

**For Coordinators collecting paper Enrollment Forms and enrolling Members on their behalf in 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 Serve Corps Members

- Recruit prospective students.
- Hold orientation session.
- Collect Enrollment Packet – Enrollment Form, 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.

# Please follow these instructions carefully.

## 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

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

Using the Member's paper Enrollment Form, complete the document.

In the field "**E-Mail Address**," list YOUR email address (otherwise the Member will receive a link inviting them to enroll through the Portal). You will ignore and delete all the emails you receive.

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 appropriate program.

Click on the "Save" button.

(This will generate an email to you, which you can delete.)

The screenshot shows a web browser window titled "My AmeriCorps (Grantee) - Invitation - Windows Internet Explorer". The address bar shows the URL <https://my.americorps.gov/grantee/member/populateYearInv.do>. The browser interface includes a search bar, navigation buttons, and a taskbar at the bottom with several open applications.

The main content area is titled "Invite Members" and contains a sub-section "Invite Member". Below this title is a paragraph of instructions: "After completing the following fields with member and program information, the member will receive an email with information for Portal registration and the ability to complete the member portion of the enrollment form. Click 'add another' to send another invitation after this one; otherwise, click 'save invitation' to just send this one invitation. [Click here for help.](#)"

The form fields are as follows:

- \* First Name:
- Middle Name:
- \* Last Name:
- \* Social Security Number:  (999999999)
- \* Verify Social Security Number:  (999999999)
- \* Date of Birth:  (mm/dd/yyyy)
- \* E-Mail Address:
- \* Program Year:
- \* Program Title:
- Service Location:

At the bottom of the form are three buttons: "cancel", "add another", and "save".

Below the form is a section titled "Batch Uploads" with the text: "If you would like to submit a batch of member information to receive invitations, you may upload a XML file via the [Batch Invitation Form](#)."

### Step 3: Enroll Members, Pending Invitation

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

Click on the tab “Pending Invitations.”

Click on the Member’s name to open that record.

Using the Member’s paper Enrollment Form, complete the document.

(see next screen shot for Step 3 continued)

8/7/2009, 10:50 AM, EDT

home my account help logoff

Cooperation for NATIONAL & COMMUNITY SERVICE

# eGRANTS

Welcome C. Anders

Workbasket

Pending Invitations Pending Enrollments Status Change Requests Pending Exits

[Click here for help.](#)

Results 1 Through 1

Your search returned 1 results.

Member	Program	Date Invited	Program Year	
<a href="#">Tina M DeLisa-Bosse</a>	UCAN Serve AmeriCorps Program	08/07/2009	2008	<a href="#">Delete?</a>

Done my3.americorps.gov 8:50 AM

### Step 3 continued: Enroll Members, Enrollment Information

Using the Member's paper Enrollment Form, complete the "Enrollment Information."

**Change the field "E-Mail Address" to the Member's email address.**

You will need to fill in all fields with an asterisk (\*), including permanent address and mailing address, even if the same.

(see next screen shot for Step 3 continued)

The screenshot displays the 'Enrollment Information' form within the My AmeriCorps (Grantee) web application. The browser is Internet Explorer, and the address bar shows the URL: <https://my2.americorps.gov/grantee/member/enrollment.do?enId=2748>. The form is titled 'Enrollment Information' and contains the following fields:

- \* First Name: Laura
- Middle Name: Lee
- \* Last Name: Bakes
- \* Social Security Number: 523331056
- \* Date of Birth: 02/16/1971
- \* E-Mail Address: laurabakes@gmail.com
- \* Permanent Address: 1540 Grant Street, #15, Denver, COLORADO, 80203
- Permanent Home Phone: 3036198937
- Permanent Work Phone:
- \* Mailing Address: 1540 Grant Street, #16, Denver, COLORADO, 80203
- Mailing Home Phone:
- Mailing Work Phone:
- Gender: Female
- Citizenship Status: U. S. Citizen
- Voting Registration: Yes
- American Indian or Alaska Native
- Asian

The Windows taskbar at the bottom shows the system tray with the time 1:09 PM and the Internet Explorer taskbar with the title 'Enrolling 08-09 Me...'. The browser status bar at the bottom indicates 'Internet | Protected Mode: On' and '100%' zoom.

### Step 3 continued: Enroll Members, Placement Information

Under "Placement Information:"

- **Start Date** – leave this field blank.
- 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 appropriate program.
- **Slot Type** – leave this field blank.

**IMPORTANT!** Check the box that you certify the form, then click on the button "**Save Information.**"

The Compact Service Corps office will finish the process of enrolling your Members, so we can track the number of enrollments at your campus to date.

My AmeriCorps (Grantee) - Member Enrollment - Windows Internet Explorer

https://my.americorps.gov/grantee/member/populateLocationEnr.do

File Edit View Favorites Tools Help

Windows Live Bing What's New Profile Mail Photos Calendar MSN Share Sign in

Google Search Share Sidewiki Check Translate AutoFill jhiyakum

Google Docs - Se... My AmeriCor... AmeriCorps Com... United States De... SIS: AmeriCorps ...

How did you hear about this program?:

- TV commercial
- Radio commercial
- The internet
- AmeriCorps recruiter/representative
- Received information in the mail
- AmeriCorps program poster
- Other

\* Highest Level of Education:

Privacy Act Information Release  Yes, I give the Corporation for National and Community Service permission to release my name, address, email and telephone number to the AmeriCorps alumni association

**Placement Information**

\* Start Date:

\* Program Year: 2010

\* Program Title: CO - Red Rocks Community College - Physicians Assistants Education Awards Program - Lakewood, CO

Service Location: CO - Red Rocks Community College - Physicians Assistants

\* Slot Type:

I, JHIYAKUM, certify this form as of 08/25/2010.

I understand that a knowing and willful false statement on this form can be punished by one or more of the following: a fine or imprisonment or both under Section 1001 of Title 18, U.S.C., exclusion from participation in federal programs, and forfeiture of benefits I may receive as a result of my enrollment or other actions authorized by the Civil Fraud Remedies Act.

cancel save information enroll member

OMB #3045-0006 Expires 7/31/2010

Done Internet 100% 6:26 PM

#### **Step 4: 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 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 you have completed the Enrollment Form online, CSC will approve your Member's enrollment. You will receive an email confirmation 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 you have completed the Enrollment Form online within 30 days of the start date you email Compact Service Corps, it will be approved. 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 and the required criminal history checks have cleared.