My AmeriCorps
AmeriCorps State Program
Member Management

Introduction

The following presentation will guide AmeriCorps State Program users through how to manage members in My AmeriCorps.

My AmeriCorps Usage – Important Considerations…

- All of the My AmeriCorps tutorials and webinars focus on the functionality of the system rather than grant requirements or program policies.

- The My AmeriCorps system does not include comprehensive compliance checks.

- We recommend that programs set their own policies around system use and monitor usage for compliance. However, we suggest that programs give some thought to how they assign roles and access so that they are comfortable with the level of authority they are giving their users.

- If they have questions they should contact their program officer/program specialist or program director/project sponsor.

AGENDA

- How to search for members
- How to edit member info
- How to create, approve or reject a Change of Term of Service request
- How to create, approve or reject a Suspension request
- How to create, approve or reject a Reinstatement request
- How to create, approve or reject a Transfer-out request
- How to create, approve or reject a Transfer-in request
- How to exit a member as scheduled
- How to exit a member early

Change Term of Service Request

A Change Term of Service request can only be approved by authorized program staff within 90 days of the member's start date. After this time, only a Grantee Administrator user can approve the request.

Member Suspension Request

Member Reinstatement Request

eGrants users with Grantee Admin Role and Portal users with Member Management Role at any access level will be able to create and submit these forms

Service Location
Creates

Member Transfer-Out-Request

Member Transfer-In-Request

Enrollment Form

Exit Form

Authorized Program User
(eGrants users with Grantee Admin Role and Portal users with Member Management Role at the Prime and Operating site (sub-grantee) level will have access to approve/reject these form)

Approves or Rejects

Member Search

eGRANTS

Welcome Alyson

Portal Home

Trainee Profile

Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

Manage Events

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Workbasket

Pending Applications	Pending Invitations	Pending Enrollments	Status Change Requests	Pending Exits

Results 1 Through 1

Your search returned 1 results

Applicant ▸	Listing ▸	Date Submitted ▸	Status ▸	Date Available ▸	
Julie Woodland	Serving Community	12/24/2008	Selected	01/10/2009	print

Click on **Manage Members** to open the member search menu

Member Search

The fastest way to search for a specific member is by entering the Member ID number.

Member Search

eGRANTS

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VISTA Workbasket
VISTA Reports

Member Search Results

Member Search Results

Results 1 Through 10   1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10   Next   Last   +10
Your search returned 1266 results.

Member Id ▸	Name ▾	Program Name ▸	Program Code ▸	Program Year ▸	City ▸	State ▸	Status ▸
000000	John		06ACHPA0010001	2008	drexel hill	PA	Suspended
000000	Mary		06ACHPA0010001	2008	Philadelphia	PA	Exited
000000	Kathy		06ACHNY0010014	2008	Brooklyn	NY	In-Service
000000	Julie Woodland		06ACHNY0010014	2008	Glenshaw	PA	In-Service
000000	David		06ACHDC0010003	2008	Richmond	VA	Exited Early
000000	Samual		06ACHNH0010002	2008	Mortary	NM	Exited Early
000000	Peter		06ACHNY0010014	2008	Houston	TX	In-Service
000000	Amy		06ACHPA0010001	2008	cranford	NJ	In-Service
000000	Jean		06NDHMA0010004	2008	New York	NY	In-Service
000000	Ben		06NDHMA0010007	2008	Seattle	WA	In-Service

search again

Click on the **arrow** next to a column heading to arrange the list in an ascending order under that column heading

Click on the **Member's Name** to open up his/her home page

If the member you are searching for is not listed, click **Search Again** to modify your search criteria

Member Home/Info

eGRANTS

Welcome Alyson

Portal Home
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- Search Submitted Applications
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- Manage Users
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- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Member Information

Julie Woodland
- Member Home
- Suspend Member
- Transfer Member
- Change Term
- Change Service Location
- Exit Member

Member Home

Member Information

Click here for help.

Name: Julie Woodland   Date of Birth: 04/07/1987

Member ID: 000000   Username: Julie2009

SSN: *****0000   E-mail: test@cns.gov

Mailing Address: Permanent Address:
Beautiful Clouds Ave.   Smiling Trees Road
Chicago, IL 60000   Washington, DC 80000

Home Phone Number: 312-000-0000   Home Phone Number: 980-000-0000

Work or Other Phone Number: Work or Other Phone Number:

edit member info

Service Information

Program	Organization	City/State	Service Start	Service End	--
STATE - AmeriCorps*State	City Year, Inc.	Boston, MA	09/02/2008	06/18/2009	view

Click on **Edit Member Info** to open the information page in edit mode

Click on **View** to view details for the member's particular assignment/term

Edit Member Contact Info

Welcome Alyson

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S&N Reports
VISTA Workbasket
VISTA Reports

Member Information
Julie Woodland
Member Home

Edit Contact Information

Edit Contact Information
Click here for help.

An asterisk (*) denotes a required field.

* **Name:** Julie | | Woodland
* Date of Birth: 04/07/1987 **(mm/dd/yyyy)**
NSPID: 000000
SSN: *****00
* E-mail: test@cns.gov
Receive E-mail Notifications: ☑

Mailing Address:
* Street address 1: Beautiful Clouds Ave
Street address 2:
* City: Chicago
* State: Illinois
* Zip code: 11207 -
Home Phone Number: 312-000-0000
Work or Other Phone Number:

Permanent Address:
To use your mailing address as your permanent address Click here
* Street address 1: Smiling Trees Road
Street address 2:
* City: Washington, DC
* State: MARYLAND
* Zip code: 80000 -
Home Phone Number: 980-000-0000
Work or Other Phone Number:

The only two fields you cannot edit are NSPID and SSN

Click on **Click here** if the permanent address is the same as the mailing address

Edit Member Contact Info

Demographic Information:

Gender: `Male ▼`

Citizenship Status: `U. S. Citizen ▼`

Voting Registration: `Yes ▼`

Highest Level of Education: `▼`

Which of the following categories best describes your racial or ethnic origins?:

☐ American Indian or Alaska Native

☐ Native Hawaiian or Other Pacific Islander

☑ Black or African American

☐ White

☐ Asian

☐ Of Hispanic Origin

☐ Latino/Hispanic

`cancel` `save`

Click on **Cancel** to return to the original version of member information

Click on **Save** to update the member information

Create Change Term of Service Request

In order to be able to change a member's term of service, the program must first have unfilled MSYs available that equal the MSY associated with the new slot type.

eGRANTS

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S&N Reports
VISTA Workbasket
VISTA Reports

Member Information
Julie Woodland
Member Home
Suspend Member
Transfer Member
Change Term
Change Service Location
Exit Member

Member H...

Member

Click here for help.

Name: Julie Woodland

Member ID: 000000

SSN: *****0000

Date of Birth: 04/07/1987

Username: Julie2009

E-mail: test@cns.gov

Mailing Address:
Beautiful Clouds Ave.
Chicago, IL 60000

Permanent Address:
Smiling Trees Road
Washington, DC 800000

Home Phone Number: 312-000-0000

Home Phone Number: 980-000-0000

Work or Other Phone Number:

Work or Other Phone Number:

edit member info

Service Information

Program	Organization	City/State	Service Start	Service End	--
STATE - AmeriCorps*State	City Year, Inc.	Boston, MA	09/02/2008	06/18/2009	view

Click on **Change Term** to create a Change of Term Request. If the member has been suspended or exited, this link will not be available

Create Change Term of Service Request

Select the member's new term of service

Select the appropriate Living Allowance option

Enter the effective date. If you click on the Calendar Icon, it will open up a calendar that you could use to select the date

Create Change Term of Service Request

Create Change Term of Service Request

If there are no unfilled MSYs available that equal the MSY associated with the new slot type, a message will appear

Create Change Term of Service Request

eGRANTS

Welcome Alyson

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S&N Workbasket
S&N Reports
VISTA Workbasket
VISTA Reports

Member Information
Julie Woodland
Member Home
Suspend Member
Transfer Member
Change Term
Change Service Location
Exit Member

Member Home

Please note:
The change term request was created successfully and is pending approval.

Member Information

Click here for help.

Name: Julie Woodland   Date of Birth: 03/02/1986

Member ID: 000000   Username: Julie2009

SSN: *****0000   E-mail: test@cns.gov

Mailing Address: Permanent Address:
Beautiful Clouds Ave.   Smiling Trees Road
Chicago, IL 60000   Washington, DC 80000

Home Phone Number: 312-000-0000   Home Phone Number: 980-000-0000

Work or Other Phone Number: Work or Other Phone Number:

                                                    edit member info

Service Information

Program	Organization	City/State	Service Start	Service End	--
EAP - Education Awards Program	The College of New Jersey	Ewing, NJ	01/01/2006	12/31/2007	view
STATE - AmeriCorps*State	City Year, Inc.	Boston, MA	07/14/2008	06/19/2009	view

If there are slots available that equal the MSY associated with the new slot type, a message will appear indicating that the request has been created and is awaiting approval

Approve/Reject Change Term of Service Request

If your user role allows the option to approve the Change Term of Service, click **View** next to the appropriate service term to open the term's service page info

Approve/Reject Change Term of Service Request

Click **Edit pending update** to open the Change Term of Service Request

Approve/Reject Change Term of Service Request

A Change Term of Service request can only be approved by authorized program staff within 90 days of the member's start date. After this time, only a Grantee Administrator user can approve the request.

Click **S&N Workbaskets** on the left navigational panel. Then click the **Status Change Requests** tab located on the top navigational panel

Click on the **Member's name** to open the Change Term of Service Request

Approve/Reject Change Term of Service Request

Click **Cancel** if you want to make a decision later

If you click **Reject** it will not impact the member's current status or available slots

When the request is approved, the slots type will be updated

Approve/Reject Change Term of Service Request

When the Change Term of Service Request is approved successfully, a confirmation message will appear on the member's information page

Create Member Suspension Request

A member can be suspended at any time during the member's term. The effective date of the suspension must be after the member's start date and before the member's required completion date. A member does not need to be suspended from the current term to serve in another (concurrent) term. A member serving concurrent terms cannot serve in simultaneous terms that exceed a full time term (1.0 MSY)

eGRANTS

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VISTA Reports

Member Information
Julie Woodland
Member Home
Suspend Member
Transfer Member
Change Term
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Exit Member

Mailing
Beautiful Clouds Ave
Chicago, IL 60000

Smiling Trees Road
Washington, DC 80000

Home Phone Number: 312-000-0000

Home Phone Number: 980-000-0000

Work or Other Phone Number:

Work or Other Phone Number:

edit member info

Service Information

Program	Organization	City/State	Service Start	Service End	--
STATE - AmeriCorps*State	City Year, Inc.	Boston, MA	09/02/2008	06/18/2009	**view**

Click on **Suspend Member** to create a Member Suspension Request . If the member has been suspended or exited, this link will not be available

Create Member Suspension Request

eGRANTS

Welcome Alyson

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Search Potential Applicants

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S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Member Information

Julie Woodland

Member Home

Suspend Member

Suspend Member

Click here for help.

Member Information

Name   Julie Woodland   Member ID   000000

Trust Eligible Yes

Assignment Information

Start Date: 09/02/2008
End Date: 06/18/2009
Program Name: Serving Community
Program Code: 06ACHNY0010014
Program Year: 2008
Service Location: Testing NY 2
Slot Type: One Year Half Time
Living Allowance Option: With Living Allowance

Enter Suspension Information:

* Effective Date: [_____] 🗓

[cancel]   [create]

Enter the effective date. If you click on the **Calendar Icon**, it will open up a calendar that you could use to select the date

Click on **Cancel** if you don't want to submit the Member Suspension Request

Click on **Create** to submit the Member Suspension Request

Create Member Suspension Request

eGRANTS

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Julie Woodland
Member Home
Suspend Member
Transfer Member
Change Term
Change Service Location
Exit Member

Member Home

Please note:
The suspension request was created successfully and is pending approval.

Member Information

Click here for help.

Name: Julie Woodland   Date of Birth: 04/07/1987

Member ID: 000000   Username: Julie2009

SSN: *****0000   E-mail: test@cns.gov

Mailing Address: Permanent Address:
Beautiful Clouds Ave   Smiling Trees Road
Chicago, IL 60000   Washington, DC 80000

Home Phone Number: 312-000-0000   Home Phone Number: 980-000-0000

Work or Other Phone Number: Work or Other Phone Number:

edit member info

Service Information

Program	Organization	City/State	Service Start	Service End	--
STATE - AmeriCorps*State	City Year, Inc.	Boston, MA	09/02/2008	06/18/2009	view

A confirmation message will appear indicating that the request has been created and is awaiting approval

Approve/Reject Member Suspension Request

If your user role allows the option to approve the Member Suspension, click **View** next to the appropriate service term to open the term's service page info

Approve/Reject Member Suspension Request

Click **edit pending update** to open the Member Suspension Request

Approve/Reject Member Suspension Request

Click **S&N Workbaskets** on the left navigational panel. Then click the **Status Change Requests** tab located on the top navigational panel

Click on the **Member's name** to open the Member Suspension Request

Approve/Reject Member Suspension Request

eGRANTS

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S&N Reports

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Member Information

Julie Woodland

Member Home

Suspend Member

Suspend Member

Click here for help.

Member Information

Name	Julie Woodland	Member ID	000000

Trust Eligible Yes

Assignment Information

Start Date: 09/02/2008

End Date: 06/18/2009

Program Name: Serving Community

Program Code: 06ACHNY0010014

Program Year: 2008

Service Location: Testing NY 2

Slot Type: One Year Half Time

Living Allowance Option: With Living Allowance

Enter Suspension Information:

* Effective Date: 04/15/2009

[cancel] [reject] [approve]

Enter the effective date

Click **Cancel** if you want to make a decision later

Click on **Reject** if you don't want to approve the Member Suspension Request

Click on **Approve** to suspend the member from the term

Approve/Reject Member Suspension Request

Once the request is approved, the member must be reinstated before you can exit him/her from the term

When the Member Suspension Request is approved successfully, a confirmation message will appear on the member's information page

eGRANTS

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- VISTA Reports

Member Information

Julie Woodland
- Member Home
- Reinstate Member
- Change Term
- Change Service Location
- Exit Member

Member Home

Please note:
The suspension request was approved successfully.

Member Information

Click here for help.

Name: Julie Woodland	**Date of Birth:** 04/07/1987
Member ID: 000000	**Username:** Julie2009
SSN: *****0000	**E-mail:** test@cns.gov

Mailing Address:	**Permanent Address:**
Beautiful Clouds Ave	Smiling Trees Road
Chicago, IL 60000	Washington, DC 80000
Home Phone Number: 312-000-0000	**Home Phone Number:** 980-000-0000
Work or Other Phone Number:	**Work or Other Phone Number:**

edit member info

Service Information

Program	Organization	City/State	Service Start	Service End	--
STATE - AmeriCorps*State	City Year, Inc.	Boston, MA	09/02/2008	06/18/2009	view

Create Member Reinstatement Request

eGRANTS

A member can be reinstated at any time after the member has been suspended

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Member Information
Julie Woodland
Member Home
Reinstate Member
Change Term
Change Service Location
Exit Member

Member Home

Member Information

Click here for help.

Name: Julie Woodland

Member ID: 000000

SSN: *****0000

Date of Birth: 04/07/1987

Username: Julie2009

E-mail: test@cns.gov

Mailing Address:
Beautiful Clouds Ave.
Chicago, IL 60000

Permanent Address:
Smiling Trees Road
Washington, DC 80000

Home Phone Number: 312-000-0000

Home Phone Number: 980-000-0000

Work or Other Phone Number:

Work or Other Phone Number:

edit member info

Service Information

Program	Organization	City/State	Service Start	Service End	--
STATE - AmeriCorps*State	City Year, Inc.	Boston, MA	09/02/2008	06/18/2009	view

Click on **Reinstate Member** to create a Member Reinstatement request. If the member has not been suspended or exited, this link will not be available

Create Member Reinstatement Request

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Julie Woodland
Member Home

Reinstate Member

The effective date of the reinstatement must be after the suspension date and before the member's required completion date

Reinstate Member

Member Information

Name: Julie Woodland   Member ID: 000000

Trust Eligible Yes

Assignment Information

Start Date: 09/02/2008
End Date: 06/18/2009
Program Name: Serving Community
Program Code: 06ACHNY0010014
Program Year: 2008
Service Location: Testing NY 2
Slot Type: One Year Half Time
Living Allowance Option: With Living Allowance

Enter Reinstatement Information:

* Effective Date: [   ] 📅
Suspended on: 04/15/2009
Days of Suspension: 7

[cancel] [create]

Enter the effective date

Click on **Cancel** if you don't want to submit the Member Reinstatement Request

Click on **Create** to submit the Member Reinstatement Request

Approve/Reject Member Reinstatement Request

A confirmation message will appear indicating that the request has been created and is awaiting approval

If your user role allows the option to approve the Member Reinstatement, click **View** next to the appropriate service term to open the term's service page info

Approve/Reject Member Reinstatement Request

eGRANTS

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Member Information
Julie Woodland
Member Home

View Service Term Information

State and National Service Term Information

Name	Julie Woodland	Member ID	000000
Program Name	Serving Community	Service Location	Testing NY 2
Service Start Date	09/02/2008	Service End Date	06/18/2009
Program Code	06ACHNY0010014	Program Year	2008
Trust Eligible	Yes	Slot Type	One Year Half Time

State and National Service Term History

Update Type	Effective Date	Updated By	Action	
n/a	09/02/2008	AWILLIAM	Active	Correct
Changed term of service from FT to HT	03/12/2009	AAUGUSTIN	Active	
n/a	04/15/2009	AAUGUSTIN	Suspended	

Current Status: Suspended   (edit pending update)

Click **Edit pending update** to open the Member Reinstatement Request

Approve/Reject Member Reinstatement Request

eGRANTS

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S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Workbasket

| Pending Applications | Pending Invitations | Pending Enrollments | **Status Change Requests** | Pending Exits |

Click here for help.

Results 1 Through 3

Your search returned 3 results.

Name ▸	Program Name ▸	Role ▸	Date Submitted ▸	Request Type ▸
Julie Woodland	Serving Community	RG	02/23/2009	reinstate
Mary	Serving Community	RG	04/21/2009	transferout
John	Serving Community	RG	04/22/2009	suspend

Click **S&N Workbaskets** on the left navigational panel. Then click the **Status Change Requests** tab located on the top navigational panel

Click on the **Member's name** to open the Member Reinstatement Request

Approve/Reject Member Reinstatement Request

eGRANTS

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S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Member Information

Julie Woodland

Member Home

Reinstate Member

Reinstate Member

Member Information

Name **Julie Woodland**   Member ID   00 000

Trust Eligible Yes

Assignment Information

Start Date: 09/02/2008

End Date: 06/18/2009

Program Name: Serving Community

Program Code: 06ACHNY0010014

Program Year: 2008

Service Location: Testing NY 2

Slot Type: One Year Half Time

Living Allowance Option: With Living Allowance

Enter Reinstatement Information:

* **Effective Date:** 04/22/2009

Suspended on: 04/15/2009

Days of Suspension: 7

[cancel] [reject] [approve]

Enter the effective date

Click **Cancel** if you want to make a decision later

Click on **Reject** if you don't want to reinstate the member

Click on **Approve** to reinstate the member

eGrants Coaching Unit

Approve/Reject Member Reinstatement Request

eGRANTS

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- VISTA Reports

Member Information
- *Julie Woodland*
- Member Home
- Suspend Member
- Transfer Member
- Change Term
- Change Service Location
- Exit Member

Member H...

Please note:
The suspension request was approved successfully.

Member Information

Click here for help.

Name:	Julie Woodland	Date of Birth:	04/07/1987
Member ID:	000000	Username:	Julie2009
SSN:	*****0000	E-mail:	test@cns.gov

Mailing Address:
Beautiful Clouds Ave.
Chicago, IL 60000

Permanent Address:
Smiling Trees Road
Washington, DC 80000

Home Phone Number: 312-000-0000

Home Phone Number: 980-000-0000

Work or Other Phone Number:

Work or Other Phone Number:

edit member info

Service Information

| Program | Organization | City/State | Service Start | Service End | |
| STATE - AmeriCorps*State | City Year, Inc. | Boston, MA | 09/02/2008 | 06/25/2009 | view |

When a member is reinstated, the total days of suspension will be added to the member's required completion date

A confirmation message will appear indicating that the member has been reinstated

Click on **Transfer Member** to create a Member Transfer-Out Request

Create Member Transfer-Out Request

The accepting program must have the member's slot type available to transfer-in the member

eGRANTS

Welcome Alyson

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VISTA Workbasket
VISTA Reports

Member Information
Julie Woodland
Member Home

Transfer Member

Transfer Member

Member Information

Name: Julie Woodland   Member ID: 000 000
Trust Eligible: Yes

Assignment Information

Start Date: 09/02/2008
End Date: 06/25/2009
Program Name: Serving Community
Program Code: 06ACHNY0010014
Program Year: 2008
Service Location: Testing NY 2
Slot Type: One Year Half Time
Living Allowance Option: With Living Allowance

Enter Transfer Information:

* Transfer to Program Code: [ ]
* Hours served: [0]
* Effective Date: [ ]

[cancel] [create]

Enter the **Program Code** (grant number) of the accepting program where you are transferring the member

Enter the **Hours served** by the member at your program and **Effective Date**

Click on **Cancel** if you don't want to submit the Transfer-Out Request

Click on **Create** to submit the Transfer-Out Request

Create Member Transfer-Out Request

eGRANTS

Welcome Alyson

Portal Home

Trainee Profile
Search Potential Applicants
Search Submitted Applications
▷ Manage Members
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S&N Workbasket
S&N Reports
VISTA Workbasket
VISTA Reports

Member Information

Julie Woodland
Member Home
Suspend Member
Transfer Member
Change Term
Change Service Location
Exit Member

Member Home

Please note:
The transfer request was created successfully.

Member Information

Click here for help.

Name: Julie Woodland	**Date of Birth:** 04/07/1987
Member ID: 000000	**Username:**
SSN: *****0000	**E-mail:** test@cns.gov

Mailing Address:	**Permanent Address:**
Beautiful Clouds Ave.	Smiling Trees Road
Chicago, Il 60000	Washington, DC 80000
Home Phone Number: 312-000-0000	**Home Phone Number:** 980-000-0000
Work or Other Phone Number:	**Work or Other Phone Number:**

edit member info

Service Information

Program	Organization	City/State	Service Start	Service End	--
STATE - AmeriCorps*State	City Year, Inc.	Boston, MA	09/02/2008	06/25/2009	view

A confirmation message will appear indicating that the request has been created successfully

If your user role allows the option to approve the Transfer-Out Request, click **View** next to the appropriate service term to open the term's service page info

Approve/Reject Member Transfer-Out Request

Click **Edit pending update** to open the Transfer-Out Request

Approve/Reject Member Transfer-Out Request

Click **S&N Workbaskets** on the left navigational panel. Then click the **Status Change Requests** tab located on the top navigational panel

Click on the **Member's name** to open the Transfer-Out Request

Approve/Reject Member Transfer-Out Request

Enter the effective date

Click **Cancel** if you want to make a decision later

Click on **Reject** if you don't want to approve the Transfer-Out Request

Click on **Approve** to transfer the member

eGrants Coaching Unit

Approve/Reject Member Transfer-Out Request

A confirmation message will appear indicating that the request has been approved successfully and is awaiting approval from the new program

Approve/Reject Member Transfer-In

eGRANTS

Welcome Alyson

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Trainee Profile

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Search Submitted Applications

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S&N Reports

VISTA Workbasket

VISTA Reports

Workbasket

| Pending Applications | Pending Invitations | **Pending Enrollments** | Status Change Requests | Pending Exits |

Click here for help.

Results 1 Through 3

Your search returned 3 results.

Name ▼	Program ▶	Program Year ▶	Role ▶	Date Submitted ▶	Request Type ▶
Mary	Serving Community	2008		03/05/2009	invitation
John	Serving Community	0		03/09/2009	invitation
Julie Woodland	Serving Community	2008		04/16/2009	transferin

Click **S&N Workbaskets** on the left navigational panel. Then click the **Pending Enrollments** tab located on the top navigational panel

Click on the **Member's name** to open the Transfer-In Request

eGrants Coaching Unit

Approve/Reject Member Transfer-In

eGRANTS

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VISTA Reports

Member Information
Julie Woodland
Member Home
Suspend Member
Transfer Member
Change Term
Change Service Location
Exit Member

Transfer Member

Transfer Member
Click here for help.

Member Information
Name   Julie Woodland   Member ID   00000
Trust Eligible Yes

Assignment Information
Start Date: 09/02/2008
End Date: 06/18/2009
Program Name: Serving Community
Program Code:
Program Year: 2008
Service Location:
Slot Type: Full Time
Living Allowance Option: With Living Allowance

Transfer Information:
* Transfer to Program: Let's Serve
* Hours served: 1000
* Effective Date: 04/15/2009

cancel   reject   approve

Enter the effective date

Click **Cancel** if you want to make a decision later

Click on **Reject** if you don't want to approve the Transfer-In Request

Click on **Approve** to Transfer-In (enroll) the member

eGrants Coaching Unit

Approve/Reject Member Transfer-In

When a member is transferred in to a new program, the slot the member was serving will be returned to the original program and can be used again

A confirmation message will appear indicating that the Transfer-In has been approved successfully which means that the member is now officially enrolled in the program

Welcome Alyson

Portal Home
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- Search Submitted Applications
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- Manage Programs
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- Manage Users
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- S&N Reports
- VISTA Workbasket
- VISTA Reports

Member Information
- *Julie Woodland*
- Member Home
- Suspend Member
- Transfer Member
- Change Term
- Change Service Location
- Exit Member

Member Home

Please note:
The transfer request was approved successfully.

Member Information

Click here for help.

Name: Julie Woodland	Date of Birth: 06/28/1986	
Member ID: 393676	Username: Julie2009	
SSN: *****0000	E-mail:	

Mailing Address:
Beautiful Clouds Ave.
Chicago, IL 60000

Permanent Address:
Smiling Trees Road
Washington, DC 80000

Home Phone Number: 312-000-0000

Home Phone Number: 980-000-0000

Work or Other Phone Number:

Work or Other Phone Number:

edit member info

Service Information

Program	Organization	City/State	Service Start	Service End	--
NATL - AmeriCorps*National	City Year Little Rock	Little Rock, AR	09/02/2008	06/18/2009	view
STATE - AmeriCorps*State	City Year, Inc.	Boston, MA	09/01/2004	03/16/2005	view

Members who are approaching the end of their service (30 days prior to their expected completion date) will be listed in your Pending Exits workbasket. These members will have access to a link on their home page to complete their portion of the exit form which includes an option for them to complete their Member Satisfaction Survey

Click on **Pending Exits**

Not Started means the member's portion of the Exit has not yet been completed

Submitted means the member has completed the section and is awaiting approval

If you want to complete the member's portion of the exit, click on his/her name

Trainee Profile				
Search Potential Applicants				
Search Submitted Applications				
Manage Members				
Invite Members				
Manage Events				
Manage Programs				
Manage Service Locations				
Manage Users				
Recruitment Workbasket				
S&N Workbasket				
S&N Reports				
VISTA Workbasket				
VISTA Reports				

Pending Applications	Pending Invitations	Pending Enrollments	Status Change Requests	**Pending Exits**

Click here for help.
Results 1 Through 10
1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10   Next   Last   +10
Your search returned 1204 results.

Name ▼	Program Name ▶	Service Location ▶	Expected Completion Date ▶	Status ▶	Exit Form? ▶
Julie Woodland	Serving Community		06/18/2009	Suspended	Not Started
John	Serving Community	12	06/25/2009	In-Service	Submitted
Mary	Serving Community	12	06/19/2009	In-Service	Not Started
Robert	Serving Community		04/13/2010	In-Service	Submitted
Elizabeth	Serving Community		06/18/2009	In-Service	Not Started

Member Exit

If you are completing the member's portion of the exit form, you should do so by using the exit form that was signed by the member

Update the member's mailing address as necessary

Select whether or not the member wishes to allow the Corporation to release their contact information to service organizations

Member Exit

please let us know.

○ Yes, I give the Corporation for National and Community Service permission to release my name, address (including e-mail), and telephone number to the following types of organizations:

- Educational institutions that are interested in recruiting former AmeriCorps members or that provide special programs for former members
- Organizations offering professional development opportunities or staff positions to AmeriCorps members
- AmeriCorps Alumni organizations
- Organizations that sponsor service opportunities and want to recruit AmeriCorps members

If yes, I am particularly interested in the following issue areas (please mark all that apply):

☐ Education
☐ Public Safety
☐ Housing
☐ Environment
☐ Health
☐ Disaster Relief
☐ Homeland Security
☐ Faith and Community Based

○ No, please do not share my information with other organizations

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Certification of Service

Please check the boxes below to agree to the following statements:

☐ I certify that the time I reported as AmeriCorps service hours did not include any service activities prohibited by law, regulation, or grant provision.
☐ I certify that all of the information provided above is correct.
☐ 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, USC; exclusion from participation in Federal programs; forfeiture of benefits I may receive as a result of participation in this program; or other actions authorized by the Civil Fraud Remedies Act, 31 USC 3801-3812.

[cancel] [submit]

Complete the Certification of Service on behalf of the member

Click on **Submit**

Member Exit

eGRANTS

Welcome Alyson

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Manage Events
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S&N Reports
VISTA Workbasket
VISTA Reports

Member Information
Julie Woodland
Member Home
Suspend Member
Transfer Member
Change Term
Change Service Location
Exit Member

Member Home

Please note:
The exit form has been saved.

Member Information

Click here for help.

Name: Julie Woodland

Date of Birth: 09/23/1990

Member ID: 000000

Username: Julie2009

SSN: *****0000

E-mail: test@cns.gov

Mailing Address:
Beautiful Clouds Ave.
Chicago, IL 60000

Permanent Address:
Smiling Trees Road
Washington, DC 80000

Home Phone Number: 312-000-0000

Home Phone Number: 980-000-0000

Work or Other Phone Number:

Work or Other Phone Number:

edit member info

Service Information

Program	Organization	City/State	Service Start	Service End	--
STATE - AmeriCorps*State	City Year, Inc.	Boston, MA	09/02/2008	06/18/2009	view

A confirmation message will appear indicating that the member's portion of the Exit Form has been saved

Click on **Exit Member** to open the Exit Form and exit the member

Member Exit

Fraud Remedies Act, 31 USC 3801-3812.

Completed on   04/24/2009

Service Information

Program Name: Serving Community
Service Location:
Hours of Service: 600
Service Start Date: Sep 2, 2008
Expected End Date: Jun 18, 2009
Completion Date:
Type of Enrollment: Full Time

Enter the total number of hours the member served

Enter the date the member completed their service

Education Award Status

Indicate whether or not the Member is eligible for an education award. Please be sure to follow the Corporation's regulations in making this selection. If the Member is going to serve another term under the National Service Trust, a new National Service Enrollment Form must be completed.

Eligible for entire education award ▾

Did the member perform satisfactorily (complete all assignments, tasks, and projects)?
⦿ Yes ○ No

Select the award status for the member's term

Certification of Service

☑ To the best of my knowledge and belief, the time the above-listed member reported as AmeriCorps service hours did not include any service activities prohibited by law, regulation, or grant provision.

☑ I certify that the Hours of Service Performed indicated on this form for this AmeriCorps member are true and accurate.

☑ I understand that a knowing and willful false statement on this form can be punished by a fine or imprisonment or both under Section 1001of Title 18, U.S.C.

cancel   approve

Member Exit

I certify that all of the information provided above is correct.

☑ 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, USC; exclusion from participation in Federal programs; forfeiture of benefits I may receive as a result of participation in this program; or other actions authorized by the Civil Fraud Remedies Act, 31 USC 3801-3812.

Completed on   04/24/2009

Service Information

Program Name: City Year Boston
Service Location:
Hours of Service: 600
Service Start Date: Sep 2, 2008
Expected End Date: Jun 18, 2009
Completion Date:
Type of Enrollment: Full Time

Education Award Status

Indicate whether or not the Member is eligible for an education award. Please be sure to follow the Corporation's regulations in making this selection. If the Member is going to serve another term under the National Service Trust, a new National Service Enrollment Form must be completed.

Eligible for entire education award

Did the member perform satisfactorily (complete all assignments, tasks and projects)?
◉ Yes ○ No

Certification of Service

☑ To the best of my knowledge and belief, the time the above-listed member reported as AmeriCorps service hours did not include any service activities prohibited by law, regulation or grant provision.

☑ I certify that the Hours of Service Performed indicated on this form for this AmeriCorps member are true and accurate.

☑ I understand that a knowing and willful false statement on this form can be punished by a fine or imprisonment or both under Section 1001of Title 18, U.S.C.

cancel   approve

Indicate whether or not the member performed satisfactorily

Check boxes under Certification of Service to certify the information you have entered on the exit form is correct

If you want to discard any changes you have made, click **Cancel**

Click on **Approve** to exit the member

Member Exit

eGRANTS

Welcome Alyson

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- S&N Reports
- VISTA Workbasket
- VISTA Reports

Member Information
- *Julie Woodland*
- Member Home

Member Home

Please note:
The exit form has been approved; the member has been exited.

Member Information

Click here for help.

Name: Julie Woodland	**Date of Birth:** 09/23/1990
Member ID: 000000	**Username:** Julie2009
SSN: *****0000	**E-mail:** test@cns.gov

Mailing Address:
Beautiful Clouds Ave.
Chicago, IL 60000

Permanent Address:
Smiling Trees Road
Washington, DC 80000

Home Phone Number: 312-000-0000   **Home Phone Number:** 980-000-0000

Work or Other Phone Number: **Work or Other Phone Number:**

edit member info

Service Information

Program	Organization	City/State	Service Start	Service End	--
STATE - AmeriCorps*State	City Year, Inc.	Boston, MA	09/02/2008	04/24/2009	view

A confirmation message will appear indicating that the member has been exited

The Service End Date will be updated accordingly

When exiting a member early, the member's exit form will not be listed in your Pending Exits workbasket, nor will the member have access to it from their home page. Therefore, you have to manually place the exit form in the Pending Exits Workbasket for members who need to be exited early. This will also allow the member to complete their portion of the exit form

Search Submitted Applications
➡️ Manage Members
Invite Members
Manage Events
Manage Programs
Manage Service Locations
Manage Users
Recruitment Workbasket
S&N Workbasket
S&N Reports
VISTA Workbasket
VISTA Reports

Member Information
Julie Woodland
Member Home
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Change Term
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Exit Member

Name: Julie Woodland
Member ID: 000000
SSN: *****0000

Date of Birth: 04/07/1987
Username: Julie2009
E-mail: test@cns.gov

Mailing Address:
Beautiful Clouds Ave.
Chicago, IL 60000

Permanent Address:
Smiling Trees Road
Washington, DC 80000

Home Phone Number: 312-000-0000
Home Phone Number: 980-000-0000

Work or Other Phone Number:
Work or Other Phone Number:

edit member info

Service Information

Program	Organization	City/State	Service Start	Service End	--
STATE - AmeriCorps*State	City Year, Inc.	Boston, MA	09/02/2008	06/18/2009	view

Click **View** next to the appropriate service term to open the term's service page info

Member Exit - Early

Once you unlock the exit form, you can wait for the member to complete member's portion of the Exit form or you can complete it on behalf of the member if the member has already completed and signed the paper exit form. Once the member's portion is completed, exit the member.

eG

Welcome

Portal Home

Trainee Profile

Search Potential Applicants

Search Submitted Applications

▶ Manage Members

Invite Members

Manage Events

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Member Information

Julie Woodland

Member Home

State and National Service Term Information

Name	Julie Woodland	Member ID	000000
Program Name	Serving Community	Service Location	
Service Start Date	04/14/2009	Service End Date	04/13/2010
Program Code	06ACHNY **00000000**	Program Year	2008
Trust Eligible	Yes	Slot Type	One Year Half Time

State and National Service Term History

Update Type	Effective Date	Updated By	Action	
n/a	04/22/2009	AAUGUSTIN	Transfer IN	Transfered In from 06ACHCA0010012 with 250 hours served.

Current Status: In-Service   unlock exit form

Update Type: |Select ▼|

back   next

Click **Unlock Exit Form**. The member will appear in your Pending Exit Workbasket

What's next?

- ## The Resource Center
  - o www.nationalserviceresources.org/ac-training-support
  - o Includes other tutorials
  - o Live training and registration schedule

- ## The eGrants Coaching Unit
  - o 1-888-333-8272
  - o egrantstta@jbsinternational.com
  - o Training/Technical Assistance

- ## The eGrants Help Desk
  - o 1-888-677-7849
  - o Technical Assistance
  - o User name/Password reset assistance