

**For Coordinators inviting Members to enroll
through the Portal**



**Step-by-Step Manual
Enrolling Members**

**Process for Enrolling Members
&
Guide to entering data in Portal**

Please follow these instructions carefully.

Process for Enrolling Compact Service Corps Members:

- Recruit prospective students.
- Hold orientation session.
- Collect the following information on note cards: Last name, First name, Social Security Number, Date of Birth, email address.
- Collect Enrollment Packet – Criminal History Check Authorization Form, Member Contract, Site Supervisor Agreement, Service Plan for Success and Pre-Service Reflections (may be turned in with first time log), Forbearance Request Form (if applicable), and Proof of Eligibility Document. (The Enrollment Form will be completed online, so there is no need to collect the paper form.)
- Let your Members know that they will receive an invitation to enroll in Compact Service Corps by email once their criminal history check has cleared. Please encourage your Members to check their email daily, as their start date is contingent upon them completing the Enrollment Form online.

Entering Enrollment Information in the Portal

Step 1: Login to the Portal

Go to: <https://egrants.cns.gov/espan/main/login.jsp>

Login using the eGrants User Name and Password you created. When enrolling 12-13 Members, you will need to use your Regis Portal Account. When enrolling 13-14 Members (and future Members), you will need to use your University of Denver Portal Account.

Under "View My AmeriCorps Portal," click on the link to "Portal Home."

Step 2: Invite Members*

***To be completed only after the Member has cleared required criminal history checks!**

Under "Portal Home," click on the link to "Invite Members."

Using the note cards you collected during the orientation, complete the document.

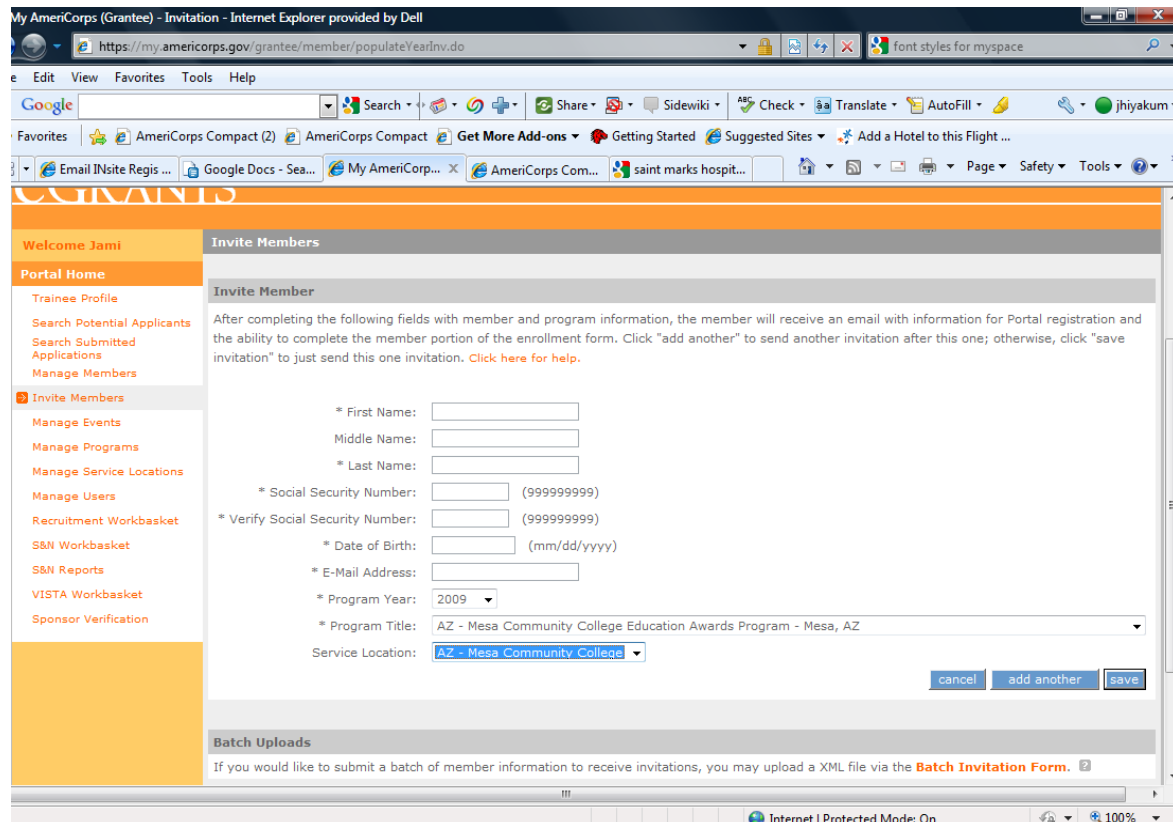
In the field "**Program Year**," choose the grant year in which the Member is enrolling. If enrolling in 12-13 grant year, choose "2012." If enrolling in 13-14 grant year, choose "2013," etc.

In the field "**Program Title**," choose your campus.

In the field "**Service Location**" – choose the appropriate program.

Click on the "Save" button.

This will send an email to your Member, with a link inviting the Member to enroll in the program by completing the Enrollment Form online.



Step 3: Email Compact Service Corps (csc@ccmountainwest.org)

Let us know the Member's name and start date**.

Let us know the Member's term of service and the program (i.e. nursing, student teaching, physical therapy, social work, capacity building, etc.)

If any part of the Member's 3-part criminal history check is covered by an ASP, please let us know the date(s) that the pre-existing check(s) cleared.

If the Member is enrolling in a consecutive term of service (i.e. start date is no more than 90 days past the exit date of the previous term), please note that in the email.

Once your Member has completed the Enrollment Form online, CSC will approve your Member's enrollment. You will receive an email confirmation from csc@ccmountainwest.org once the Member's enrollment has been approved.

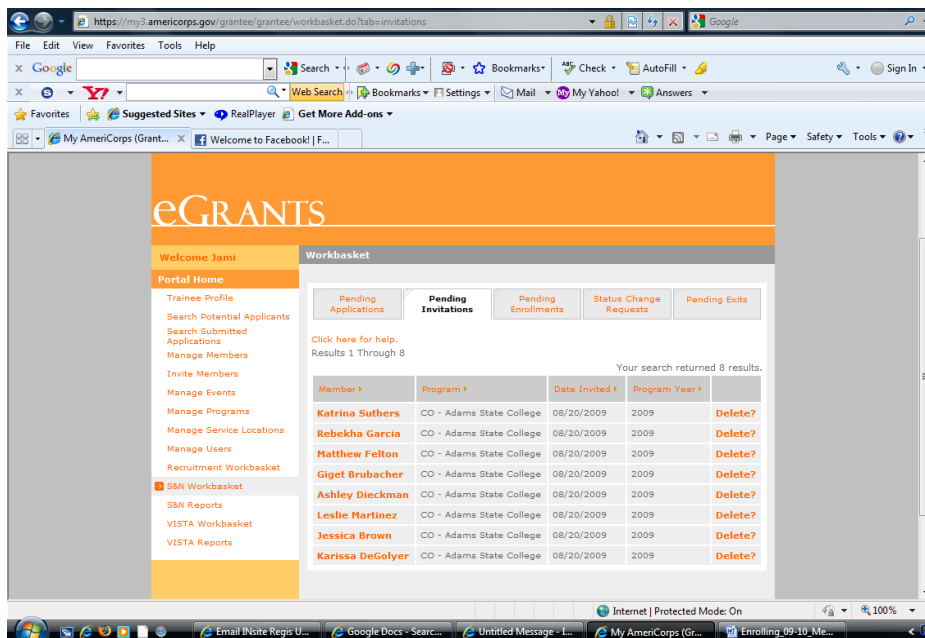
****Start date** – the policy is that Members must be enrolled in the Portal within 30 days of their start date. If your Member has completed the Enrollment Form online within 30 days of the start date you email csc@ccmountainwest.org, we will approve it. Campuses may enforce any appropriate policy they wish regarding start dates, as long as Members are enrolled in the Portal within 30 days of the start date. Compact Service Corps recommends the start date is the date Members complete the Enrollment Form online, but this is not mandatory.

Step 4: Check in on your Enrollments!

Under "Portal Home," click on the link to "S&N Workbasket."

Click on the tab "Pending Invitations."

All your Members who have not yet completed the Enrollment Form will be listed. Call or email these Members to let them know you've sent them the link to enroll, and to complete the Enrollment Form online.



The screenshot shows a web browser window displaying the eGRANTS portal. The page title is "eGRANTS" and the user is logged in as "Jami". The main content area is titled "Workbasket" and contains several tabs: "Pending Applications", "Pending Invitations", "Pending Enrollments", "Status Change Requests", and "Pending Exits". The "Pending Invitations" tab is selected, showing a table of 8 results. The table has columns for Member, Program, Date Invited, Program Year, and a "Delete?" link. The members listed are Katrina Suthers, Rebekha Garcia, Matthew Felton, Giget Brubacher, Ashley Dieckman, Leslie Martinez, Jessica Brown, and Karissa DeGolyer, all from Adams State College, with an invitation date of 08/20/2009 and a program year of 2009.

Member	Program	Date Invited	Program Year	
Katrina Suthers	CO - Adams State College	08/20/2009	2009	Delete?
Rebekha Garcia	CO - Adams State College	08/20/2009	2009	Delete?
Matthew Felton	CO - Adams State College	08/20/2009	2009	Delete?
Giget Brubacher	CO - Adams State College	08/20/2009	2009	Delete?
Ashley Dieckman	CO - Adams State College	08/20/2009	2009	Delete?
Leslie Martinez	CO - Adams State College	08/20/2009	2009	Delete?
Jessica Brown	CO - Adams State College	08/20/2009	2009	Delete?
Karissa DeGolyer	CO - Adams State College	08/20/2009	2009	Delete?