



**AmeriCorps**

**My AmeriCorps /  
eGrants**

**User Guide**

**for**

***Grantee Administrators***

**Updated May 2021**

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# 1. Introduction

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## Audience

The audience for this user guide is VISTA grantee administrators.

## Purpose

This guide instructs users how to:

- create an eGrants account
- understand various user roles in eGrants and My AmeriCorps
- assign user roles

## Contents

Grantee administrators, VISTA sponsors, and site supervisors can access My AmeriCorps, or “the Portal,” through eGrants. My AmeriCorps is an online database that manages AmeriCorps volunteers’ data. Users can be assigned one or more roles. Roles determine what users can and cannot do within both eGrants and the Portal. This guide covers creating an eGrants account and assigning roles. For more information on the other functions within the Portal, please refer to the “My AmeriCorps User Guide for VISTA Sponsors” and other resources listed at the end of this document.

## 2. System Overview

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### Using eGrants/My AmeriCorps

eGrants is an online system designed to automate the grants and project management process. It allows applicants to find funding opportunities, apply for grants or projects, and manage grant reporting online. The system also allows AmeriCorps staff to review applications, award grants, and manage those grants and projects efficiently and effectively.

#### 2.1 eGrants: Grants Management

eGrants is primarily used to:

- Submit and track grant applications and concept papers
- Review grant applications online
- Award grants and negotiate cooperative agreements
- Manage grants and cooperative agreements, including processing amendments and continuations
- Update Financial Status and Progress Reporting

#### 2.2 eGrants: Recruitment and Member Management

eGrants also collects recruitment and member management information, which is transferred to the My AmeriCorps Portal. Automated communication between these two systems allows users to:

- Create and update VISTA project descriptions (Note: In the Portal, “project descriptions” are called “service opportunities.”)
- View applications and references for VISTA applicants
- Submit Sponsor Recommendations and select applicants
- View and electronically sign members’ Future Plans Forms
- Search for applicants and invite them to apply to the project
- Search for members serving on the project, access their contact information, and update their service site address

#### 2.3 Hardware and Software Requirements

The following hardware, software, and settings are recommended to support eGrants:

##### ***Computer***

eGrants works best with later version PC’s or Power Macintosh computers. Earlier or less powerful machines, such as 486 PCs or Mac Classics, will run eGrants with a high-speed internet connection and sufficient memory for specified browsers.

### **Internet Connection**

Machines using DSL, T1, cable modems, or dial-up connections with a modem rate of 28.8 K Baud or higher can access eGrants. "Online service providers", such as AOL or CompuServe, are not recommended for eGrants.

### **Browser**

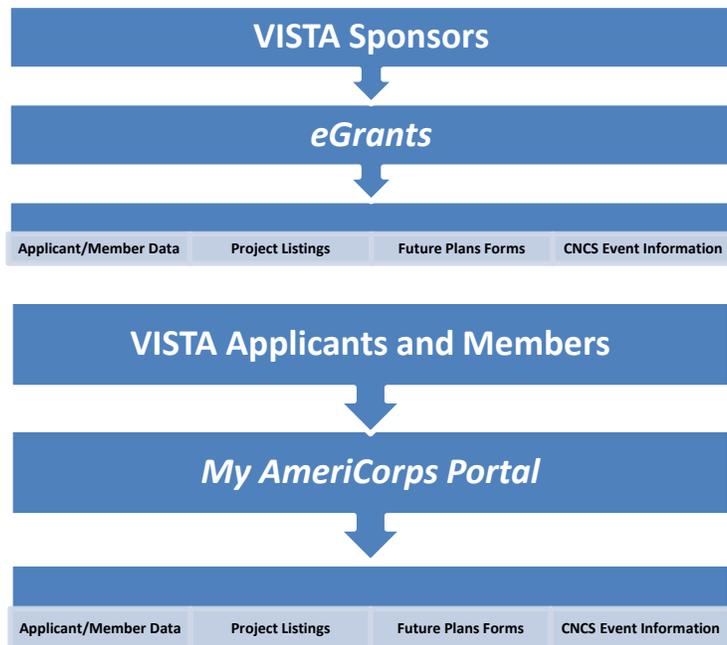
eGrants works best with Microsoft Internet Explorer 4.0, Firefox 1.5, Netscape 3.0, or later versions of these internet browsers.

### **Browser Settings**

Pop-up blockers must be turned off to edit or view certain eGrants pages. It is not necessary to accept cookies or to have a Flash player loaded to view eGrants.

## **2.4 My AmeriCorps: Connecting Applicants and Members to Sponsors**

VISTA sponsors can enter and manage recruitment and member data in eGrants as well. This data is automatically entered in My AmeriCorps, meaning that, when an individual is selected for a project in eGrants, the Portal automatically reflects that change and updates the applicant's profile. The diagrams below outline this process.



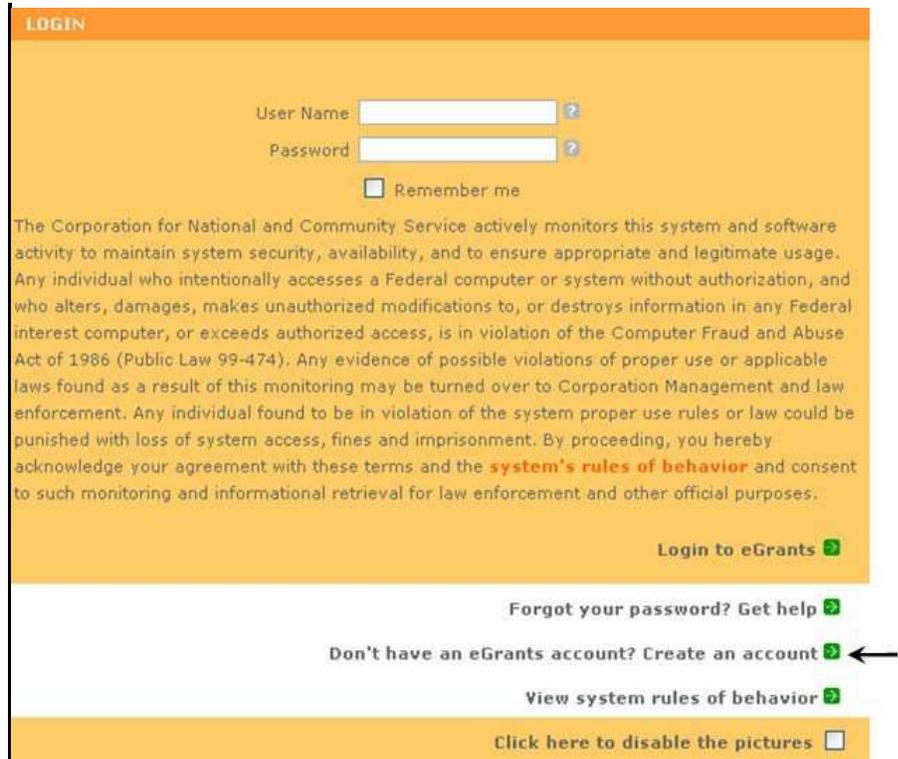
Since the site is built to be interactive, users receive email notifications when certain actions have occurred. For example, when applicants submit their information to a project, the sponsor receives an email. Similarly, once the status of an application is updated, the applicant or member receives an email alert to check their status.

### 3. Creating an eGrants Account

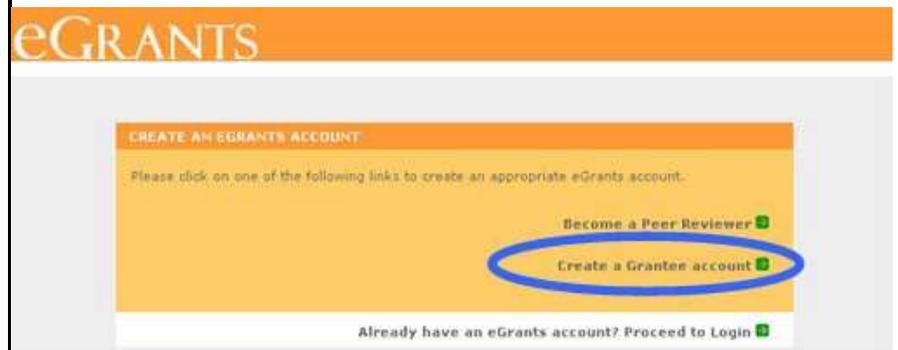
To use the Portal, users must have an eGrants account. If a user does not have an eGrants account, they can create one from the eGrants login page (<https://egrants.cns.gov>). The process for creating an eGrants account is outlined below:

#### Process

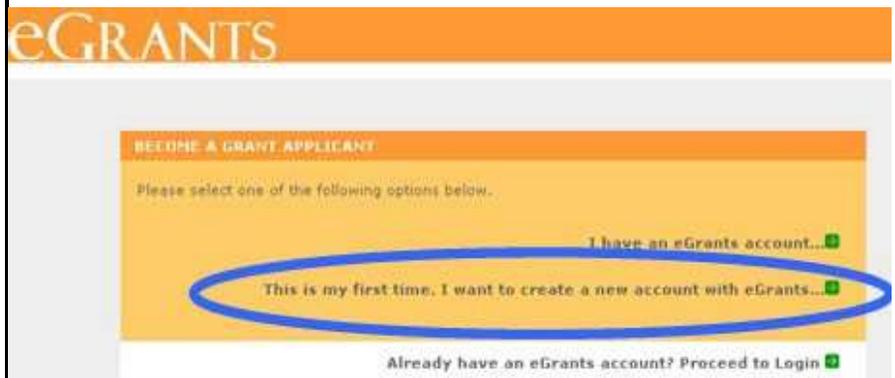
1. Click “Create an account.”



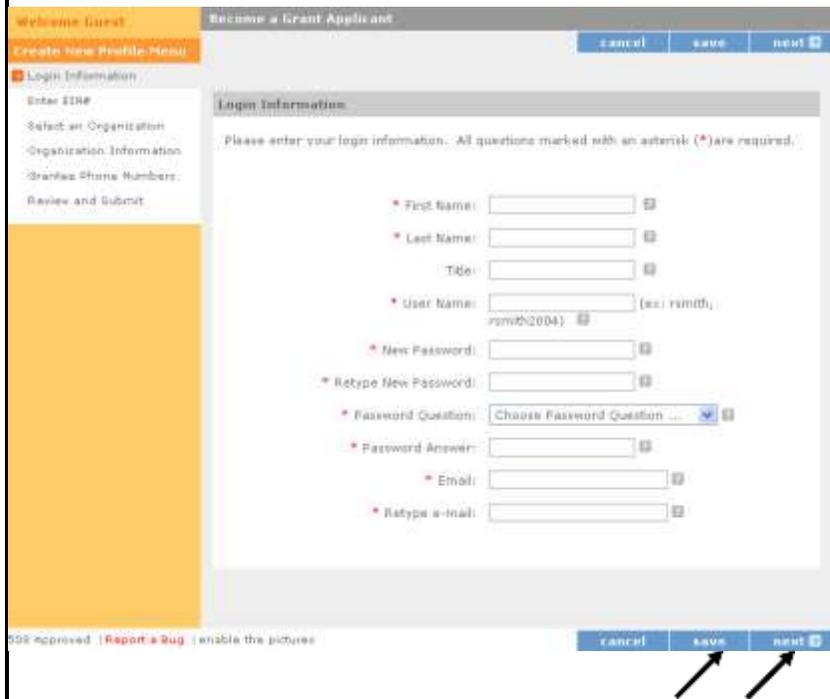
2. Click “Create a Grantee account.”



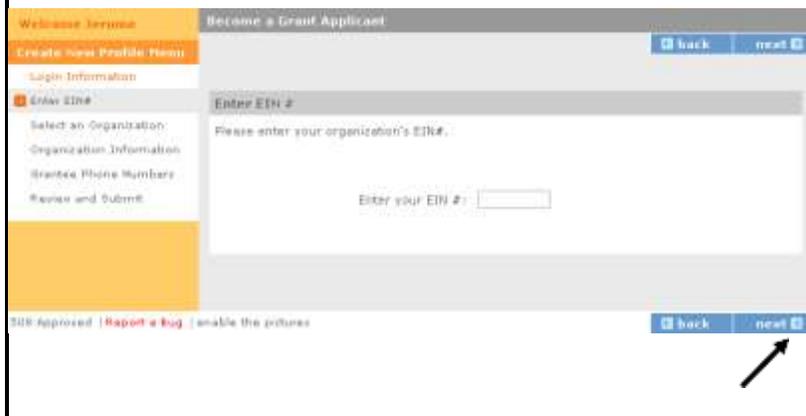
3. Click on the link that indicates “I want to create a new account with eGrants.”



4. Complete all the required fields. Verify that the contact information is correct. Create a password. The password:
  - a. Must contain at least eight characters
  - b. Must contain at least one number, but cannot begin with a number
  - c. Cannot contain a word found in the dictionary
  - d. Cannot contain special characters (!@#\$\$%^&\*()\_?><)
  - e. Cannot contain a username
5. Click “save,” then click “next” to advance to the next screen.



6. Enter an Employer Identification Number (EIN) and click “next” to advance to the next screen.



7. Select a radio button to create a new profile or to select an existing profile.

8. Click “next” to advance to the next screen.

9. Review the information and click “next” to advance to the next screen.

10. Enter phone number(s) and click “save” to save the information, then click “next” to advance to the next screen.

11. Review the information:
  - a. Click “change” to either select a different organization or to create a new one.
  - b. Click “edit” to change login credentials.
  - c. Click “edit” to change a daytime phone.
  - d. Click “submit” if the information is correct.

12. View confirmation.

A grantee administrator will receive an email alert indicating that a new user now must be assigned the appropriate roles in eGrants.

**Email Notifications:**

New users receive the following email. Grantee administrators receive a similar email notifying them of new accounts (see page 11.) The grantee administrator must log into eGrants to assign new users their appropriate roles.

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

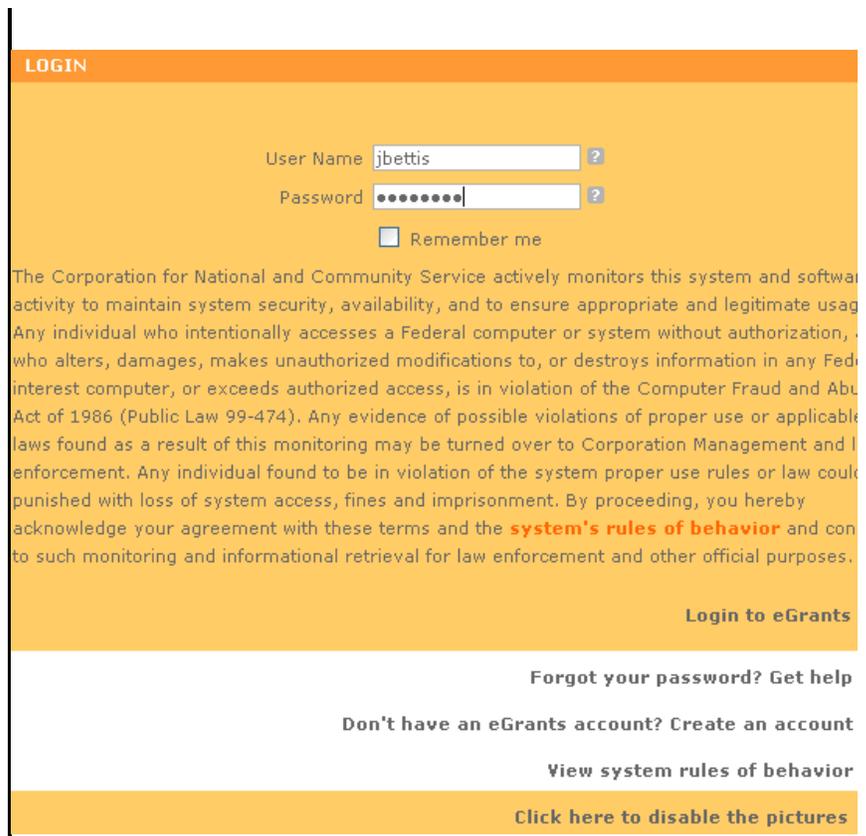
A new login account has been created for you with the username and password you have specified.

The grantee administrator(s) for your organization have been notified about your account. The administrator must complete the registration 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:

Stephen M. Schmerin Email: [test@cns.gov](mailto:test@cns.gov)  
Diane Sherwood Email: [test@cns.gov](mailto:test@cns.gov)  
Mike Moran Email: [moran@cns.gov](mailto:moran@cns.gov)

13. Proceed to login page.



14. If a new user has not been assigned a role by the grantee administrator, the user will be directed to this screen once they log on to eGrants.

Welcome Maria

Become a Grant Applicant

Create New Profile Menu

Login Information

Enter EIN#

Select an Organization

Organization Information

Grantee Phone Numbers

Review and Submit

Please review and submit your information

Please review your information and click on the "edit" to make any changes.

**Organization:** Big Brothers Big Sisters of Greater Birmingham

**EIN #:** 630647000

**DUNS #:** 031744654-

**Organization Type:** Non-Profit

**Organizational Characteristics:** Community-Based Organization

[change](#)

**Username:** mlopez09

**Password Question:** Favorite color

**Answer:** Gold

**Email:** mlopez09@yahoo.com

[edit](#)

**Daytime Phone:** (503) 222-1212

[edit](#)

OCB Approved | Contact Help Desk | enable the pictures

## 4. Assigning User Roles

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### 4.1 Overview

eGrants users are assigned specific roles. Each role allows the user to access specific tools and functions in the system. The roles are:

- Grantee Administrator
- Grantee with access to budget
- Grantee without access to budget
- Grantee Recruiter
- VISTA Grantee Member Management
- State & National Grantee Member Management
- Grantee Travel Profile

New users must first set up an eGrants account. Existing users may need to have their roles updated to access information. Users who recruit new members or complete member management tasks will need **one or both** of the following roles to use corresponding features in the Portal. Roles and their corresponding activities are listed below:

#### **Grantee Recruiter:**

- Create and update service opportunity descriptions
- Search by applicant, individual, skill set, language, education level, and availability
- Access applicants' contact information, profile, and personal information
- View applications
- Contact applicants to alert them to service opportunities
- Review references submitted with applications
- Select or reject applicants

#### **Grantee Member Management:**

- View and approve Future Plans Forms
- Search for, view, and enroll members/supervisors in CNCS events

#### **Grantee Travel Profile:**

- Complete a trainee registration profile to attend CNCS events

## 4.2 Assigning User Roles

Once a user has successfully set up an account, the grantee administrator will receive the following email:

This is an automated E-mail message. Please do not reply to it.  
Jerome Bettis registered for a new eGrants user account on December 14, 2007 at 11:20 AM.

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.

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

For this person to have access to the Portal, the grantee administrator must assign the proper role or roles to the user, as outlined in this process:

1. Log into eGrants. From the home page, click "My Account."

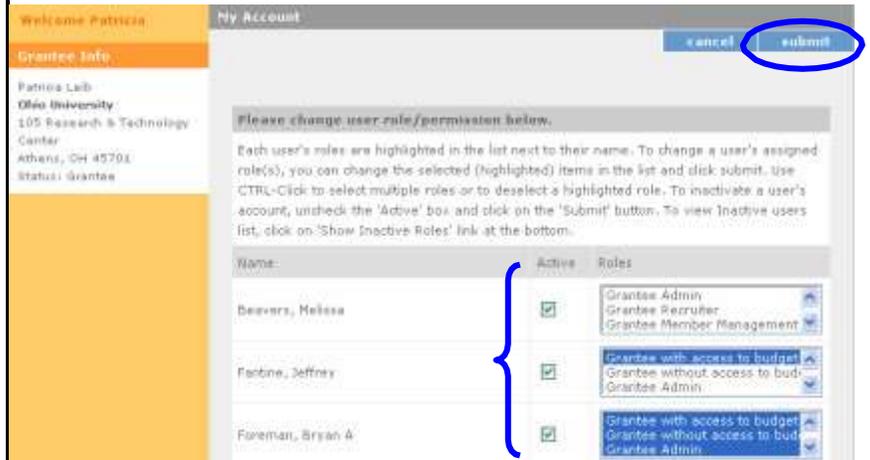


2. Click “Edit User/Role Permissions.”



3. Select the new roles from the list. To select multiple roles, hold the “ctrl” key.

Once the role or roles are selected, click “submit.”



4. View setting changes. Click “edit again” to return to the previous screen.

Return to account page to perform additional tasks or to log out.



## 5. Additional Resources

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The following resource is also available:

- My AmeriCorps User Guide for VISTA Sponsors

For additional assistance, you may contact the National Service Hotline at:

**Phone:** 888-942-2677

**Internet:** [questions.nationalservice.gov](http://questions.nationalservice.gov)