



Corporation for National & Community Service (CNCS)

eGrants / My AmeriCorps

User Guide

Grantee Administrators

Updated: December 2007

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1. New Users

1.1. System Overview: Using eGrants/My AmeriCorps

If you are new to the world of the Corporation for National and Community Service, AmeriCorps State and/or AmeriCorps National, we'd like to provide a brief introduction to the eGrants system.

1.1.1. Hardware and Software Requirements

The following hardware, software, and settings are recommended to take advantage of all of eGrants' features:

* **Computer**

eGrants works best on later model PCs or Macintosh computers of the Power Macintosh generation or later. Earlier or less powerful machines, such as 486 PCs or Mac Classics, may run acceptably when paired with a fast internet connection, assuming the computer contains sufficient memory to run one of the browsers specified below.

* **Internet connection**

eGrants can be accessed by machines using DSL, T1, cable modems, or dial-up connections using a modem rate of 28.8 K Baud or higher. It is not recommended that an "online service provider", such as AOL or Compuserve, be used to connect to eGrants, because they present special training issues for novice users.

* **Browser**

eGrants works best with Microsoft Internet Explorer 4.0, Firefox 1.5, Netscape 3.0, or higher.

* **Browser Settings**

Your web browser's popup blocker must be turned off in order for you to edit or *view* some eGrants pages. Blockers must also be turned off on toolbars such as Google, MSN, Yahoo, for example. It is not necessary to accept cookies or to have a Flash viewer loaded to view eGrants.

1.1.2. eGrants: Grants Management

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

1. Submitting and tracking grant applications and concept papers,
2. Peer-reviewing on-line grant applications,
3. Negotiating and awarding grants and cooperative agreements,
4. Managing grants and cooperative agreements including processing amendments, continuations; and
5. Financial Status and Progress Reporting.

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

1.1.3. eGrants: Recruitment and Member Management

eGrants now also serves as the gateway to using My AmeriCorps functions for recruitment and member management (beginning January 10 , 2008). These functions will be used within eGrants, but also connect to the Corporation's My AmeriCorps member portal.

As a Grantee or Sponsor, the data entered and manipulated in eGrants with respect to Recruitment is also part of the My AmeriCorps Portal. For those of you who are new to My AmeriCorps, it is an online system designed to manage the AmeriCorps experience for our volunteers.

What this means is that the application data Sponsors and Grantees see when an individual applies to volunteer is actually entered using My AmeriCorps. And when the individual is selected, it is reflected in the customized home page for the individual applying. My AmeriCorps links Sponsors and Grantees to applicants, members and alumni and vice versa. As My AmeriCorps grows in maturity, you will see an increase in benefits of having this connection to applicants, members and alumni.

The site is built to be interactive so that when a member applies to a program, Sponsors and Grantees will receive an initial email notification. As the status of applications or request forms change, applicants and members will also receive an alert to check the status. This keeps the process as transparent and progressive as possible.

2. Key Process Changes for Current AC*RPS Users

The functionality of the AmeriCorps Recruitment and Placement System (AC*RPS) will be available beginning January 10, 2008 through the Portal and this stand-alone system will have been retired. Current project listings and applicant files will be migrated to the Portal. The functions and features are the same, however, the look of the site, navigation, and ways to access the recruiting and application features have changed.

Sponsors and Grantees will use eGrants as their gateway to the My AmeriCorps portal: <http://www.cns.gov/egrants/index.asp>.

Applicants will be guided to a new, inviting web page to learn about service opportunities and begin the process of applying online. The application process is transparent as applicants will have a customized Home Page from which they can see the status of their applications, update profile information, update references, and search for opportunities.

As applicants become members, their information will follow them throughout their services and will have access to new features and forms when they become available.

This will decrease the amount of paperwork for everyone – members, staff and Grantees/Sponsors. Some frequently asked questions from your staff whom previously used the AC*RPS system include:

How do I get to my current postings?

Current **program listings** have been migrated to *My AmeriCorps*. Specifically, on the eGrants home page, under “View My AmeriCorps Portal,” links will be provided for recruitment and application functions. On your Member Recruitment Page you will see a link for Service Opportunity Listings. Clicking on that link will bring up your current postings and also functionality for you to create and edit listings.

How do I see who has applied?

Current **applications** have been migrated to *My AmeriCorps*. Specifically, on the eGrants home page, under “View My AmeriCorps Portal,” links will be provided for recruitment and application functions. If you have applications to your program awaiting review, a link will appear next to your Recruitment functionality with “x” number of applications pending.

What do I need to do to prepare for the transition?

Because we will move your current listings and applicants to the new system, you do not need to do anything within the ACRPS system to prepare. However **if you anticipate needing to approve applicants in the timeframe of the transition**, please try to do so before the planned downtime beginning at 11:59 PM EST on January 6. Also, please make sure your contact information is current – especially the email address associated with each listing.

What if I do not have an eGrants account?

For those who don't use eGrants currently, they can apply for an account from the eGrants log-in page. Their Grantee Administrator will then be alerted to the fact that they will need to be assigned roles. To help facilitate this process, we will work with them prior to the transition to explain the new roles and ask them to identify individuals within their organizations who will need the new roles.

Who can I contact with questions?

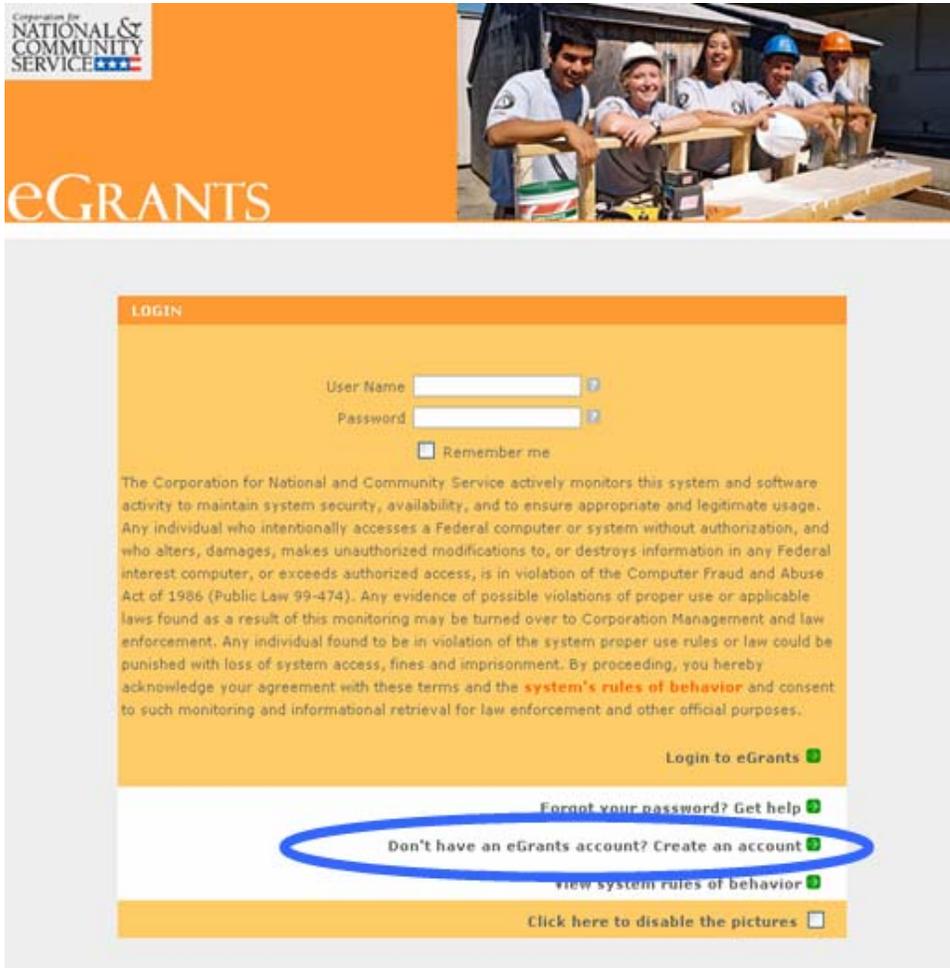
You can send your questions to admin@americorps.org. Our Recruitment Administrator can work with you to identify the root of the problem and resolve it.

Once the new system is live, for technical issues with eGrants, you may contact the eGrants Help Desk at 1-888-677-7849 between 8:00 AM to 6:00 PM Eastern Time, Monday through Friday. You may also email the help desk at egrantshelp@cns.gov.

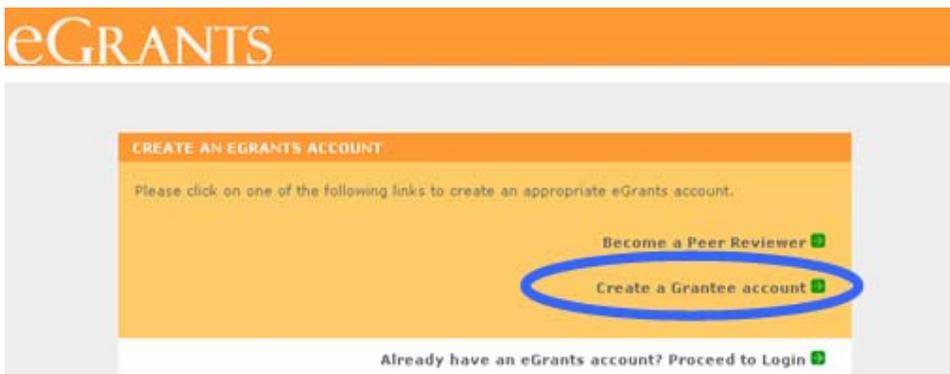
The process for setting up an account is explained in the next section.

3. Setting Up an eGrants Account

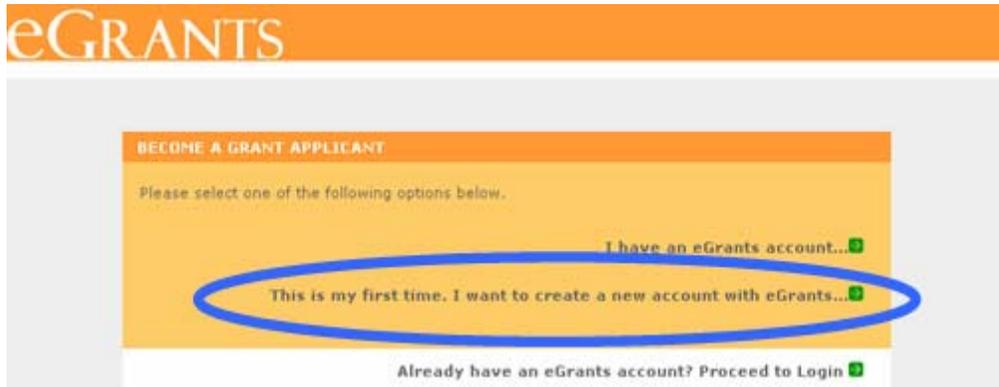
1. If a user does not have an eGrants account they will have the option to create one from the login page. Click on the link to create a new account.



2. Click on the link to create a grantee account.



3. Click on the link that indicates that it is your first time.



4. Complete all of the required fields. Be sure that your contact information is correct. The password requirements are:

- Must contain at least 8 characters
- Must contain at least 1 number, but cannot begin with a number
- Cannot contain a word found in the dictionary
- Cannot contain special characters such as !@#\$%^&*()_?><
- Cannot contain your username

Click on **next** to advance to the next screen.

5. Enter your EIN (Employer Identification Number) and click on **next** to advance to the next screen.

The screenshot shows a web interface for becoming a grant applicant. On the left is a navigation menu with the following items: 'Welcome Jerome', 'Create New Profile Menu', 'Login Information', 'Enter EIN#' (highlighted with a red arrow), 'Select an Organization', 'Organization Information', 'Grantee Phone Numbers', and 'Review and Submit'. The main content area is titled 'Enter EIN #' and contains the text 'Please enter your organization's EIN#.' Below this is a text input field with the placeholder text 'Enter your EIN #:' and a small rectangular input box. At the top right and bottom right of the main content area are 'back' and 'next' buttons. At the bottom left, there is a footer with the text '508 Approved | Report a Bug | enable the pictures'.

6. Click on the button to either create a new profile or select an existing profile if there are already users and click on **next** to advance to the next screen.

The screenshot shows the next step in the grant application process. The navigation menu on the left is updated: 'Enter EIN#' is now highlighted with a red arrow, and 'Select an Organization' is the next item. The main content area is titled 'Select an Organization' and contains the text '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.' Below this is a section titled 'List of Organizations with EIN# :'. It contains two radio button options: 'Create a new organizational profile for EIN# 23' and 'OR select an existing org below'. Under the second option, there is a radio button next to the text 'Commission of Citizen Service'. At the top right and bottom right of the main content area are 'back' and 'next' buttons. At the bottom left, there is a footer with the text '508 Approved | Report a Bug | enable the pictures'.

7. Review your information and click **next** to advance to the next screen.

The screenshot shows the 'Organization Information' step of the 'Become a Grant Applicant' process. On the left is a navigation menu with options: 'Welcome Jerome', 'Create New Profile Menu', 'Login Information', 'Enter EIN#', 'Select an Organization', 'Organization Information' (highlighted), 'Grantee Phone Numbers', and 'Review and Submit'. The main content area has a title 'Organization Information' and two paragraphs of instructions. Below the instructions is a grey box containing the organization name and EIN: 'PennSERVE: the Governor's Commission of Citizen Service: EIN# 236003107'. Underneath, the following details are listed: 'Organization Type: State Government', 'Organizational Characteristics: State Commission', 'Address: 1306 Harrisburg, PA 17120', 'Phone: 717-', 'Fax: 717-70', and 'Email: test@cns.gov'. At the top right and bottom right of the main content area are buttons for 'back', 'save', and 'next'. At the bottom left, there is a footer with '508 Approved | Report a Bug | enable the pictures'.

8. Enter your phone number(s) and click **next** to advance to the next screen.

The screenshot shows the 'Grantee Phone Numbers' step of the 'Become a Grant Applicant' process. The navigation menu on the left is the same as in the previous screenshot, but 'Grantee Phone Numbers' is now highlighted. The main content area has a title 'Grantee Phone Numbers' and a paragraph of instructions: 'Please enter your phone/fax information below. All questions marked with an asterisk (*) are required.' Below the instructions are four rows of input fields: '* Daytime Phone: [] . [] . [] ext. []', 'Evening Phone: [] . [] . []', 'Fax: [] . [] . []', and 'Cell: [] . [] . []'. Each input field has a small question mark icon to its right. At the top right and bottom right of the main content area are buttons for 'back', 'save', and 'next'. At the bottom left, there is a footer with '508 Approved | Report a Bug | enable the pictures'.

9. Conduct a final review of your information. If something is incorrect click on **change** or **edit** to make the necessary corrections. Click on **submit** if your information is correct.

Welcome Jerome | Become a Grant Applicant | submit

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: Governor's Commission of Citizen Service

EIN #: 236

Organization Type: State Government

Organizational Characteristics: State Commission/Alternative Administrative Entity

change

Username: jbettis

Password Question: Favorite color

Answer: Gold

Email: ntichon@cns.gov

edit

Daytime Phone: (202) 606-7534

edit

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10. View confirmation and also helpful numbers and contact information. The Grantee Administrator will have received an email alerting the individual to the fact that the new user now must be assigned the appropriate roles in eGrants.

eGRANTS

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>.

- Stephen M. Schmerin
- Diane Sherwood

[Return to CNCS website](#)

[Go to eGrants Login](#)

11. New users will receive the following email.

|
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 |
| Diane Sherwood | Email: test@cns.gov |
| Mike Moran | Email: mmoran@cns.gov |

12. Proceed to login.

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](#)

If a new user has not been assigned a role by the Grantee Administrator, he/she will be directed to this screen.

The screenshot shows a web interface for a grant applicant. On the left is a navigation menu with orange highlights. The main content area is titled 'Become a Grant Applicant' and contains a 'submit' button. Below the title is a section 'Please review and submit your information' with a message: 'Please review your information and click on the "edit" to make any changes.' The profile information is displayed in a table-like format with 'edit' links for each field.

| | | | |
|--|---|--|--|
| Welcome Jerome | | Become a Grant Applicant | |
| Create New Profile Menu | | submit | |
| Login Information | Please review and submit your information | | |
| Organization Information | Please review your information and click on the "edit" to make any changes. | | |
| Grantee Phone Numbers | Organization: | Governor's Commission of Citizen Service | |
| Review and Submit | EIN #: | 236 | |
| | Organization Type: | State Government | |
| | Organizational Characteristics: | 'Alternative Administrative Entity | |
| | change | | |
| | Username: | jbettis | |
| | Password Question: | Favorite color | |
| | Answer: | Gold | |
| | Email: | ntichon@cns.gov | |
| | edit | | |
| | Daytime Phone: | (202) 606-7534 | |
| | edit | | |
| 508 Approved Report a Bug disable the pictures | | submit | |

4. New User Roles

Existing eGrants users who need to use the recruitment and/or member management features of the My AmeriCorps portal will need to get new roles assigned to them through you, the Grantee Administrator.

New users will need to first have their eGrants account set up with specific roles to use the portal features within eGrants. The process in Section 3 outlines the process of creating an account and then being granted a new role.

Users with recruitment needs or member management tasks will need **one or both** of the following roles to use the various portal features within eGrants. The activities they can complete with the roles are listed below them:

✱ **Grantee with Recruitment:**

- Create and update service opportunity descriptions;
- Search for applicants, by individuals, skill sets, language, education level and availability;
- Access applicants' contact information, profile, and personal information;
- View applications;
- Reach out to applicants to alert them to service opportunities;
- Review references submitted with applications; and
- Select or reject applicants

✱ **Grantee with Member Management:**

- View and approve V-81 (Use of Vehicles) forms (VISTA Sponsors only)

4.1. Adding New Roles for Users

Once a user has successfully completed the process of setting up an account, you 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.

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 **My Account**, then select **Edit User Role/Permissions** in the **Edit My Organization Info** section.

Then select the appropriate role(s) for Jerome Bettis.

Jerome Bettis can be reached at (202) 606-7534 or via e-mail at ntichon@cns.gov.

1. Log into eGrants. From your home page, click on **My Account**.

home my account help logout

Cooperation for NATIONAL & COMMUNITY SERVICE

eGRANTS

CHILD SAFETY PROGRAM
Fingerprints for Kids Here!

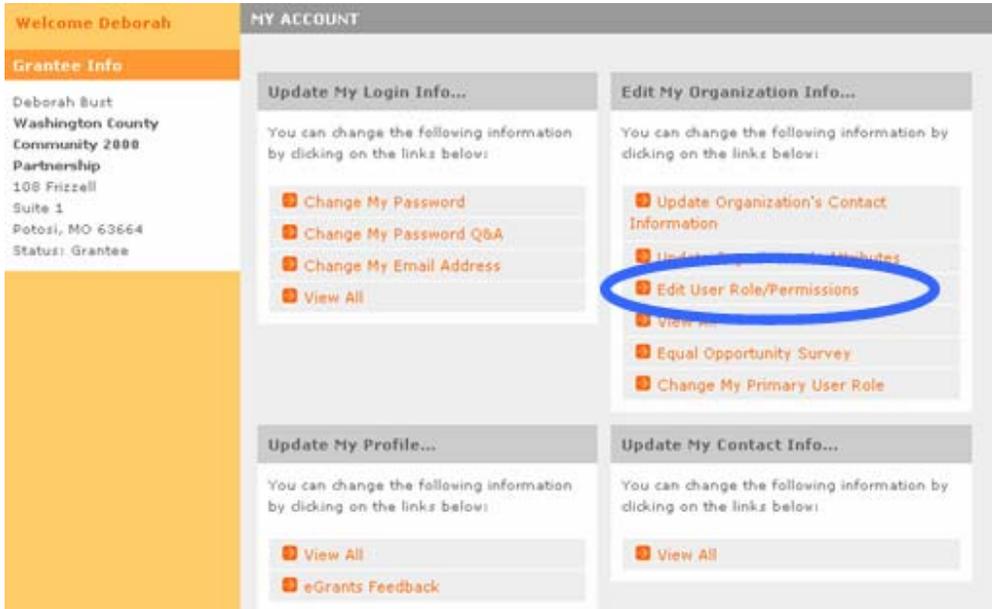
eGRANTS MESSAGES
Welcome Tyrone

VIEW MY GRANTS/APPLICATIONS
View All
3 Awarded
13 Closed
1 For Grantee Edit or Action

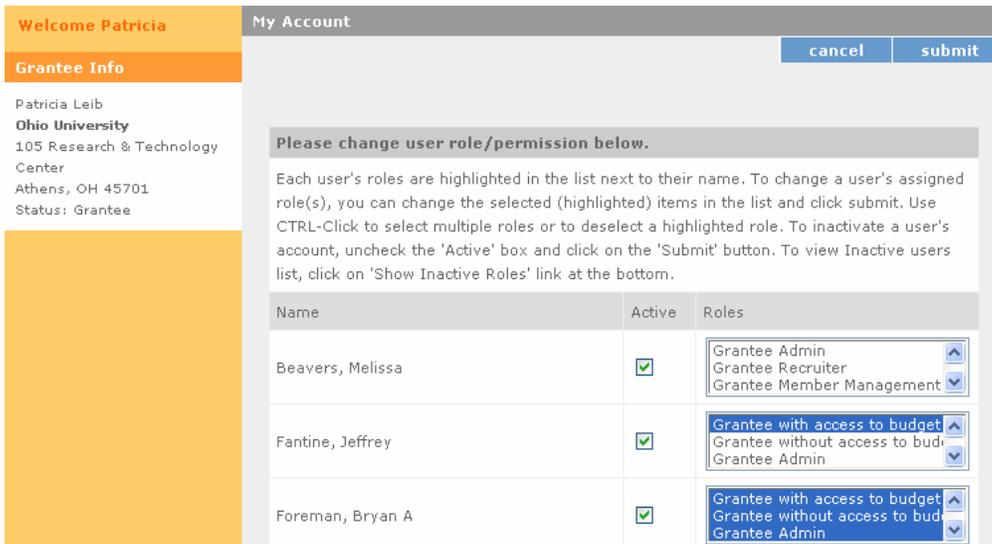
VIEW MY AMERICORPS PORTAL
Recruitment (0 Member Applications)

| Creating an Application | Managing My Account | Reporting to CNCS |
|-------------------------|--|-------------------------|
| New | Click on the links below to access common account functions. | Financial Status Report |
| Continuation/Renewal | My Account | Progress Report |
| Amendment | Equal Opportunity Survey | PPVA Report |
| Concept Paper | Org has users awaiting approval | |

2. Click on **Edit User Role/Permissions**.



3. Select the new roles from the list. To select multiple roles, hold down your "Ctrl" key.



4. View the setting changes. Click on **edit again** to return to the previous screen.

Welcome Patricia My Account

Grantee Info

Patricia Leib
Ohio University
105 Research & Technology Center
Athens, OH 45701
Status: Grantee

User Role/Permissions Setting Changed

Beavers, Melissa: Removed Grantee with access to budget
Beavers, Melissa: Added Grantee Recruiter

[edit again](#)

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[Return to My Account Page](#)

5. Return to your Account Page.

Welcome Harry MY ACCOUNT

Grantee Info

Mr. Harry Bruell
Southwest Youth Corps
120 Rock Point Drive, Unit B
Durango, CO 81301-7717
Status: Grantee

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](#)
- [eGrants Feedback](#)

Update My Contact Info...

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

- [View All](#)

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