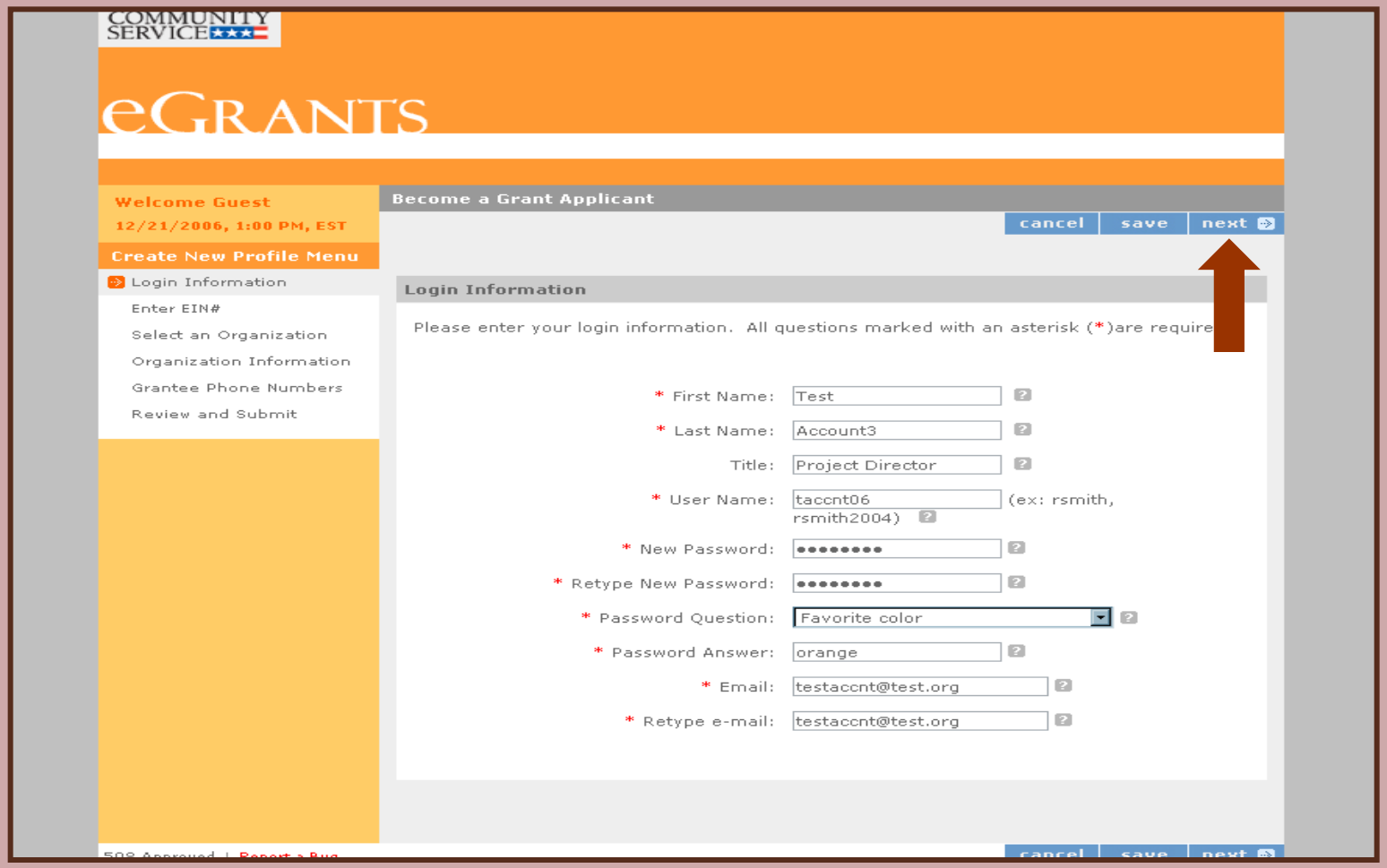
Help Menu for Password



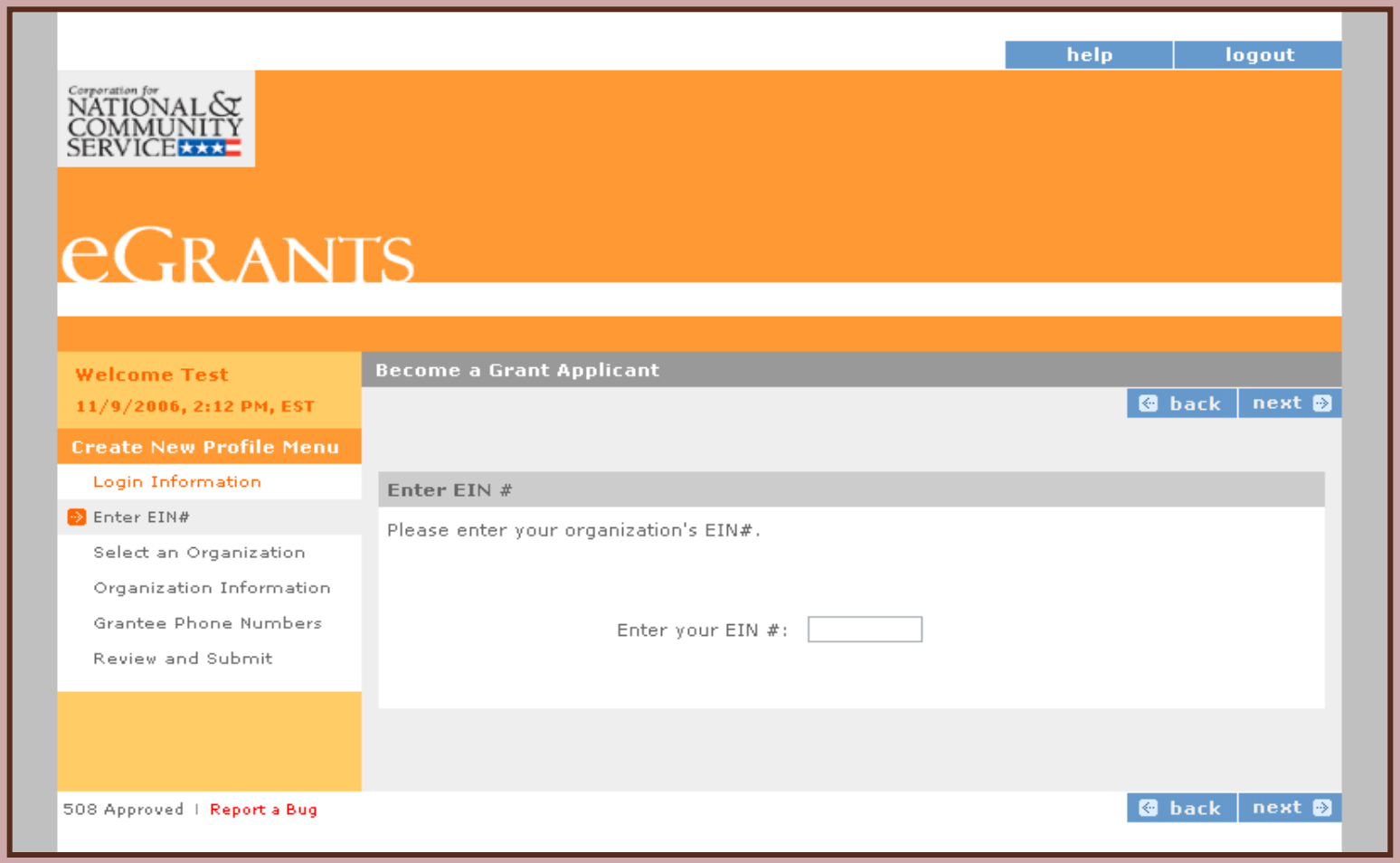
Toggle Help Menu



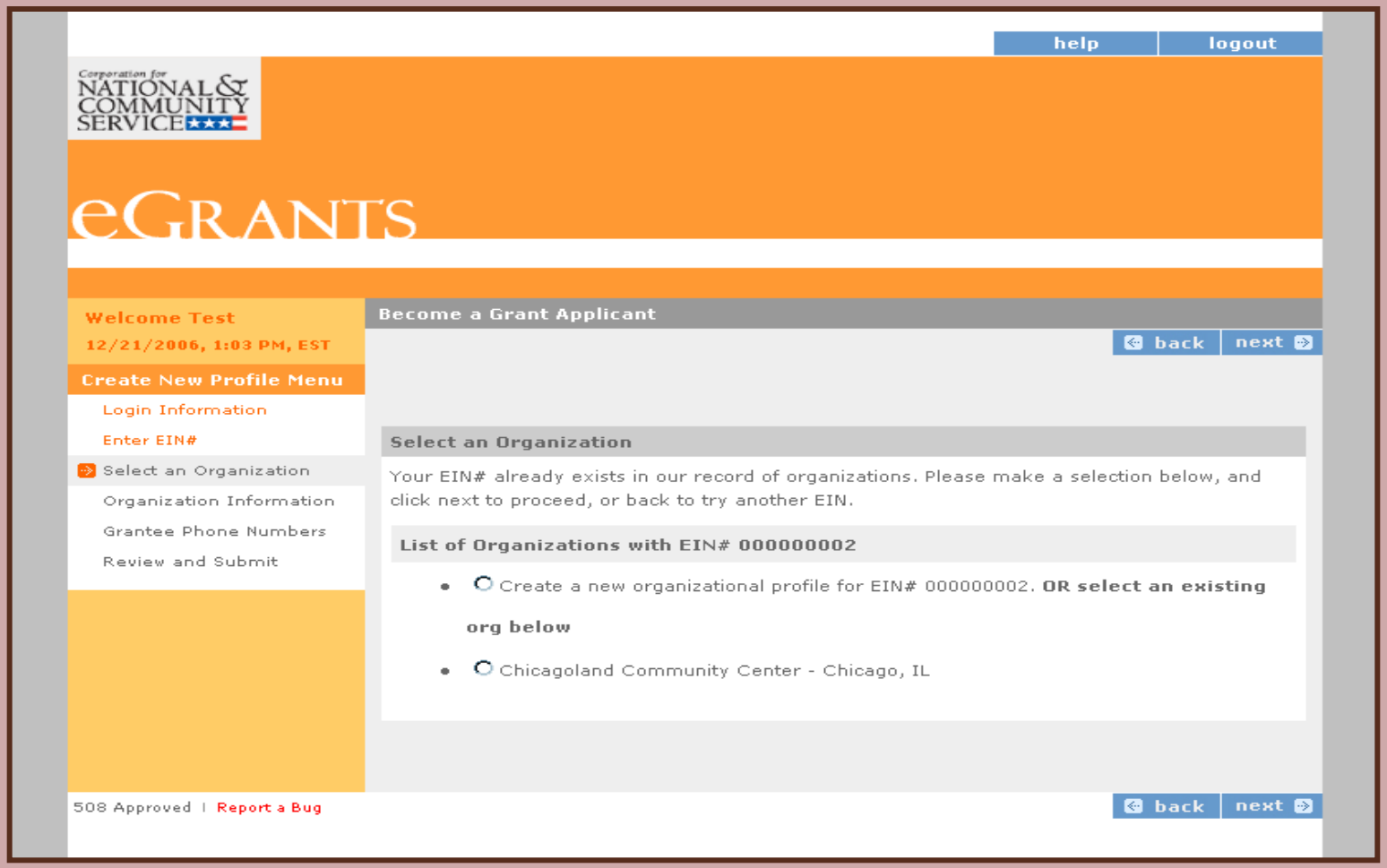
Complete Required Fields



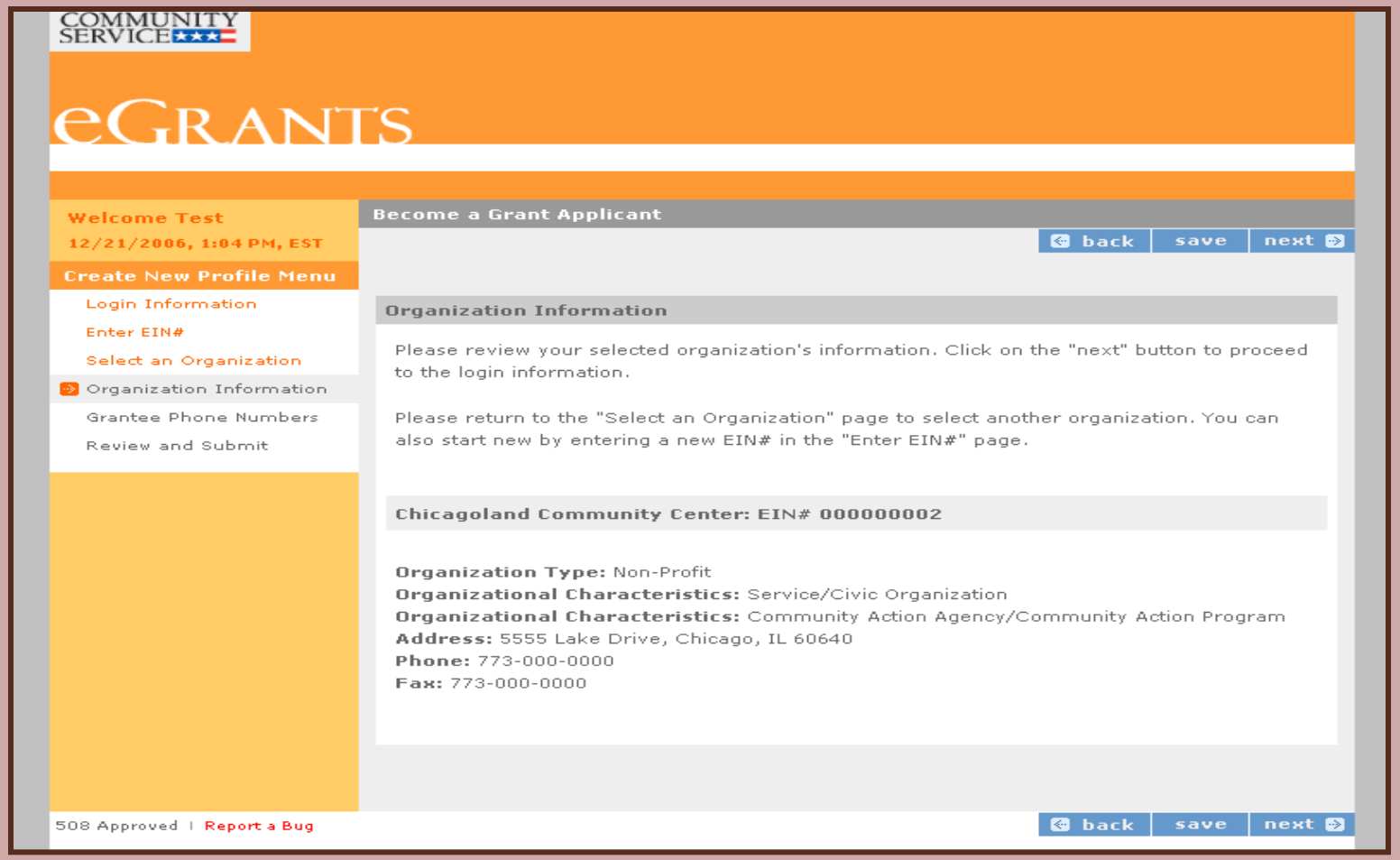
Enter EIN


help
logout
Corporation for NATIONAL & COMMUNITY SERVICE
eGRANTS
Welcome Test
11/9/2006, 2:12 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
Enter EIN #
Please enter your organization's EIN#.
Enter your EIN #:
508 Approved | Report a Bug
back
next

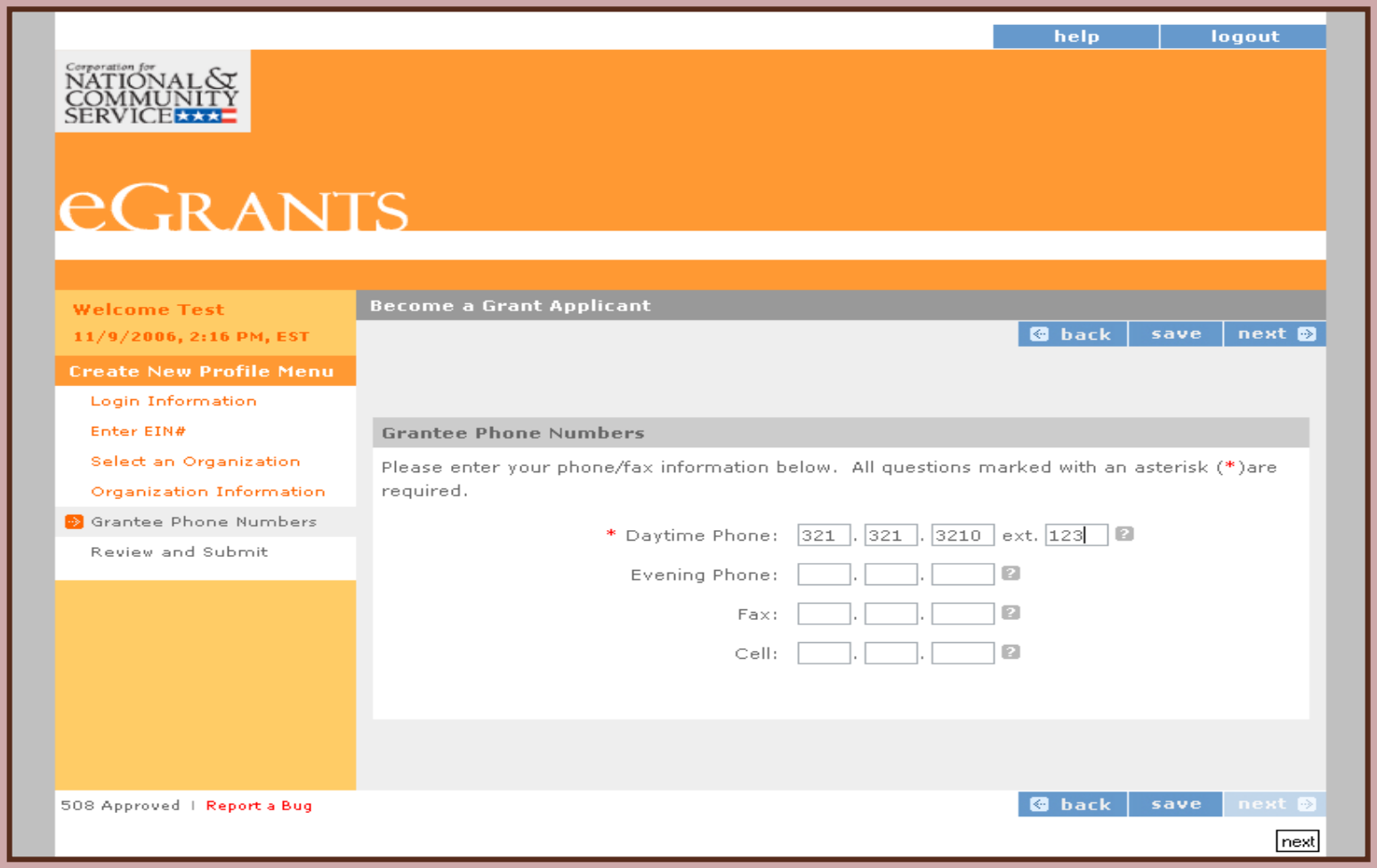
Select Your Organization



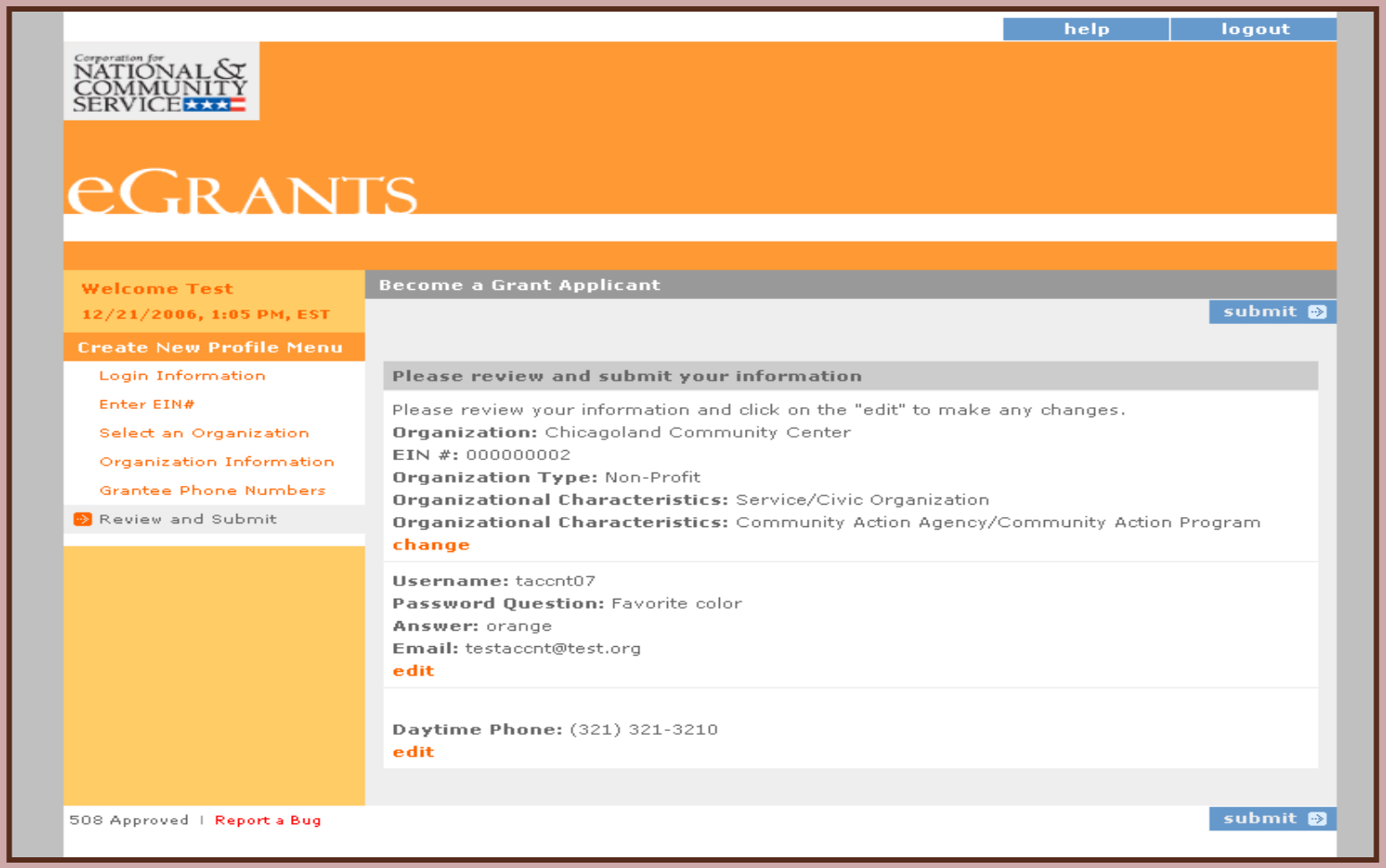
Organization Information



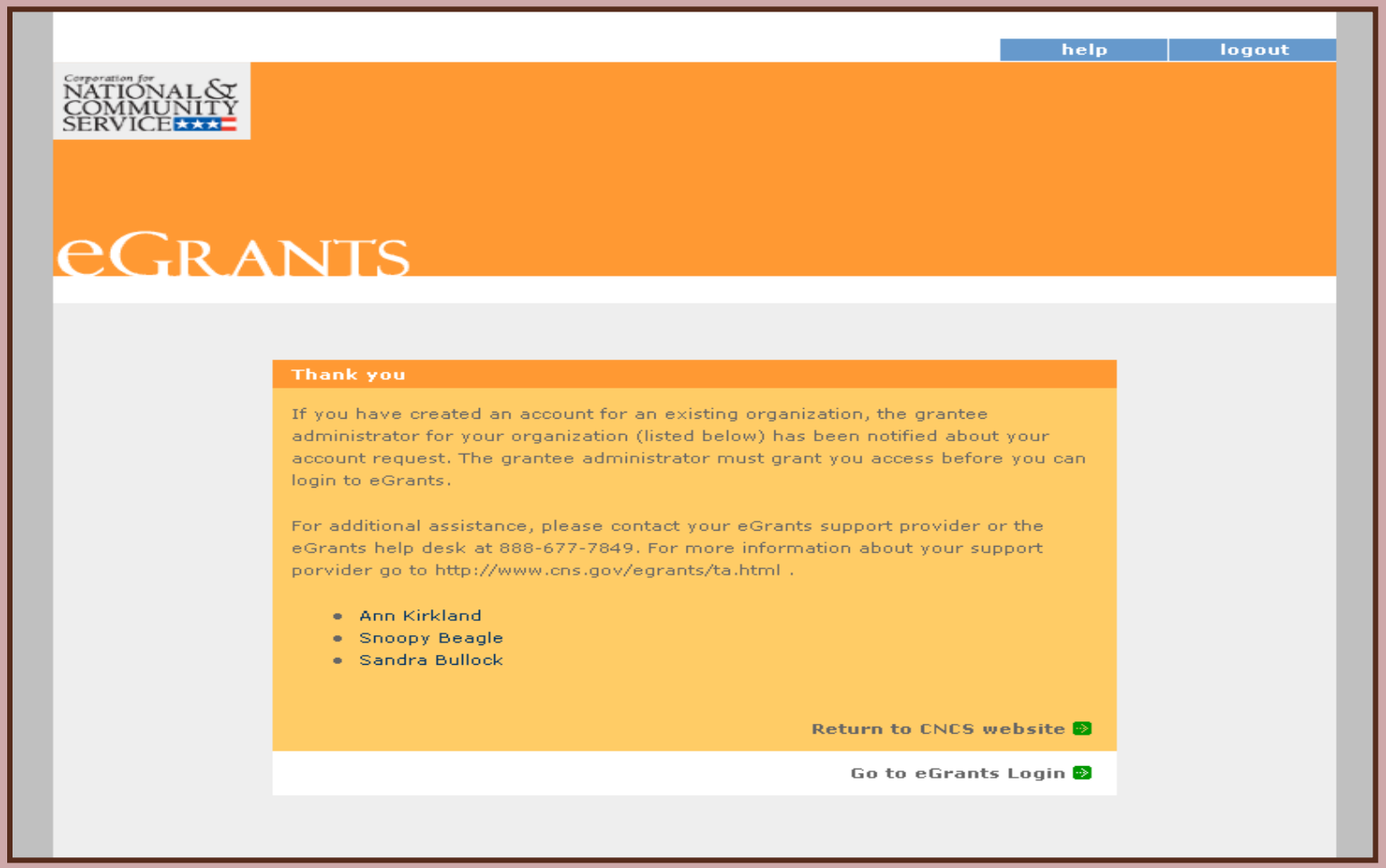
Enter Your Contact Numbers



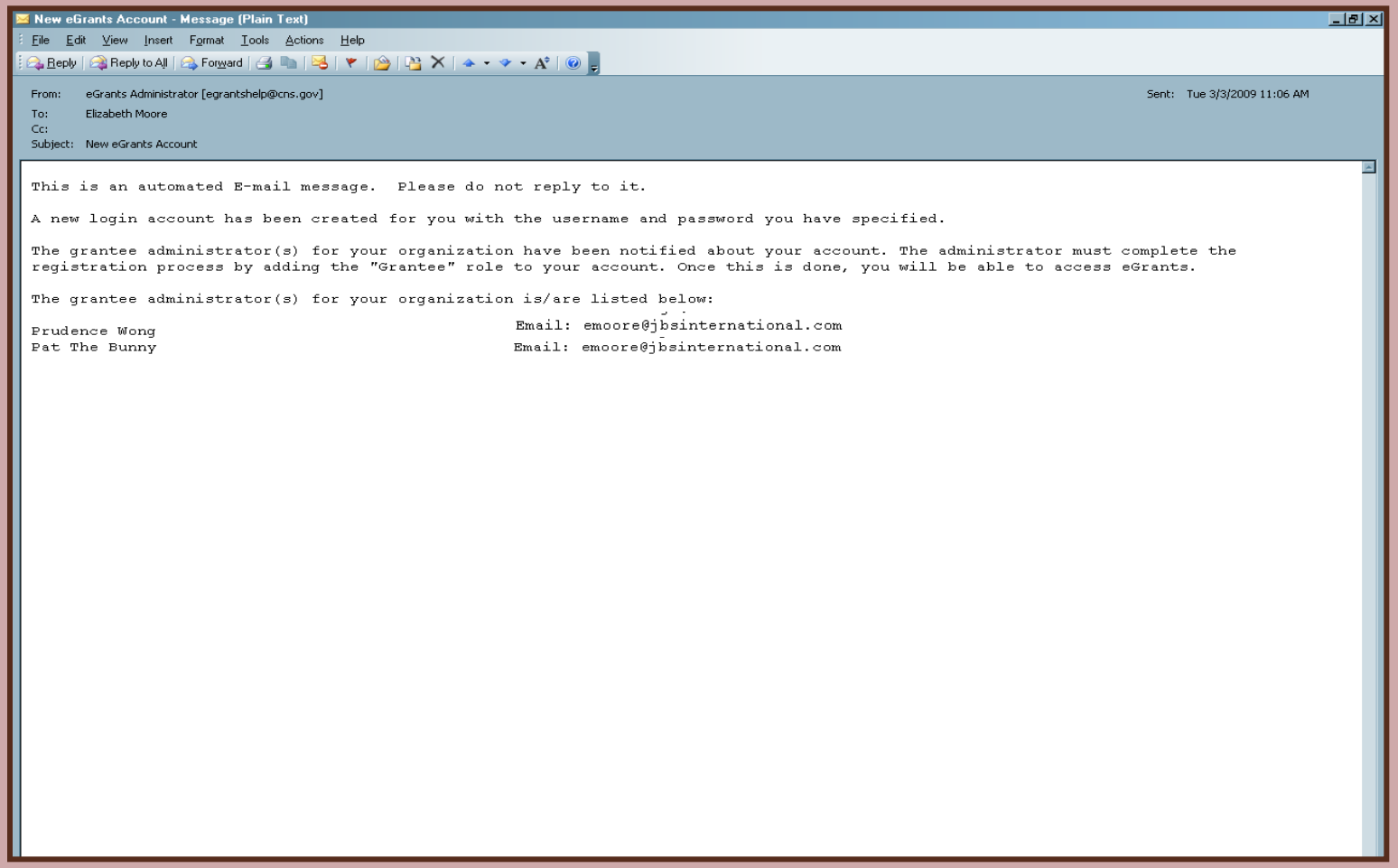
Review and Submit Account Request



Account Request Confirmation Page



Email to Account Requestor



New eGrants Account - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply | Reply to All | Forward

From: eGrants Administrator [egrantshelp@cns.gov]
Sent: Tue 3/3/2009 11:06 AM
To: Elizabeth Moore
Cc:
Subject: New eGrants Account

This is an automated E-mail message. Please do not reply to it.

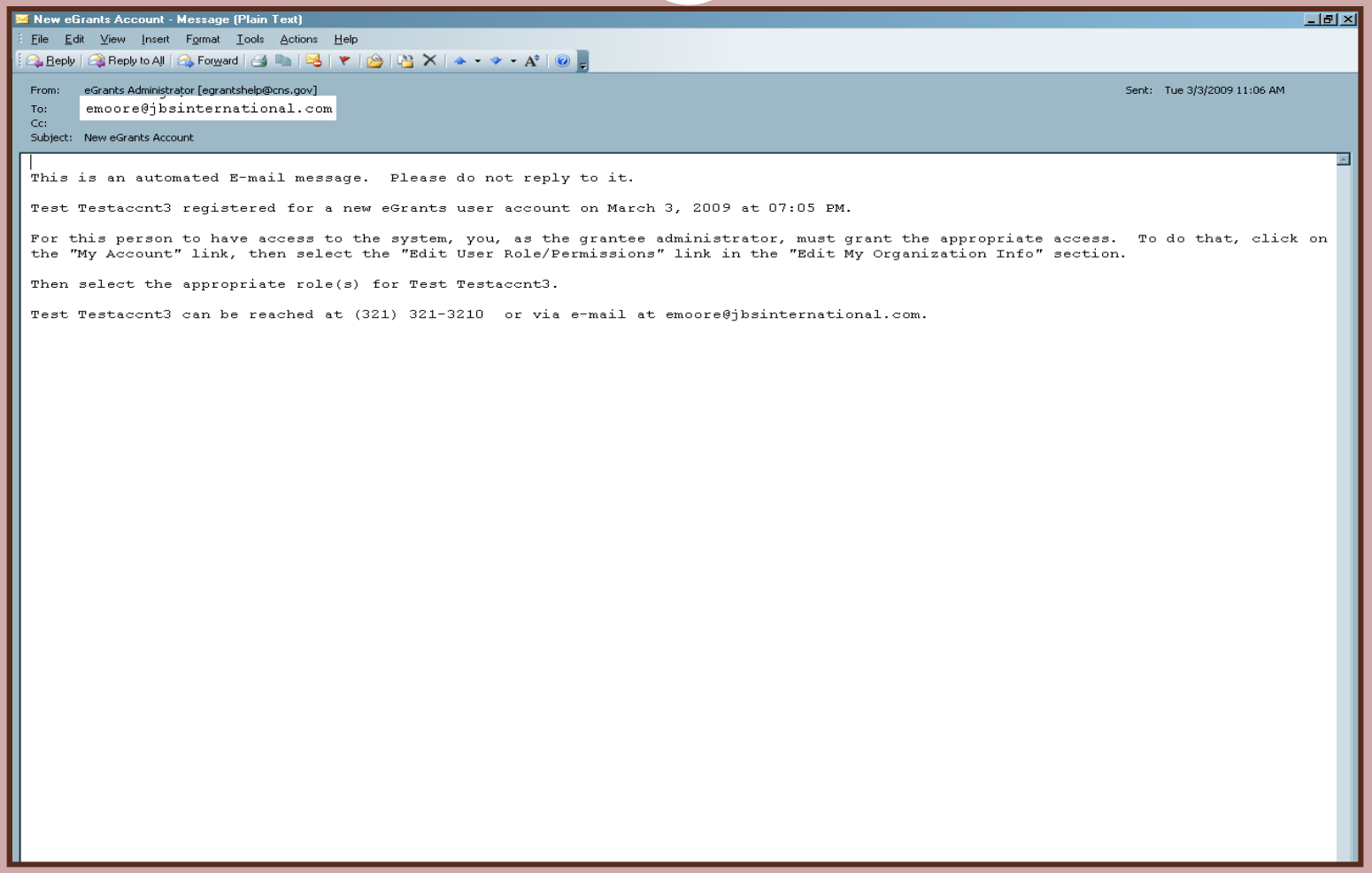
A new login account has been created for you with the username and password you have specified.

The grantee administrator(s) for your organization have been notified about your account. The administrator must complete the registration process by adding the "Grantee" role to your account. Once this is done, you will be able to access eGrants.

The grantee administrator(s) for your organization is/are listed below:

Prudence Wong Email: emoore@jbsinternational.com
Pat The Bunny Email: emoore@jbsinternational.com

Sample Email to the Grantee Administrator


New eGrants Account - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply | Reply to All | Forward

From: eGrants Administrator [egrantshelp@cns.gov]
Sent: Tue 3/3/2009 11:06 AM
To: emoore@jbsinternational.com
Cc:
Subject: New eGrants Account

This is an automated E-mail message. Please do not reply to it.

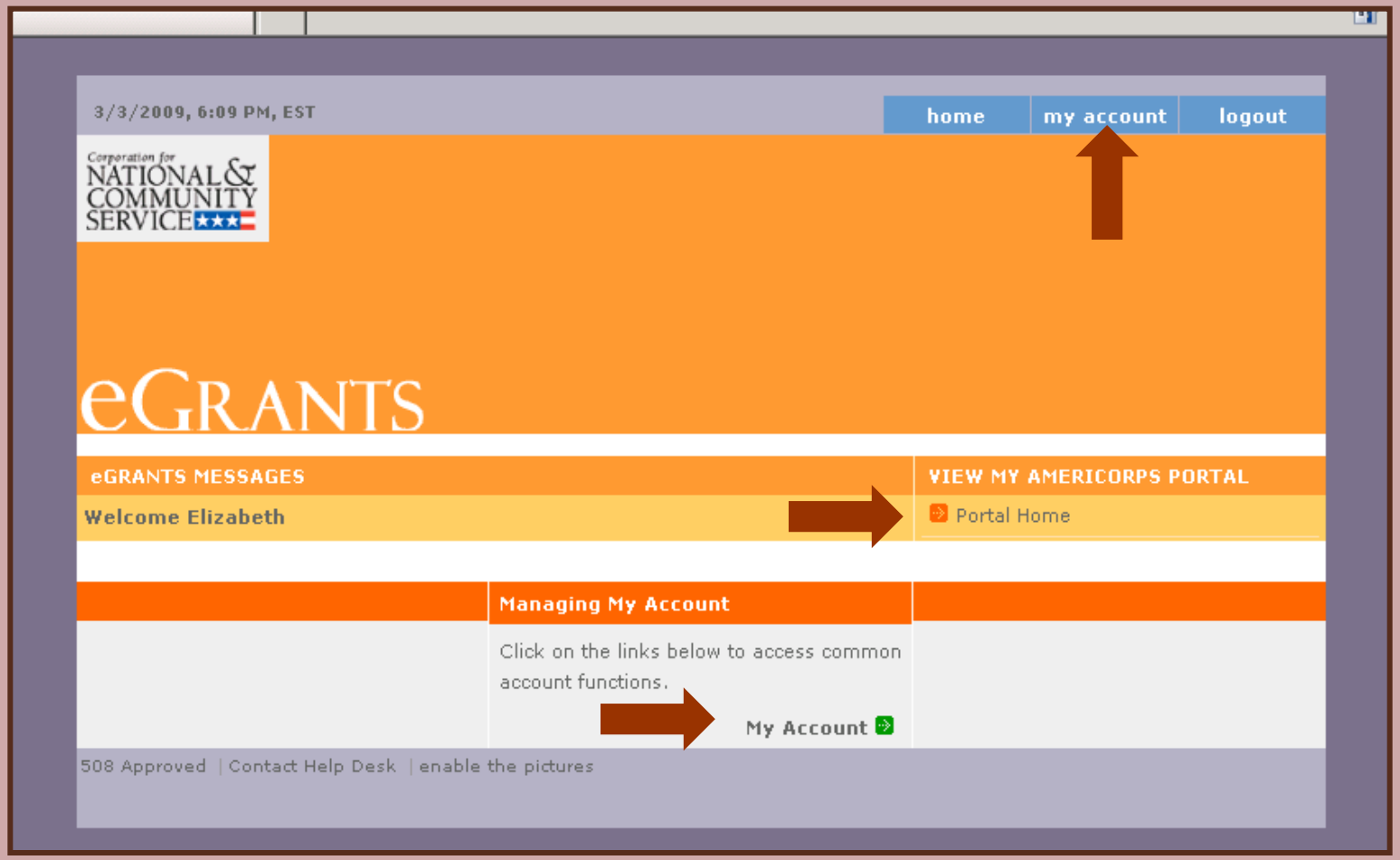
Test Testaccnt3 registered for a new eGrants user account on March 3, 2009 at 07:05 PM.

For this person to have access to the system, you, as the grantee administrator, must grant the appropriate access. To do that, click on the "My Account" link, then select the "Edit User Role/Permissions" link in the "Edit My Organization Info" section.

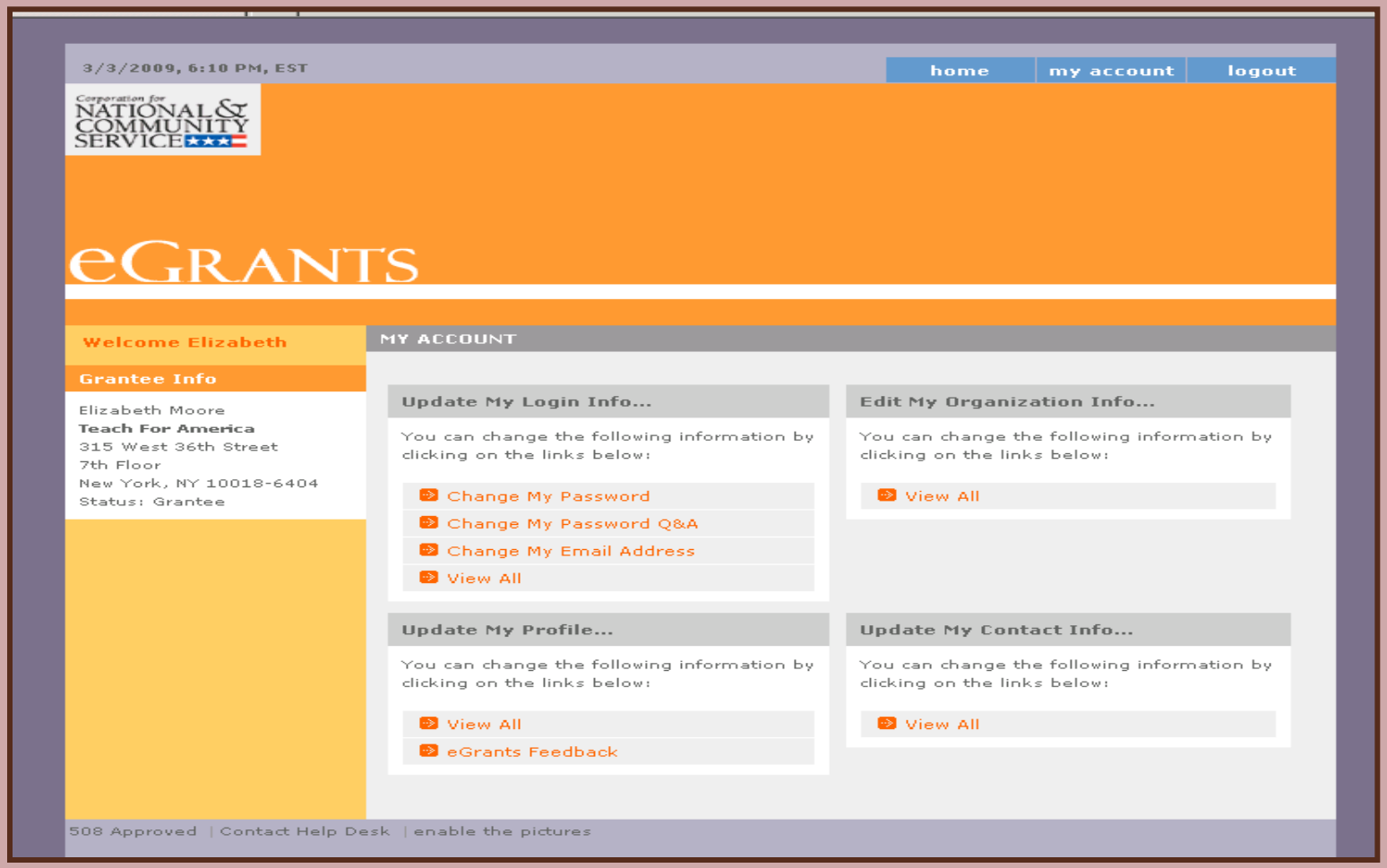
Then select the appropriate role(s) for Test Testaccnt3.

Test Testaccnt3 can be reached at (321) 321-3210 or via e-mail at emoore@jbsinternational.com.

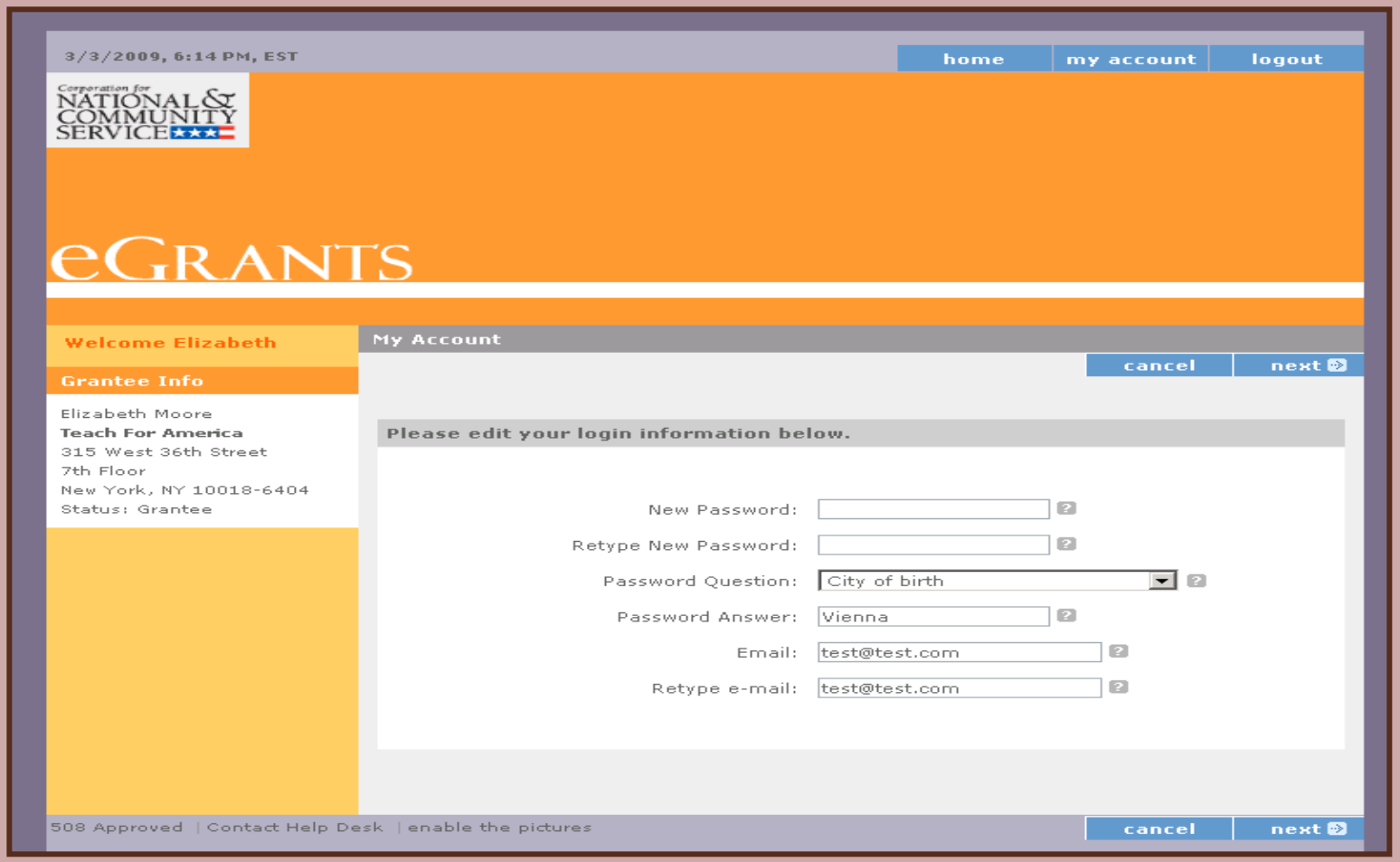
Home Page for My AmeriCorps-only Access



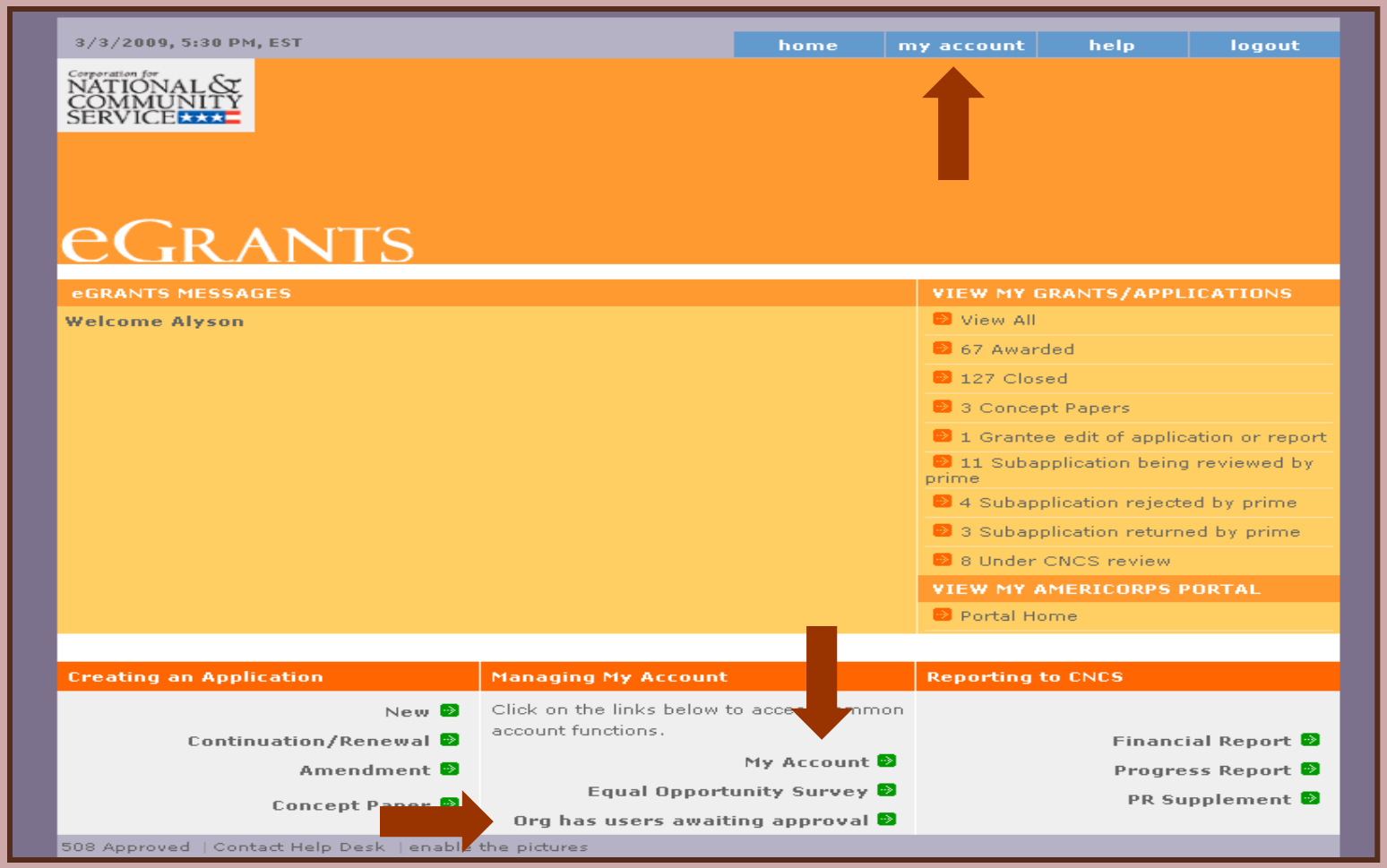
Account Page with My AmeriCorps-only Access



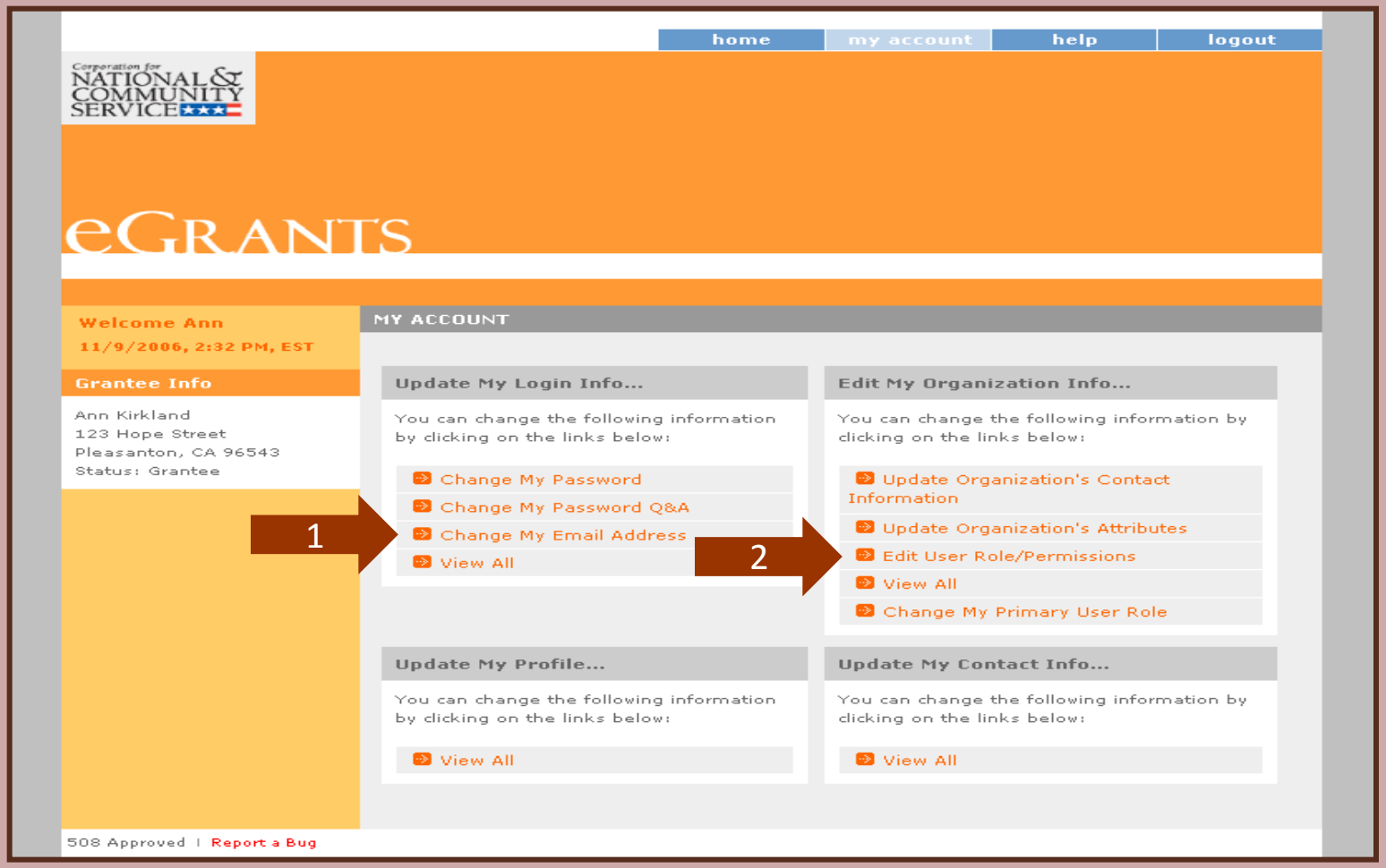
Edit Login Information



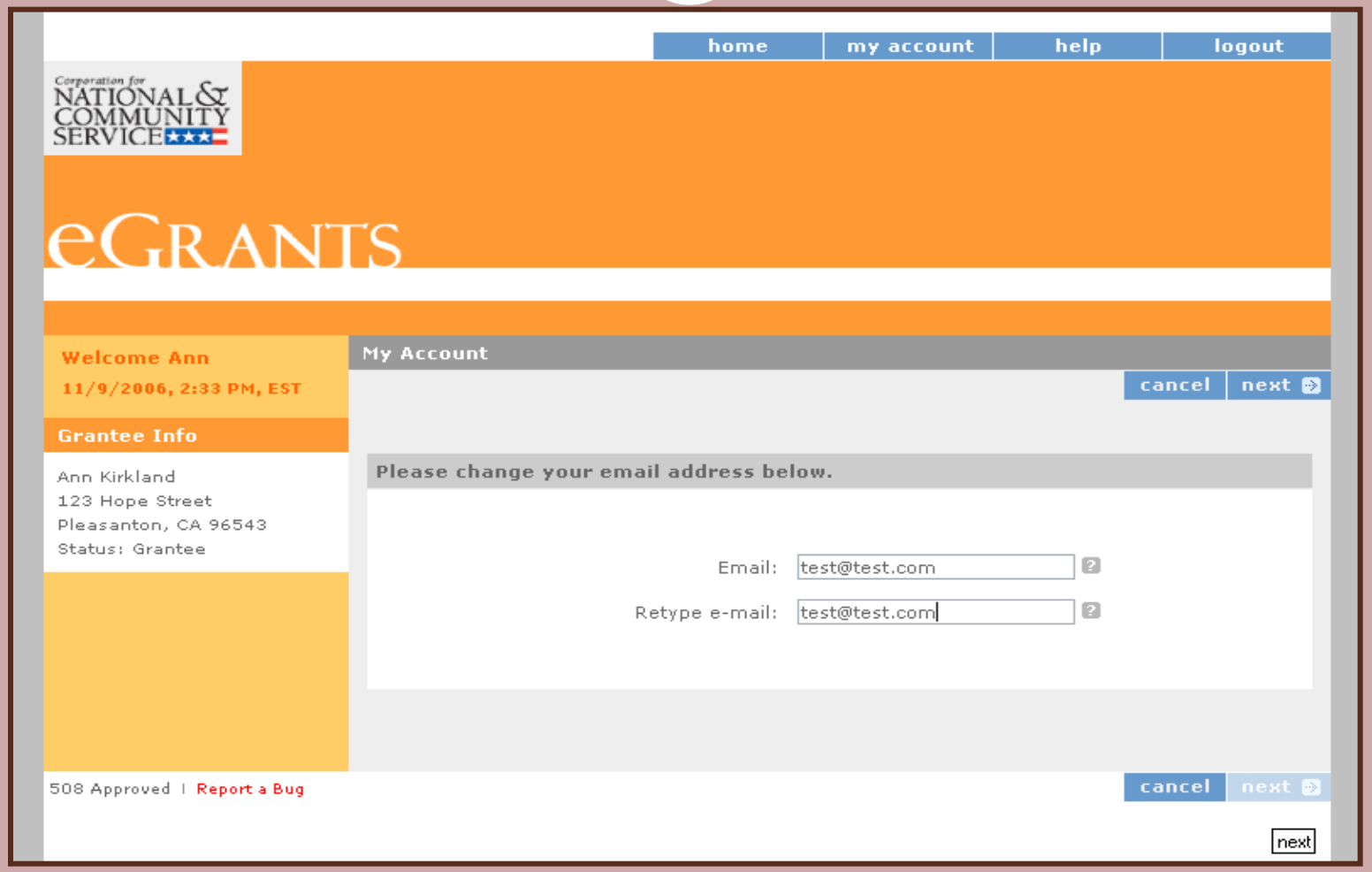
Home Page for eGrants and My AmeriCorps User



My Account Page



Update Email Address



User Roles and Overview

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

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

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.

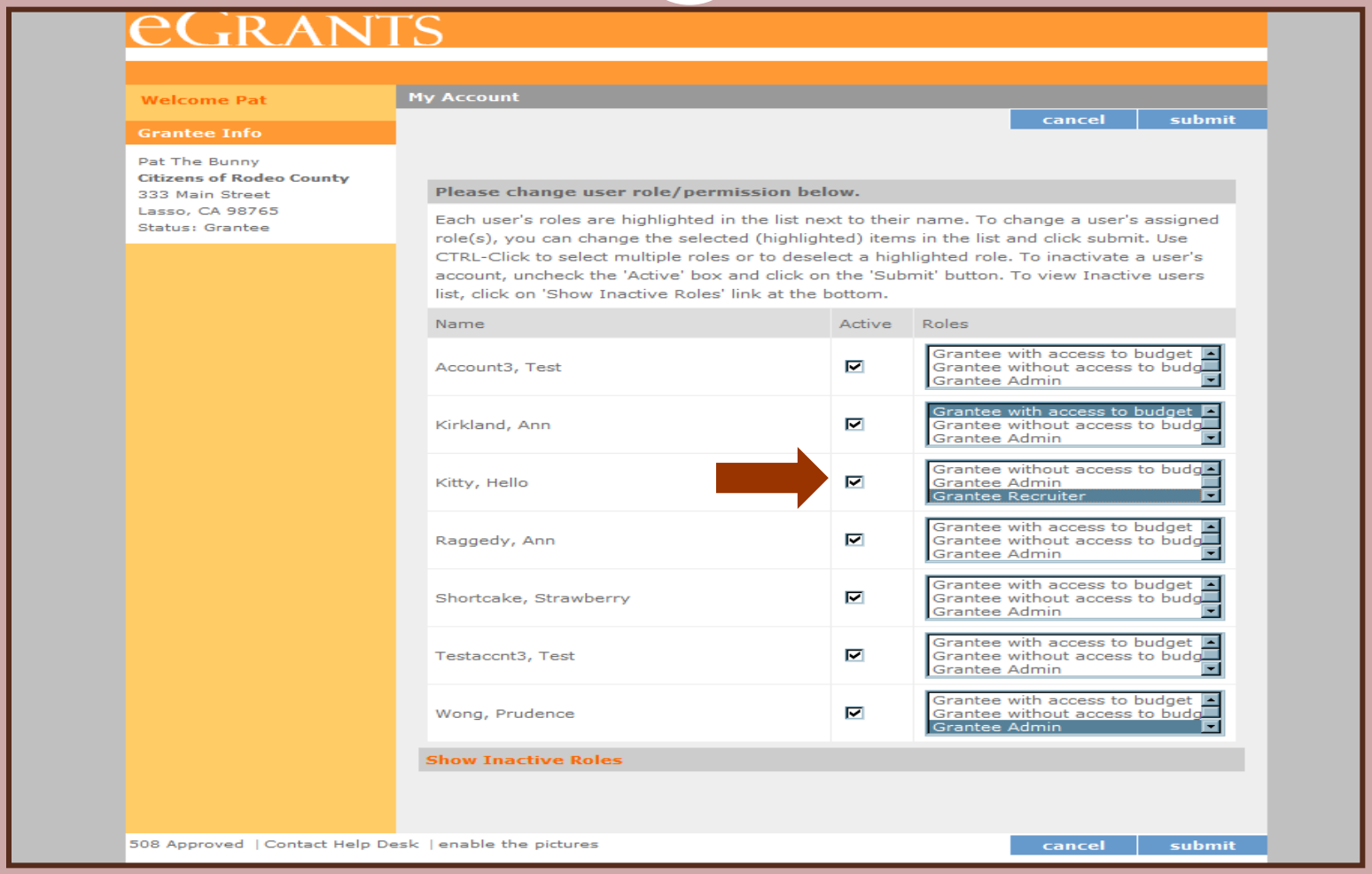
CADMIN Budget Role

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

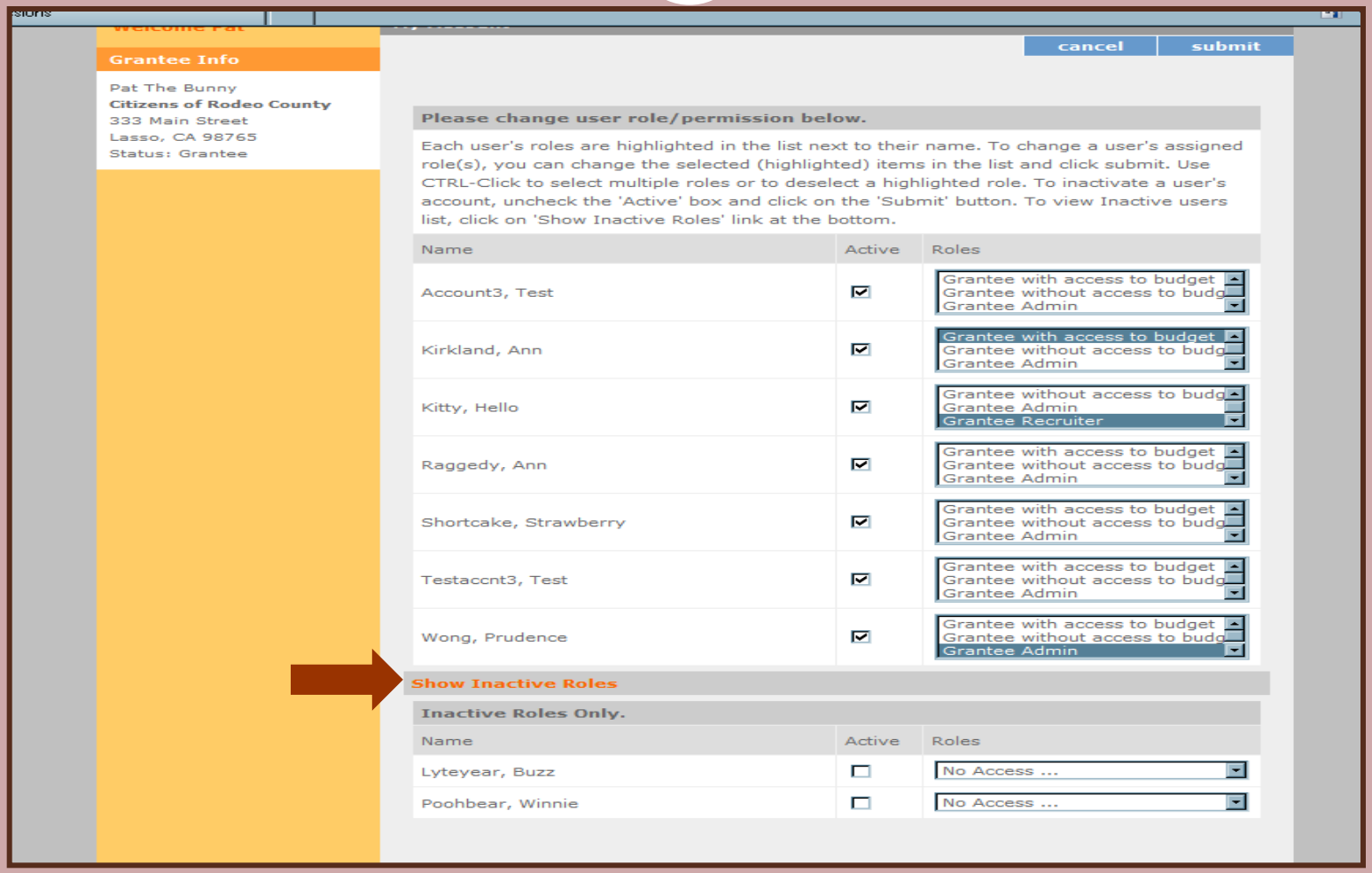
DISAB Budget Role

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

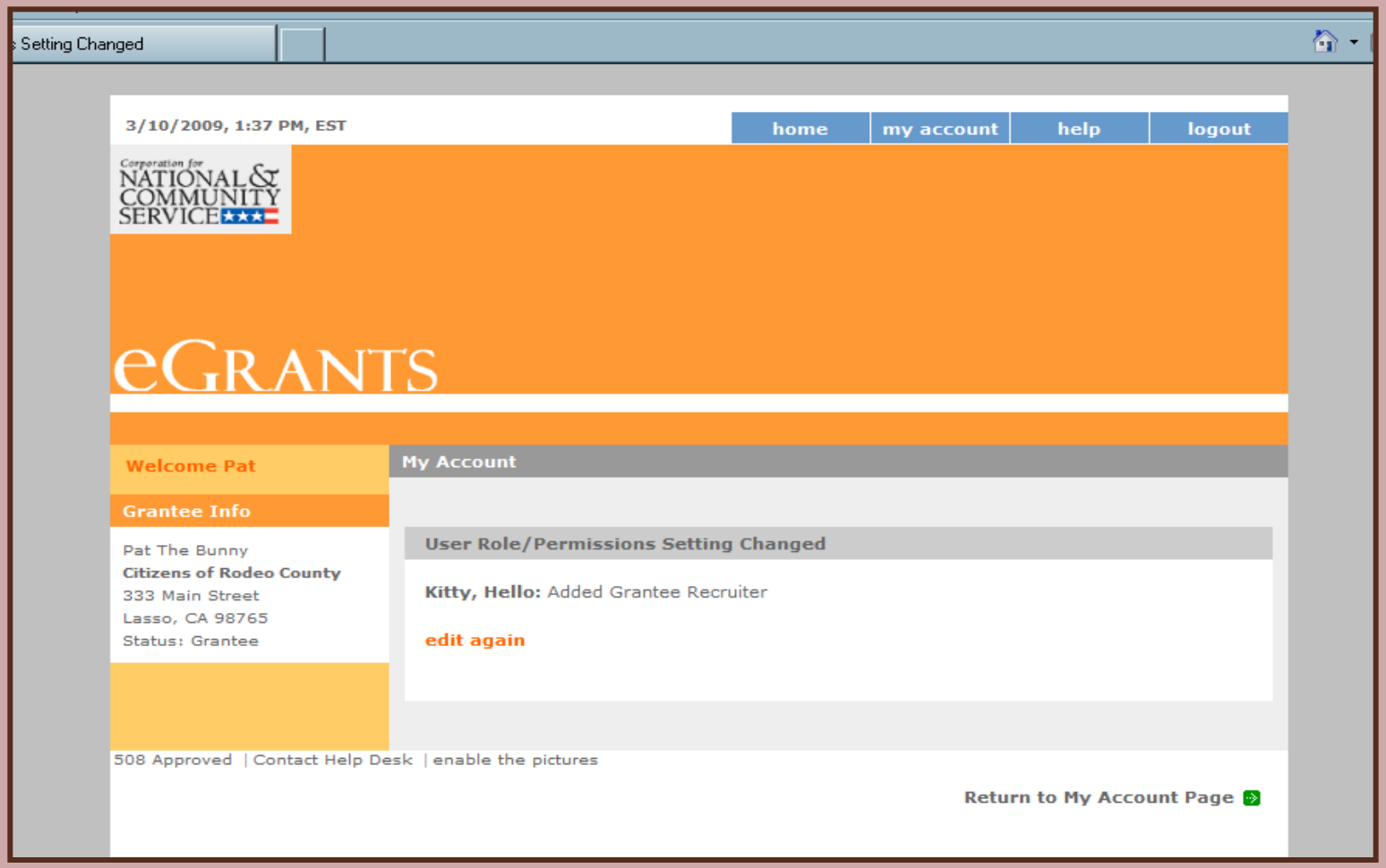
Edit User Role/Permissions Page



Show Inactive Roles



User Role Assigned



What's next?

- 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