My AmeriCorps Release 3
AmeriCorps National Programs
Program Management

Corporation for NATIONAL & COMMUNITY SERVICE

Presentation developed for the Corporation for National and Community Service by the eGrants Coaching Unit
JBS International, Aguirre Division (2008); 1-888-333-8272

Introduction

This presentation is designed for AmeriCorps National Programs. It will guide you through managing operating sites, service locations and slots, and show how to view a member roster.

We will also demonstrate how to transfer slots across programs. (For information on who can perform this function, please view the tutorial on **User Roles and Management – Understanding and Planning**.)

If you haven't already seen it, please check out the **General Overview** presentation before proceeding with this one. We assume for this presentation that you've been exposed to the basic features and navigation of My AmeriCorps.

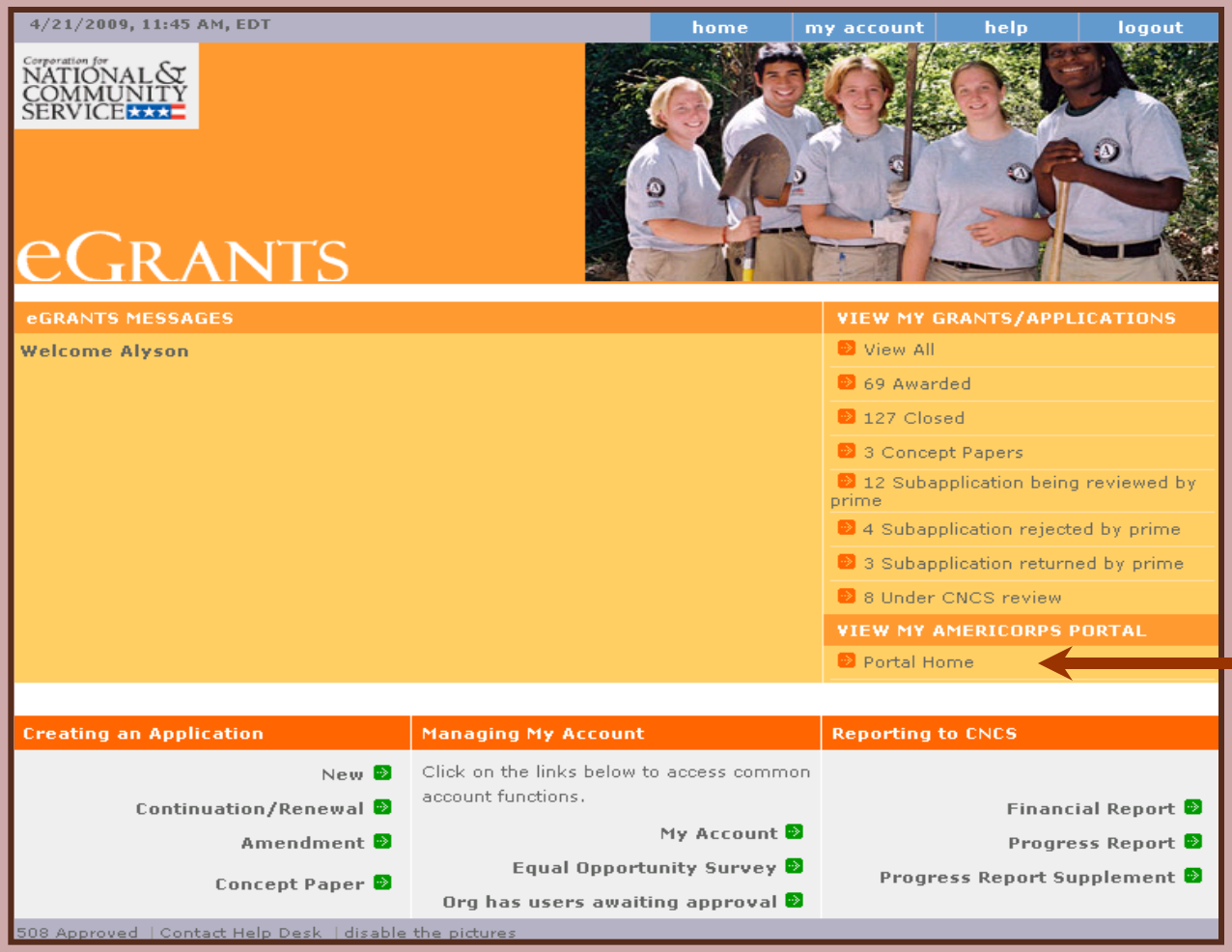
Important Considerations

- 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 Director or Program Officer.

Agenda

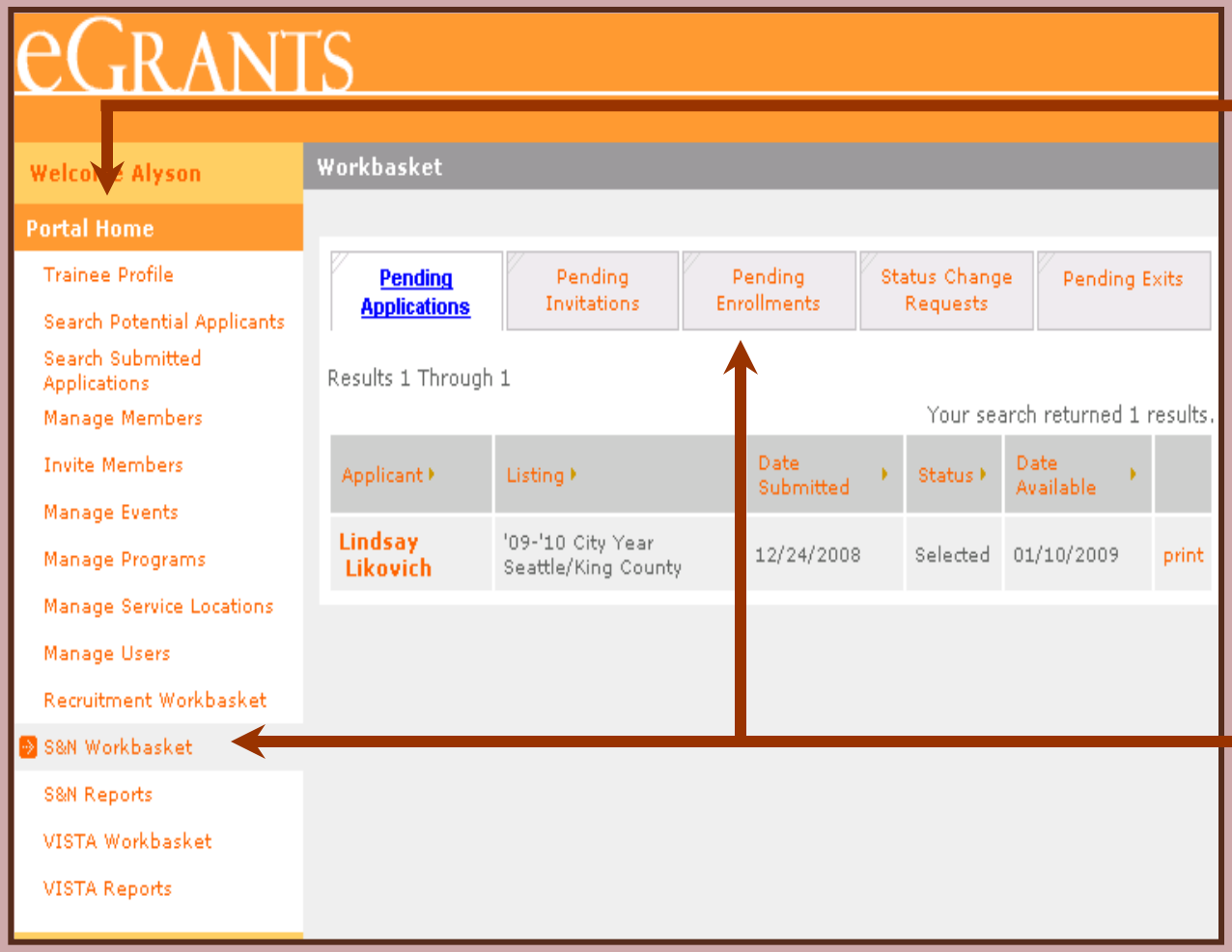
- Access My AmeriCorps
- Search for Primes or Operating Sites
- View Operating Sites
- Renew Operating Sites
- Create a New Operating Site
- Allocate Slots
- Edit Operating Site Information
- Service Locations
- Member Roster
- Slot Management
- Transfer Slots
- Search for Service Locations
- What's Next?

Access My AmeriCorps



After logging onto eGrants, click on **Portal Home** to enter My AmeriCorps.

My AmeriCorps Home Page



The Portal Home link returns you to your My AmeriCorps home page. The menu on the left provides links to manage the grants and programs / operating sites you have access to. The links are context-sensitive, meaning that different links appear on different screens.

Your home page displays workbasket tabs. Each tab displays a list of actions awaiting completion. Service Location users do not have workbaskets.

Search for Primes or Operating Sites

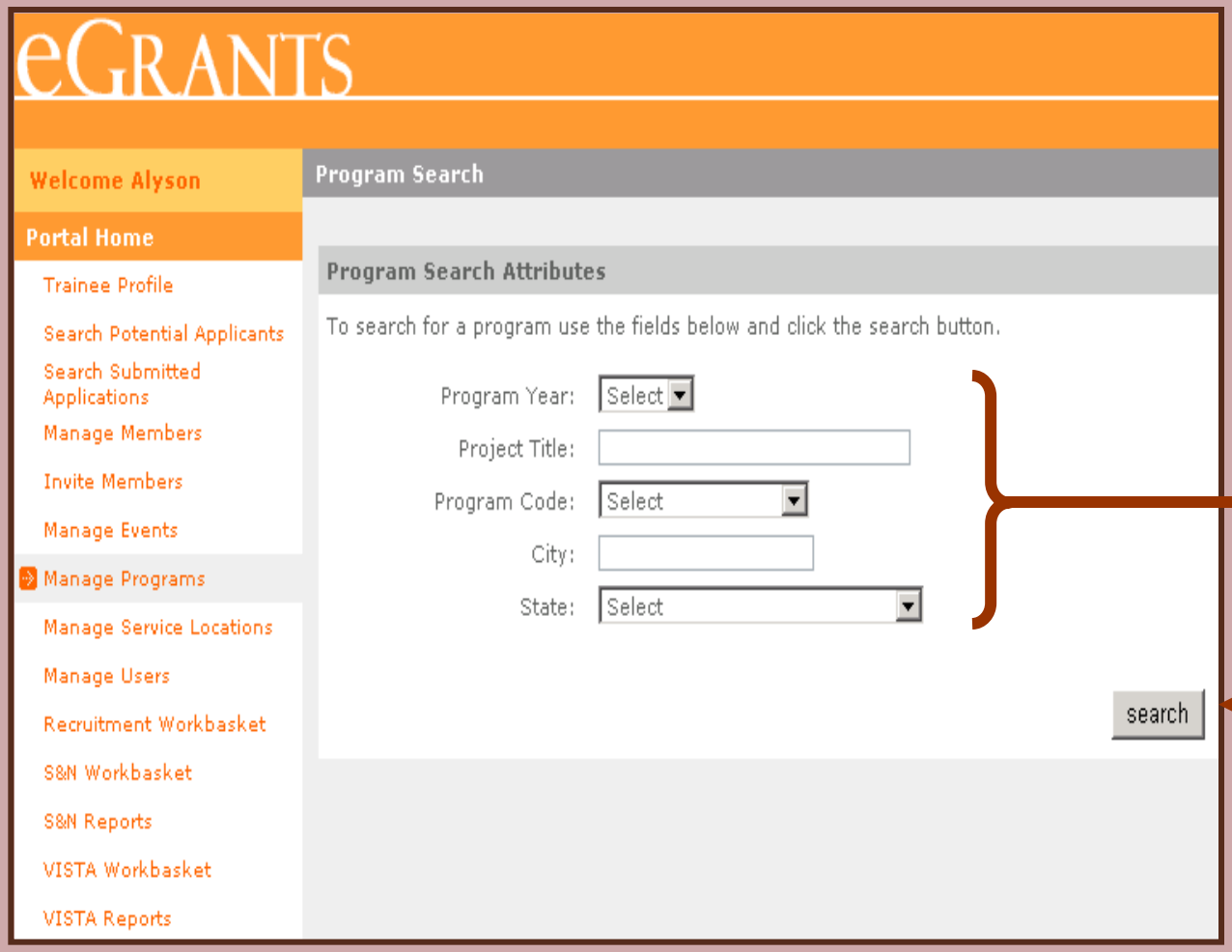
Before viewing Prime or Operating Site Information, you have to find it. Click on **Manage Programs** to start the search.

Grant and Slot Management Tasks

Search for a Prime or Operating Site in order to complete these tasks:

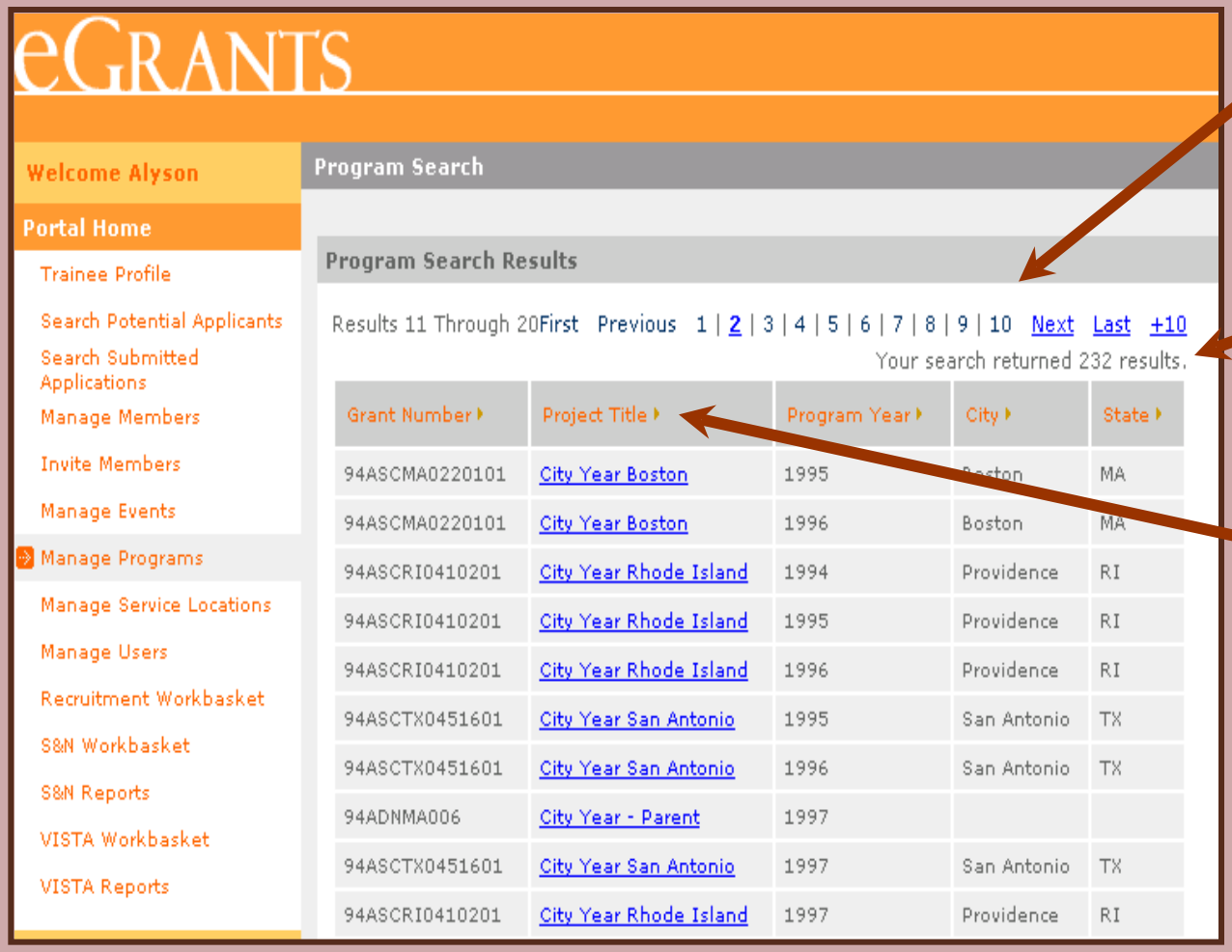
- Creating a new operating site or renewing an old one
- Allocating slots to an operating site
- Viewing or editing Prime or Operating Site information,
- Viewing or converting standard or refill slots
- Transferring standard slots across operating sites, and
- Viewing a list of members assigned to a Operating Site or service location.

Search for Primes or Operating Sites



Select and/or enter identifying information to start a search. Click on **search** to see the results.

Search for Primes or Operating Sites

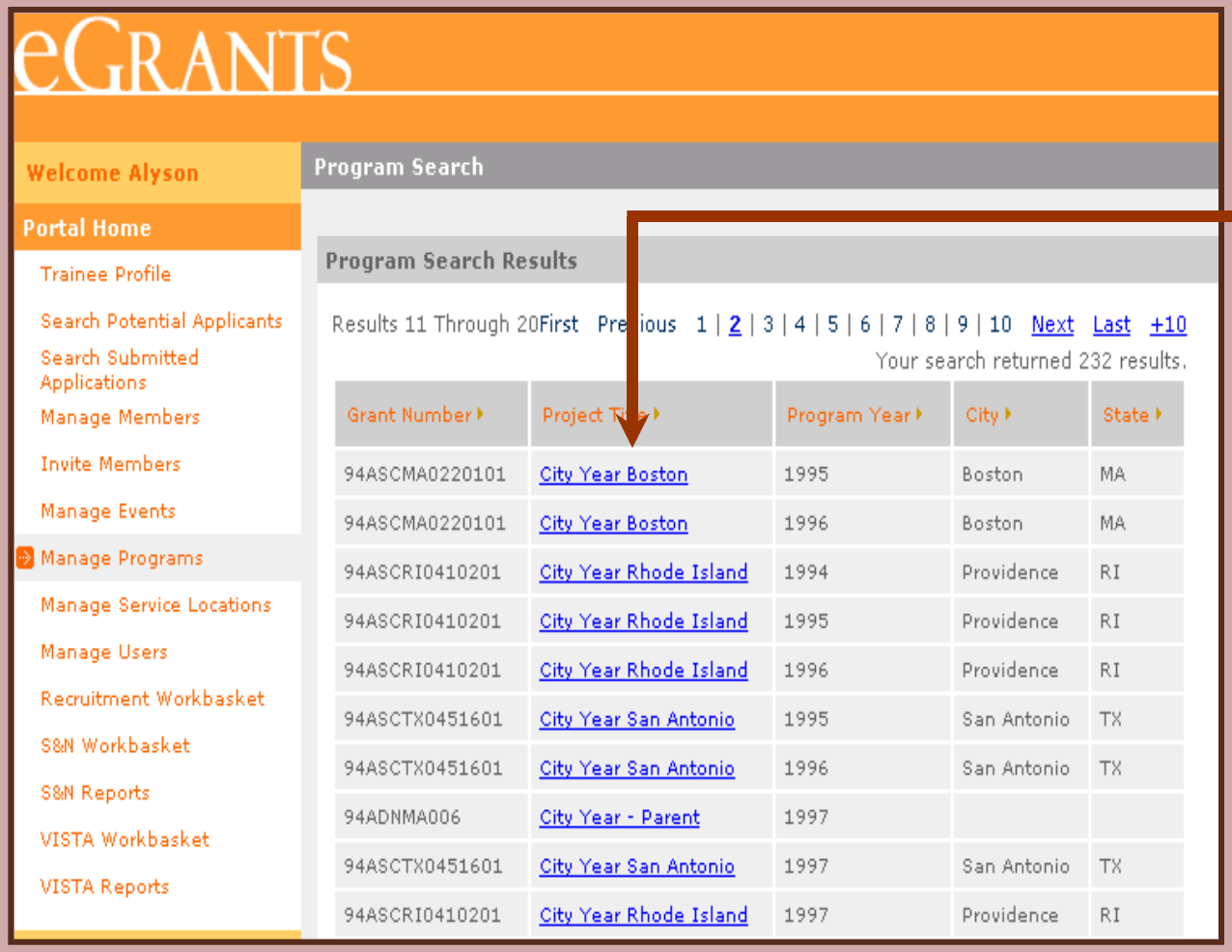


Use the page navigation to scroll through the pages. You can sort the listing by the column title.

The results page shows the total number of grants or operating sites meeting search criteria.

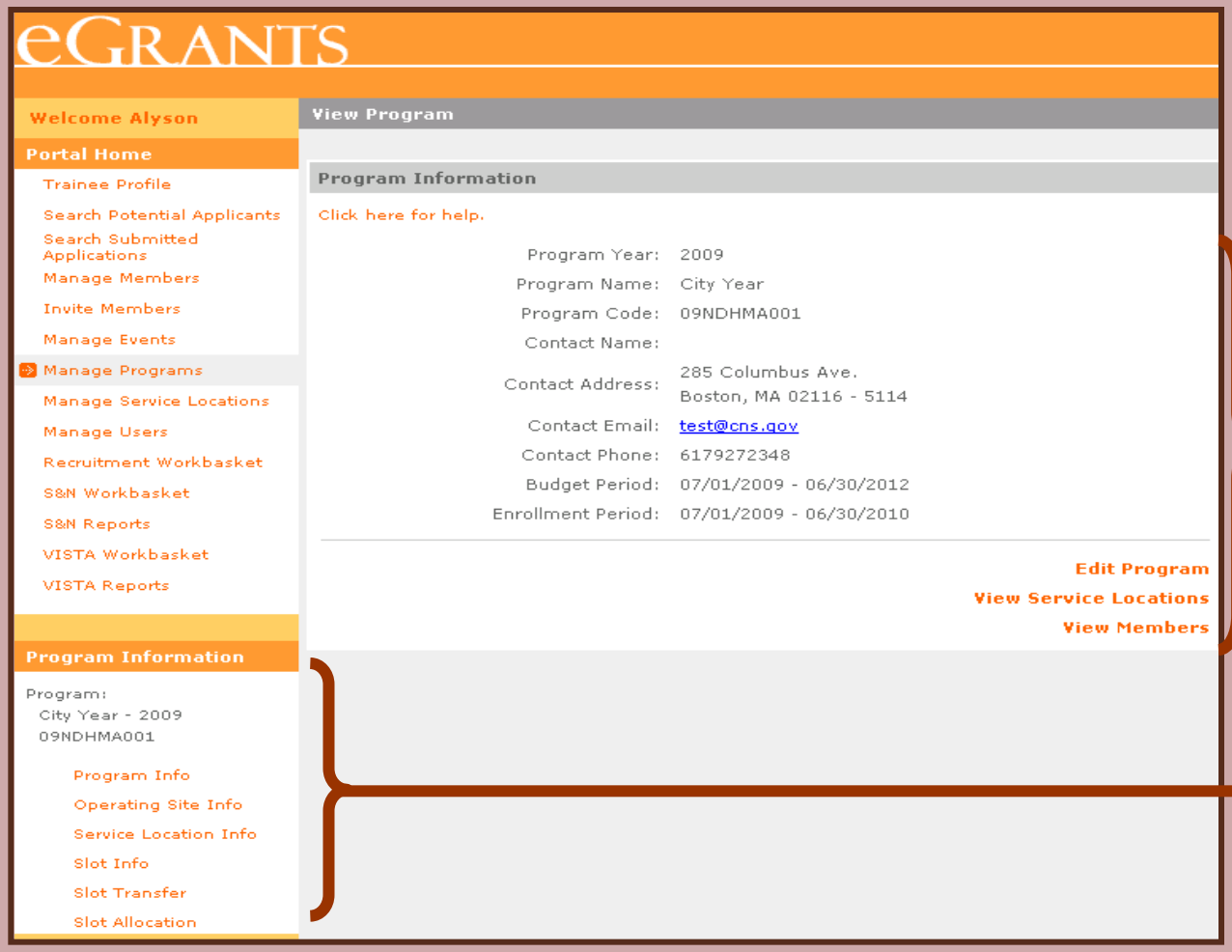
Sort the results by clicking the link in the column title.

Reading Search Results



Click on the name of the Prime or Operating Site to perform other grant-related functions.

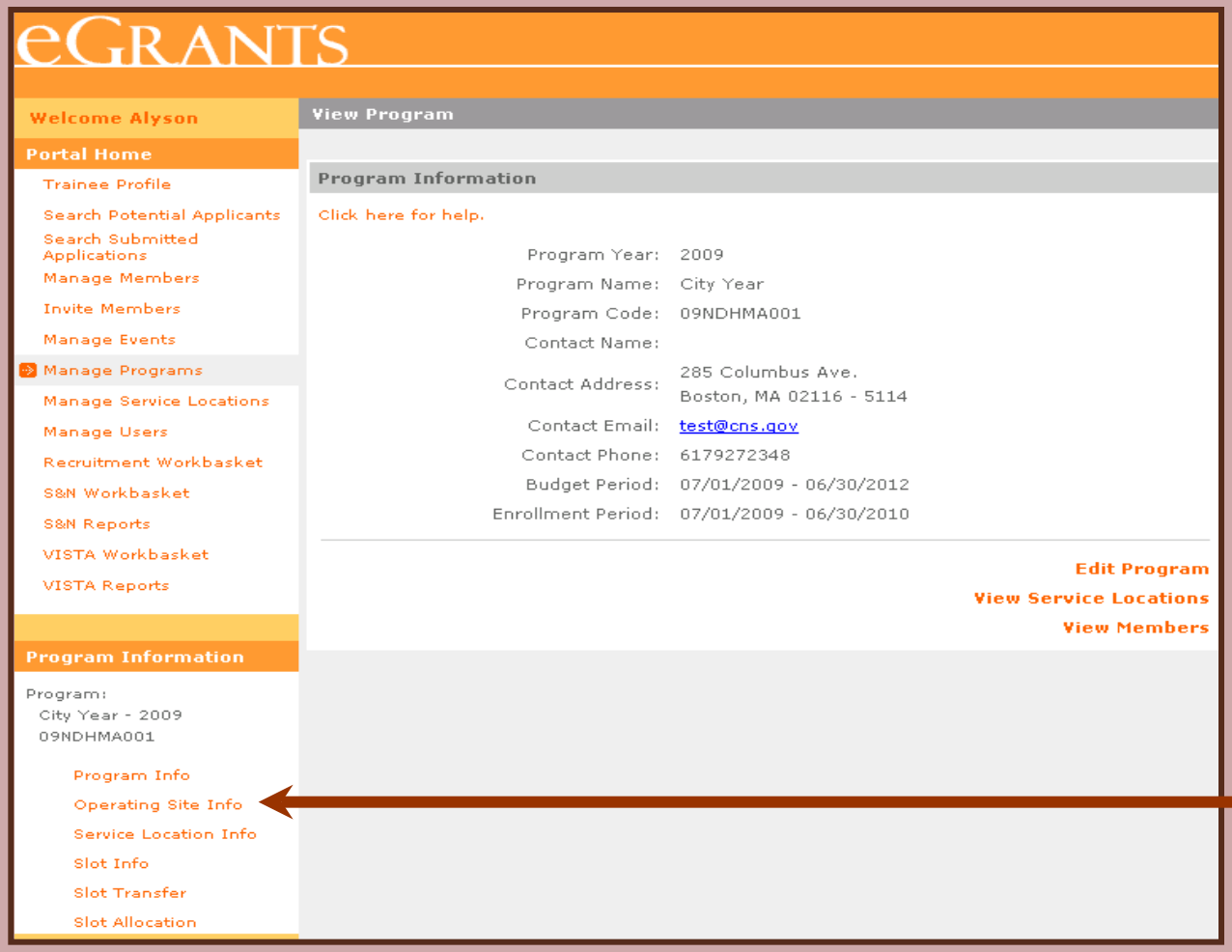
Program Information Screen



Information about the Parent Organization and links to perform other tasks.

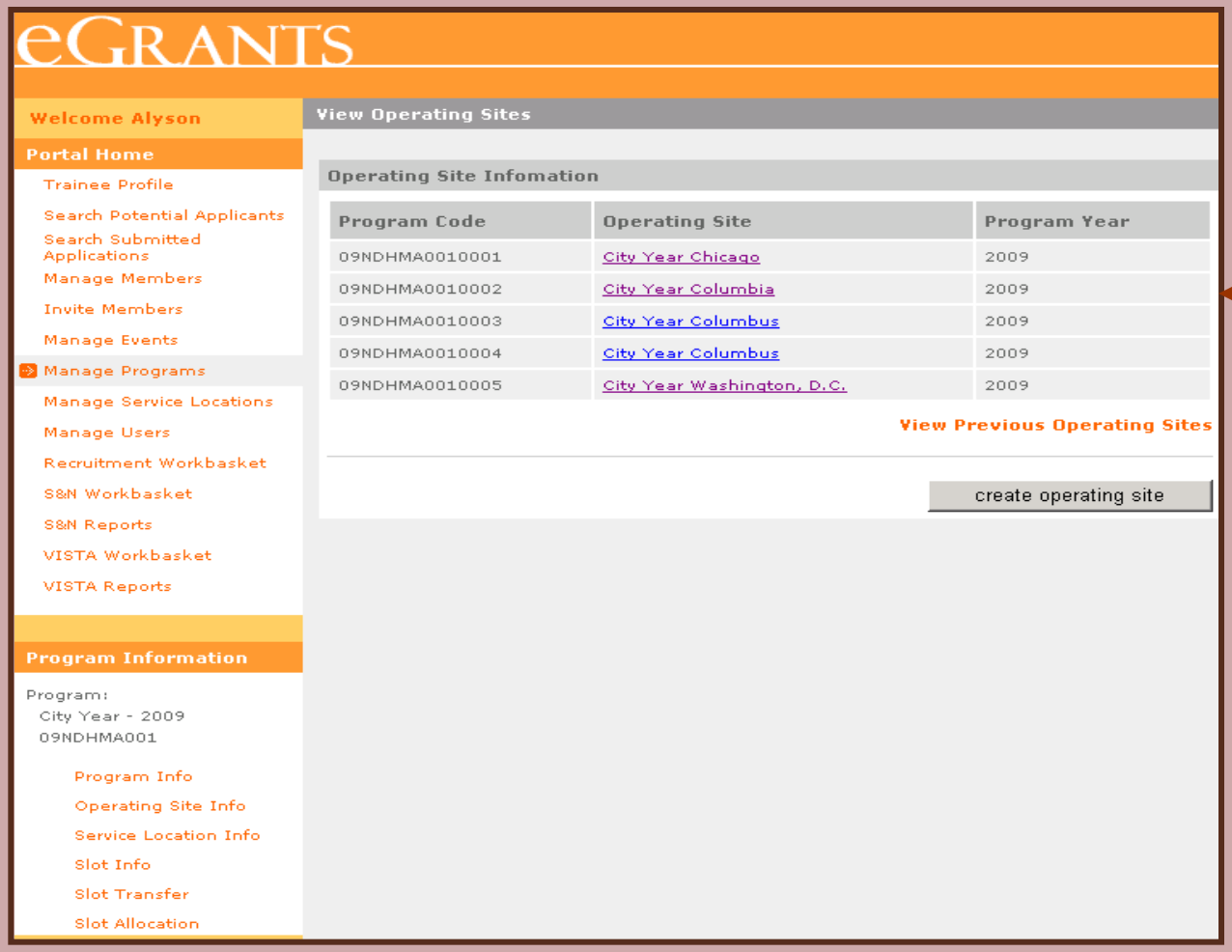
The Program Information links provide quick access to perform other grant-related functions and are specific to the program listed.

View Operating Sites



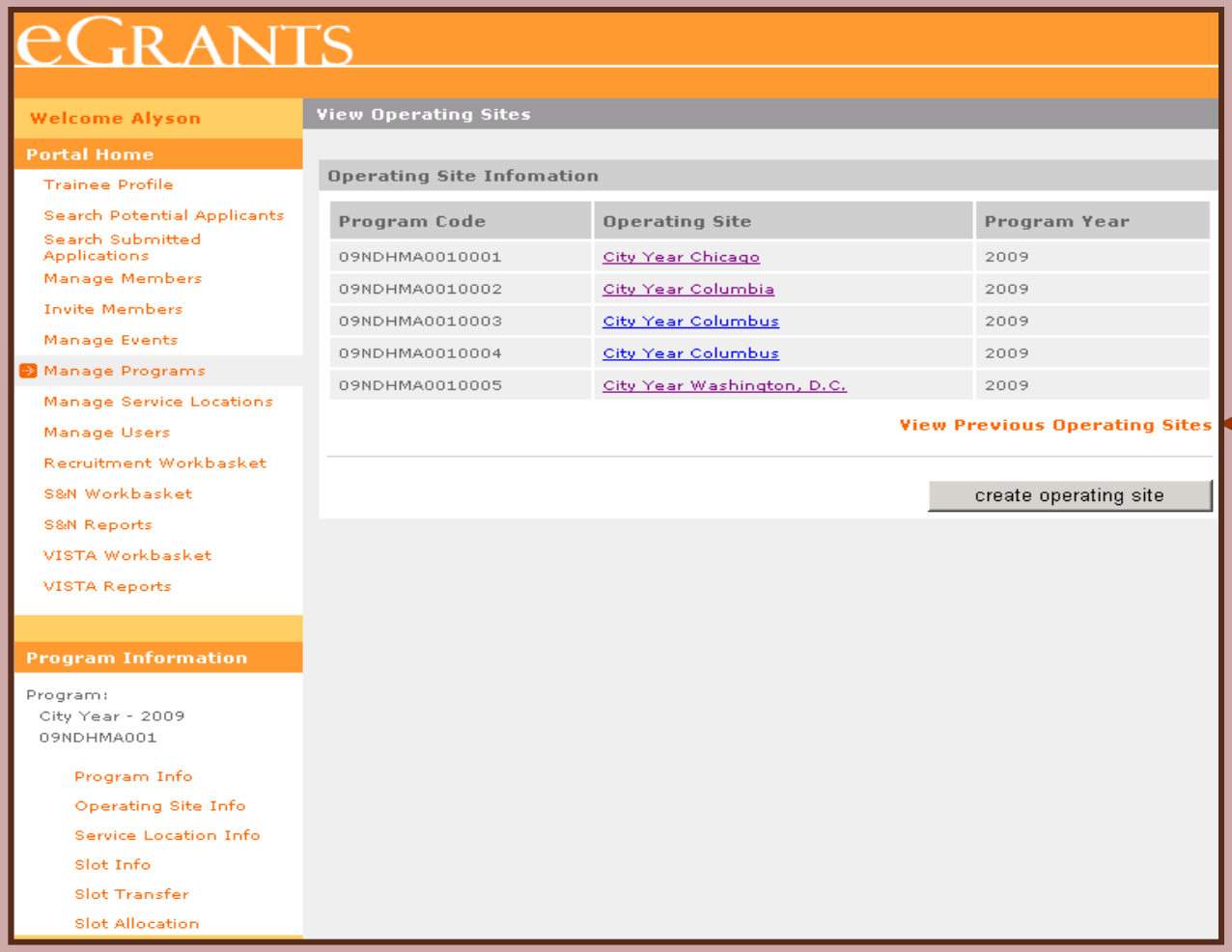
Click on **Operating Site Info** to view a listing of all operating sites or to renew or create one.

View Operating Sites



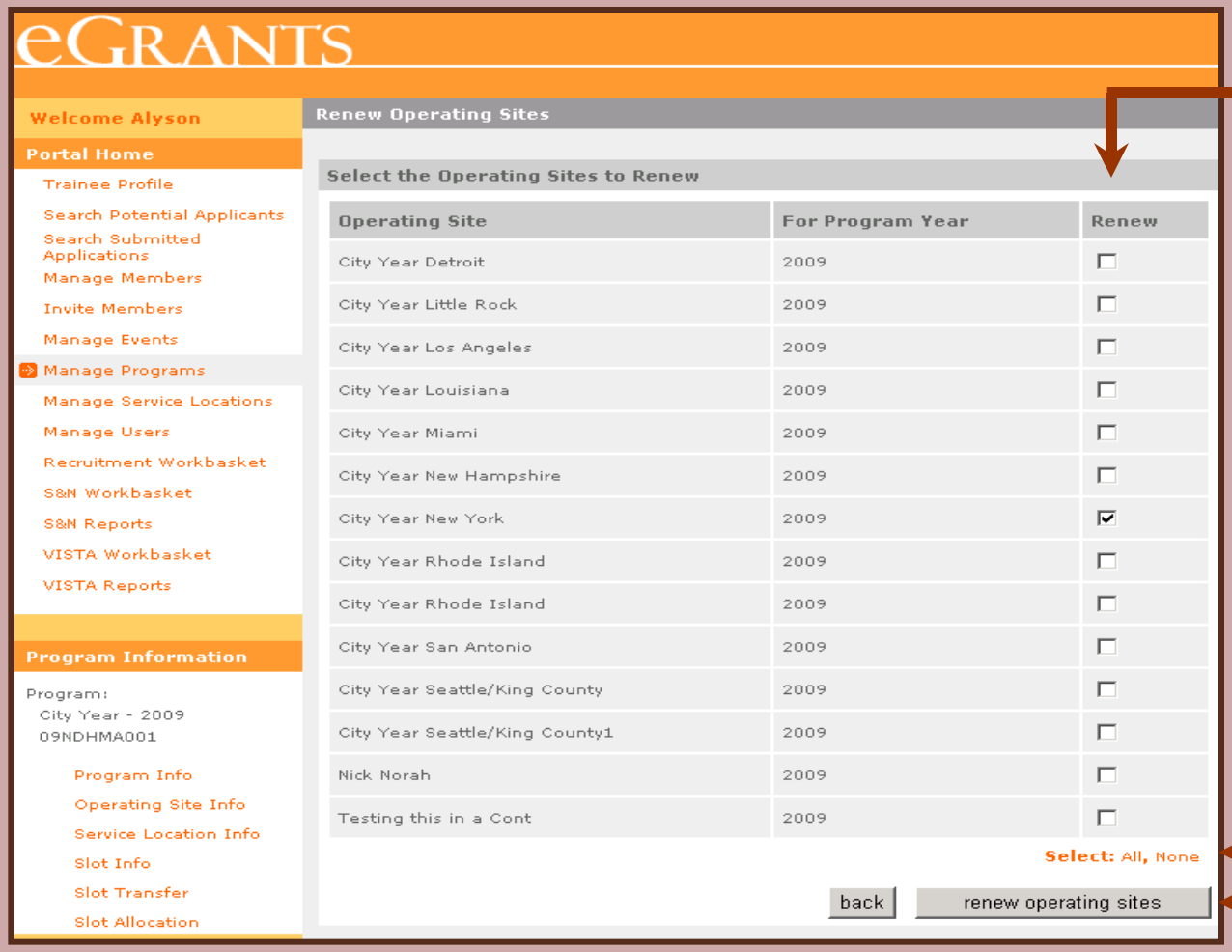
Your active operating sites will be listed here.

Renew Operating Sites



Click on **View Previous Operating Sites** to renew a previously used operating site.

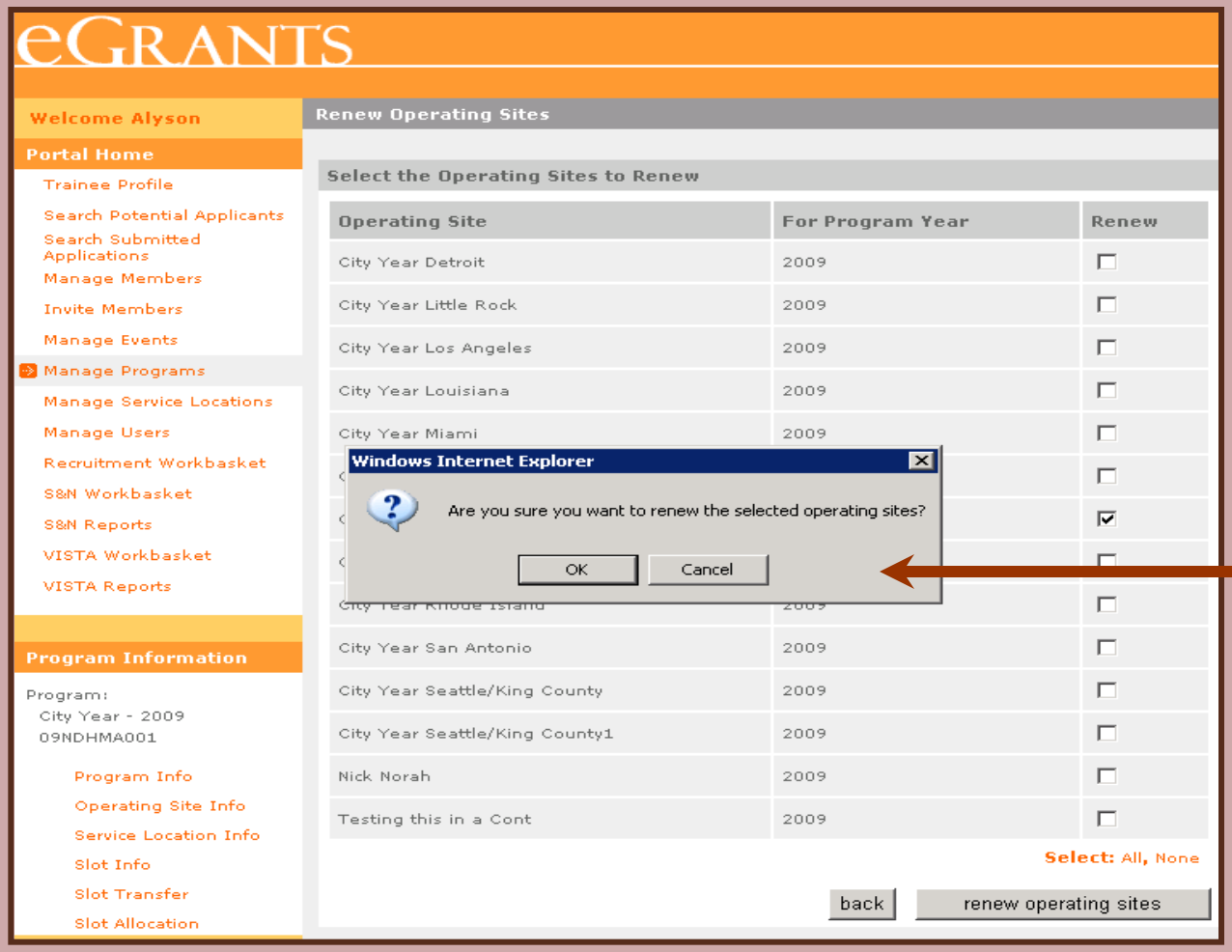
Renew Operating Sites



To renew an operating site, click the box next to each operating site. Click on it again to unselect it.

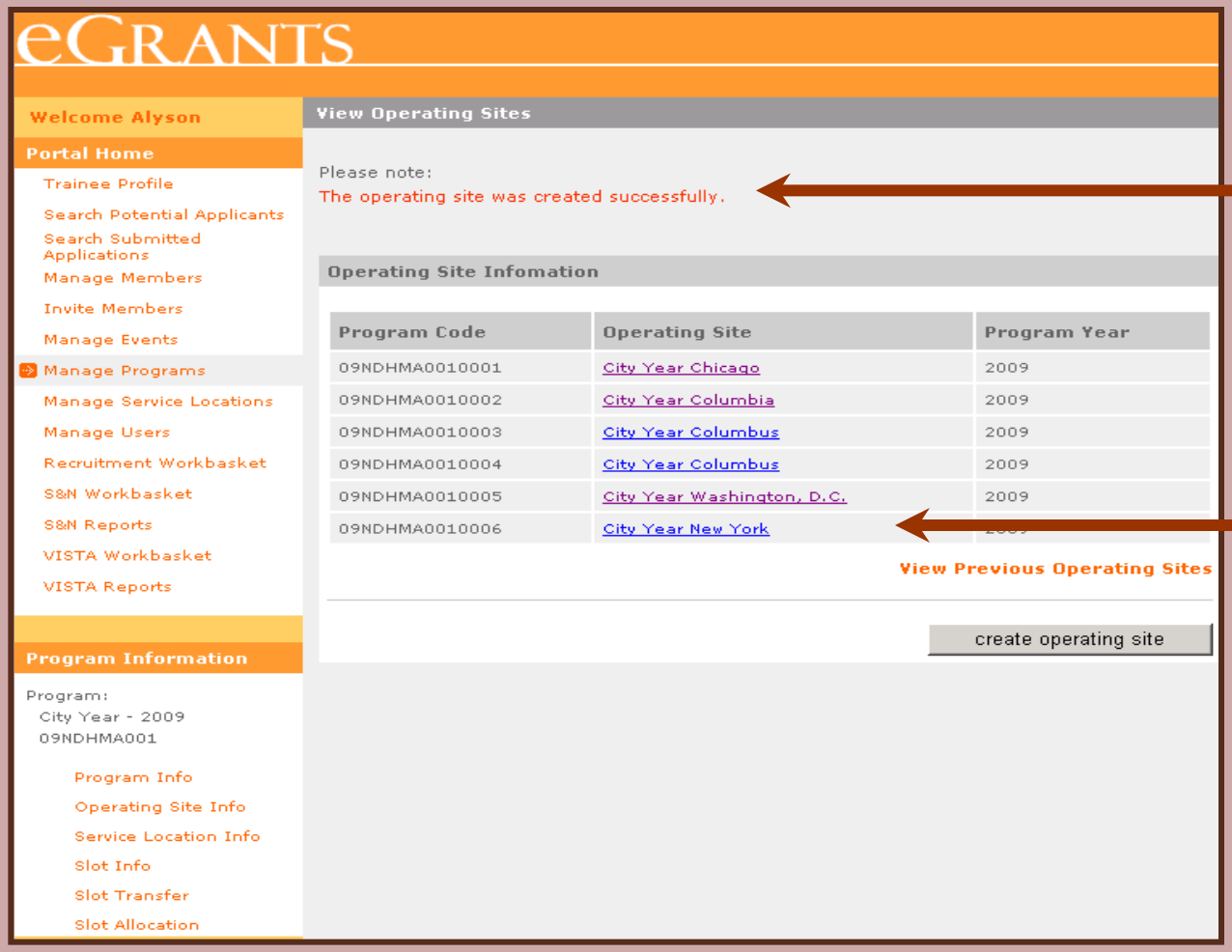
Click **All** to select all operating sites or **None** to deselect them. Click **renew operating sites** to make the selected operating sites available for use.

Renew Operating Sites



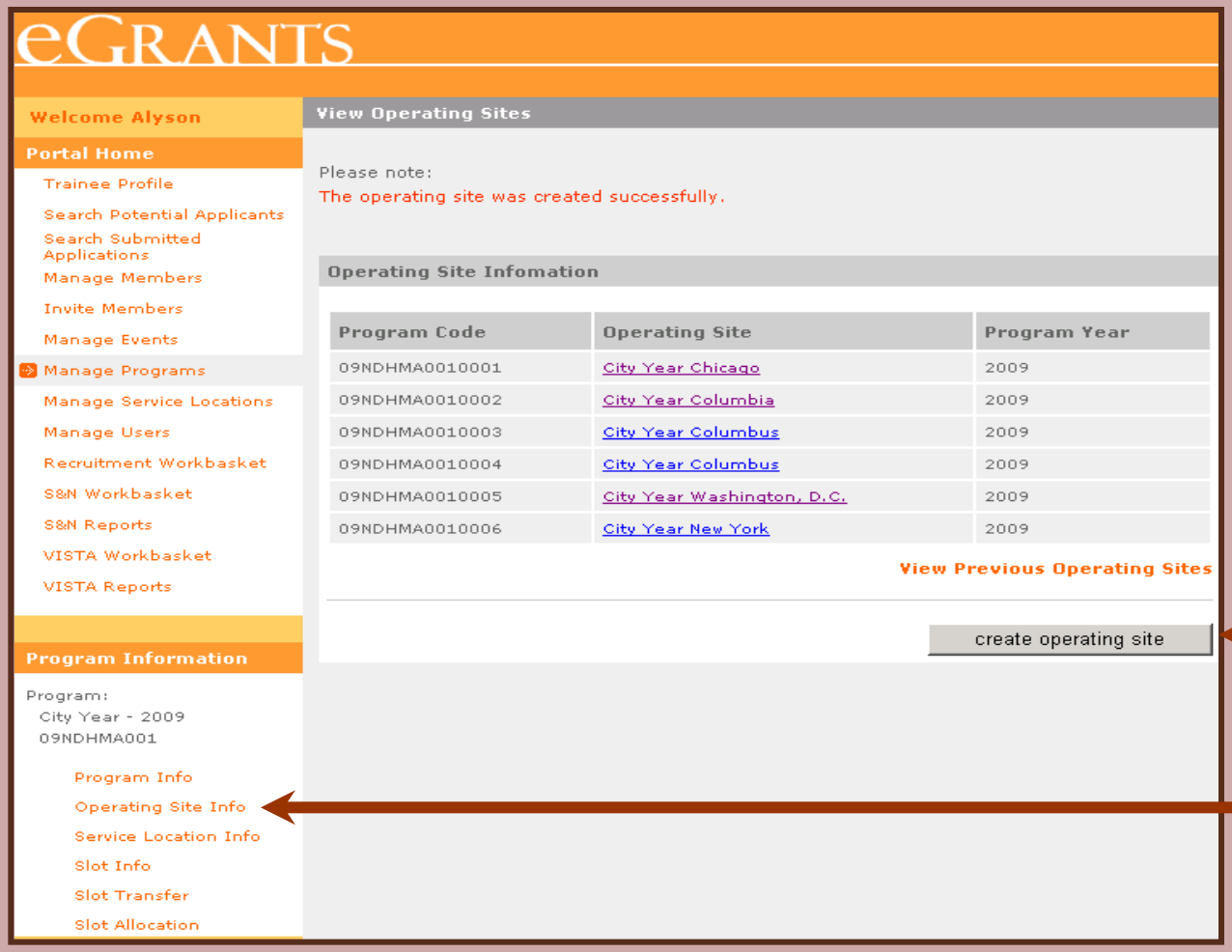
Click on **OK** to continue with the process or **Cancel** to return to the Renew Operating Sites page.

Renew Operating Sites



The renew process was successful and the operating site is available for use.

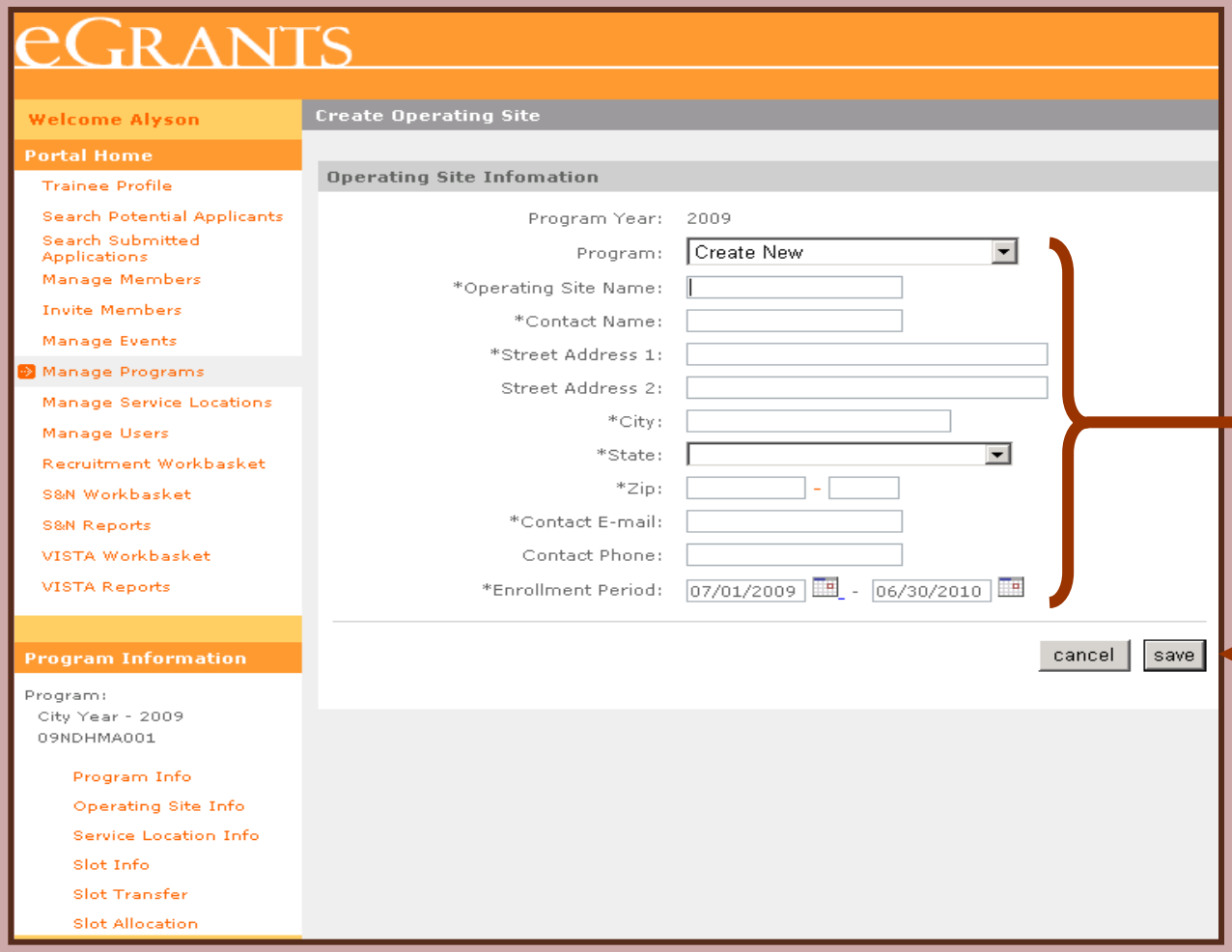
Create a New Operating Site



Click on **create operating site** to enter the details of a new operating site.

You can access this page from the **Operating Site Info** link.

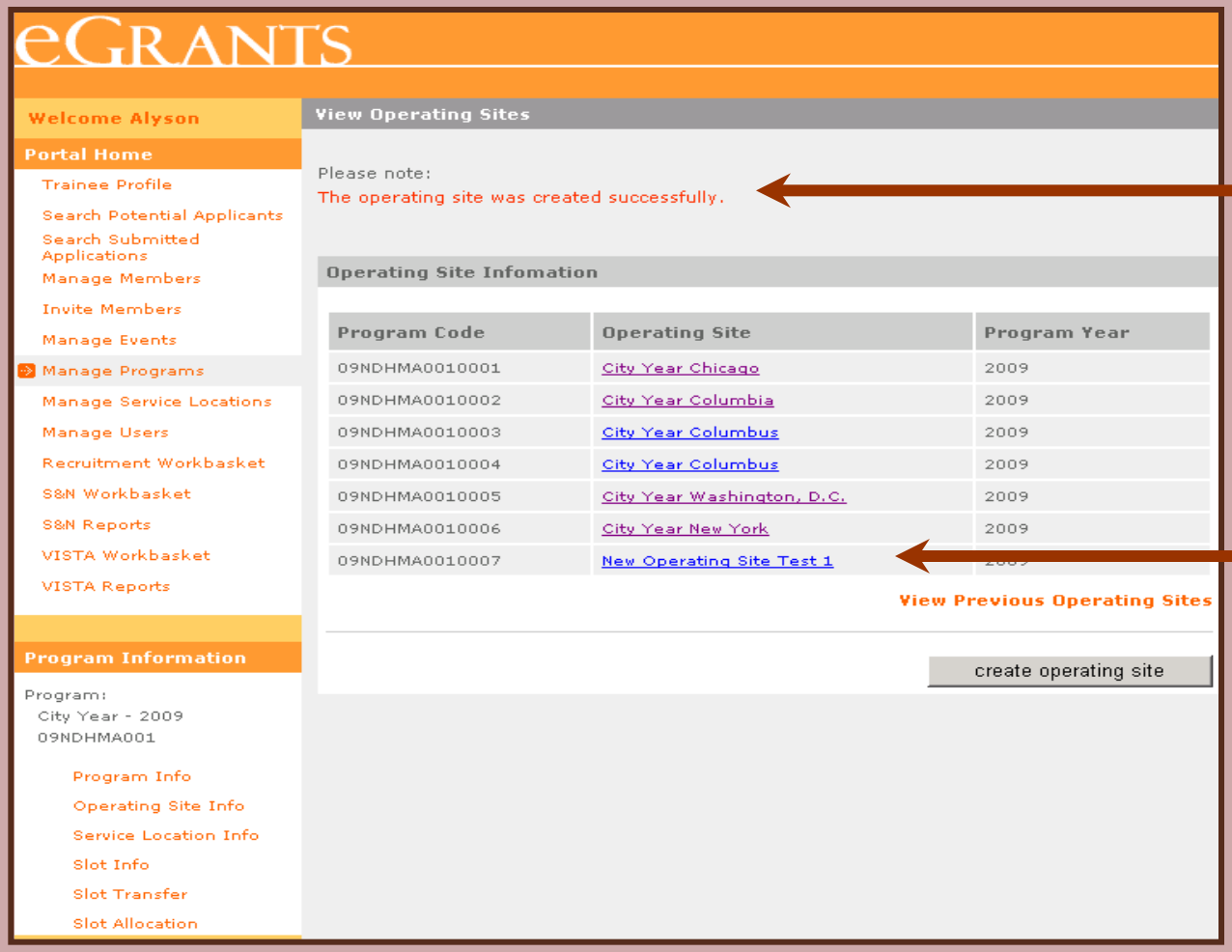
Create a New Operating Site



Enter the details of the new operating site.

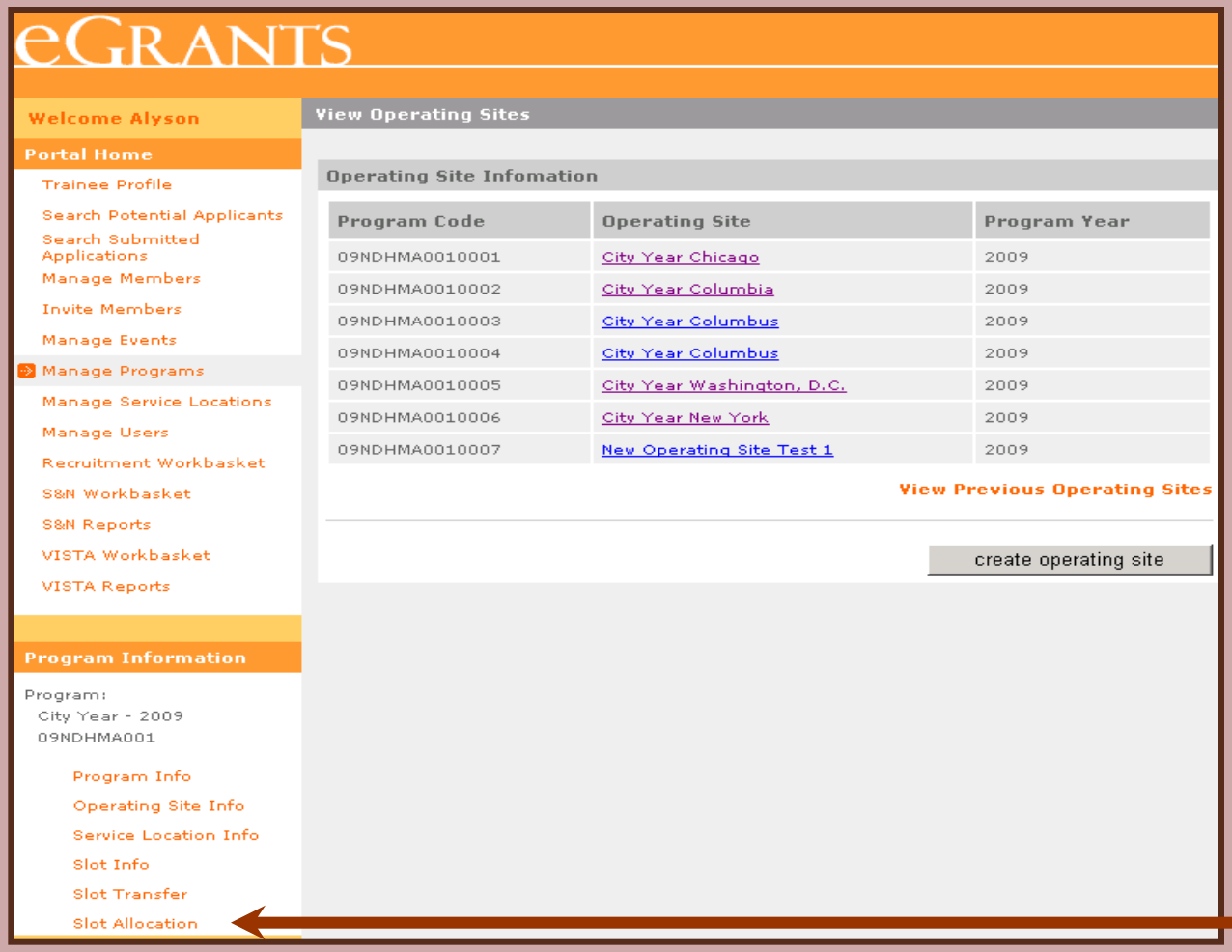
Click on **save** to continue the process or **cancel** to return to the operating sites listing page without saving.

Create a New Operating Site



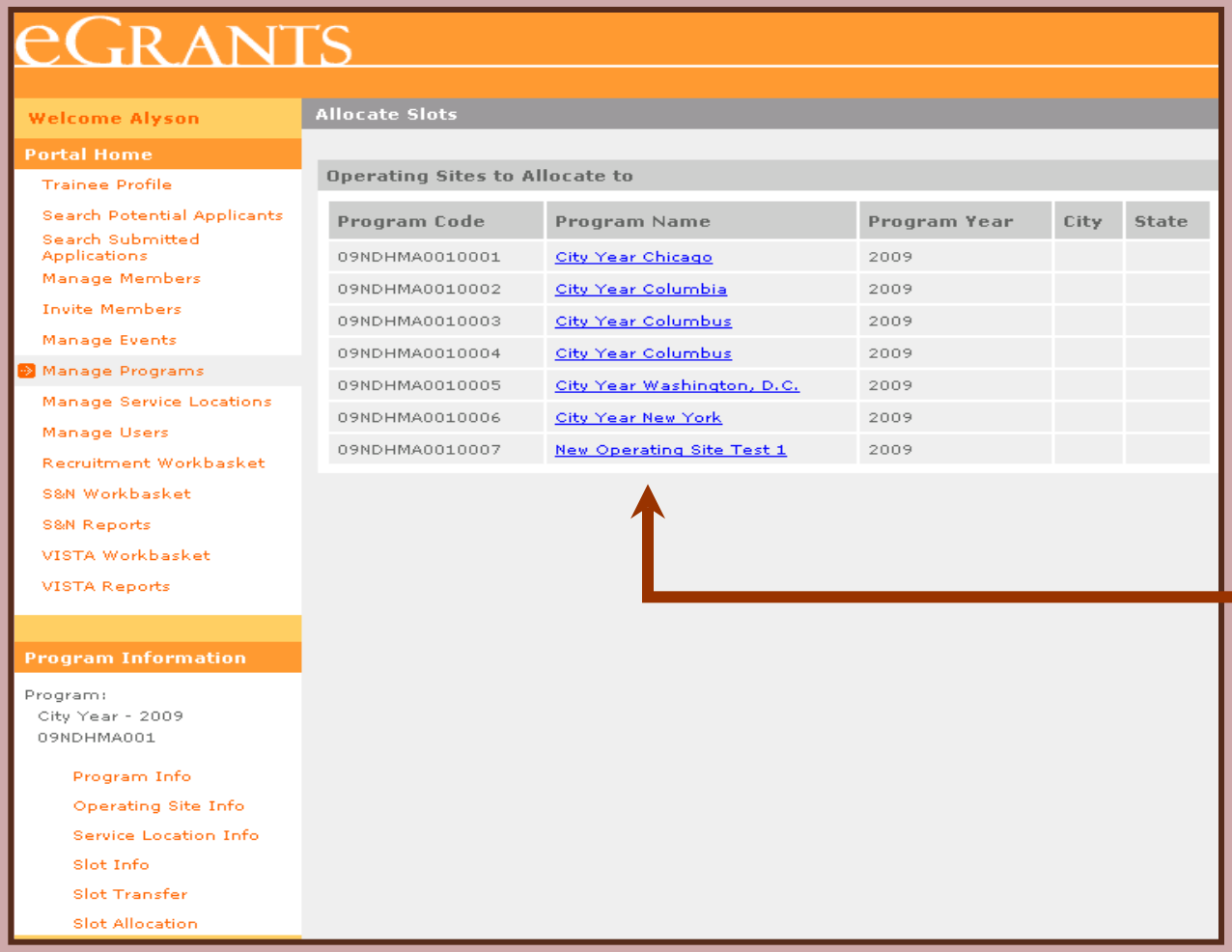
The operating site was created and is now available for use.

Allocate Slots



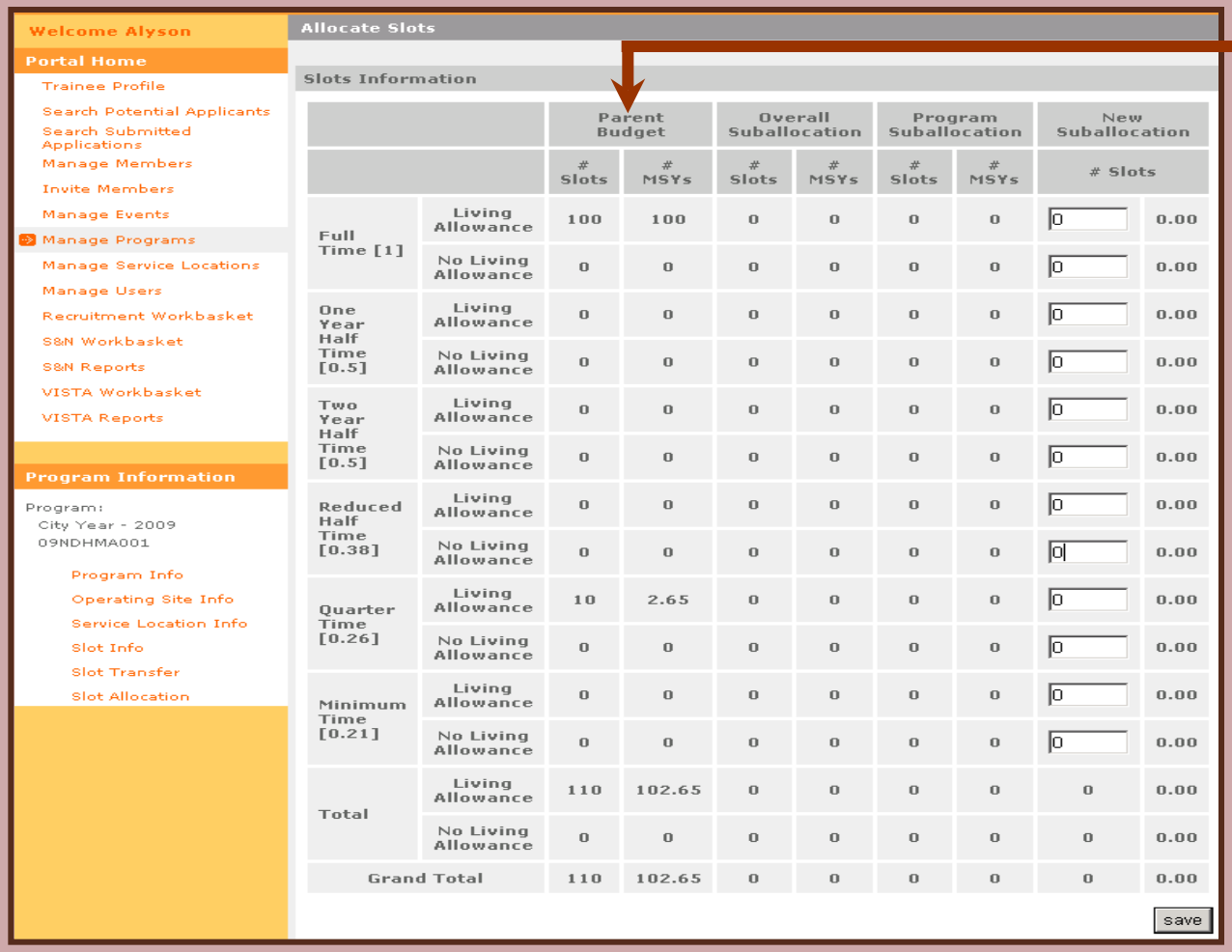
Click on **Slot Allocation** to assign slots to operating sites.

Allocate Slots



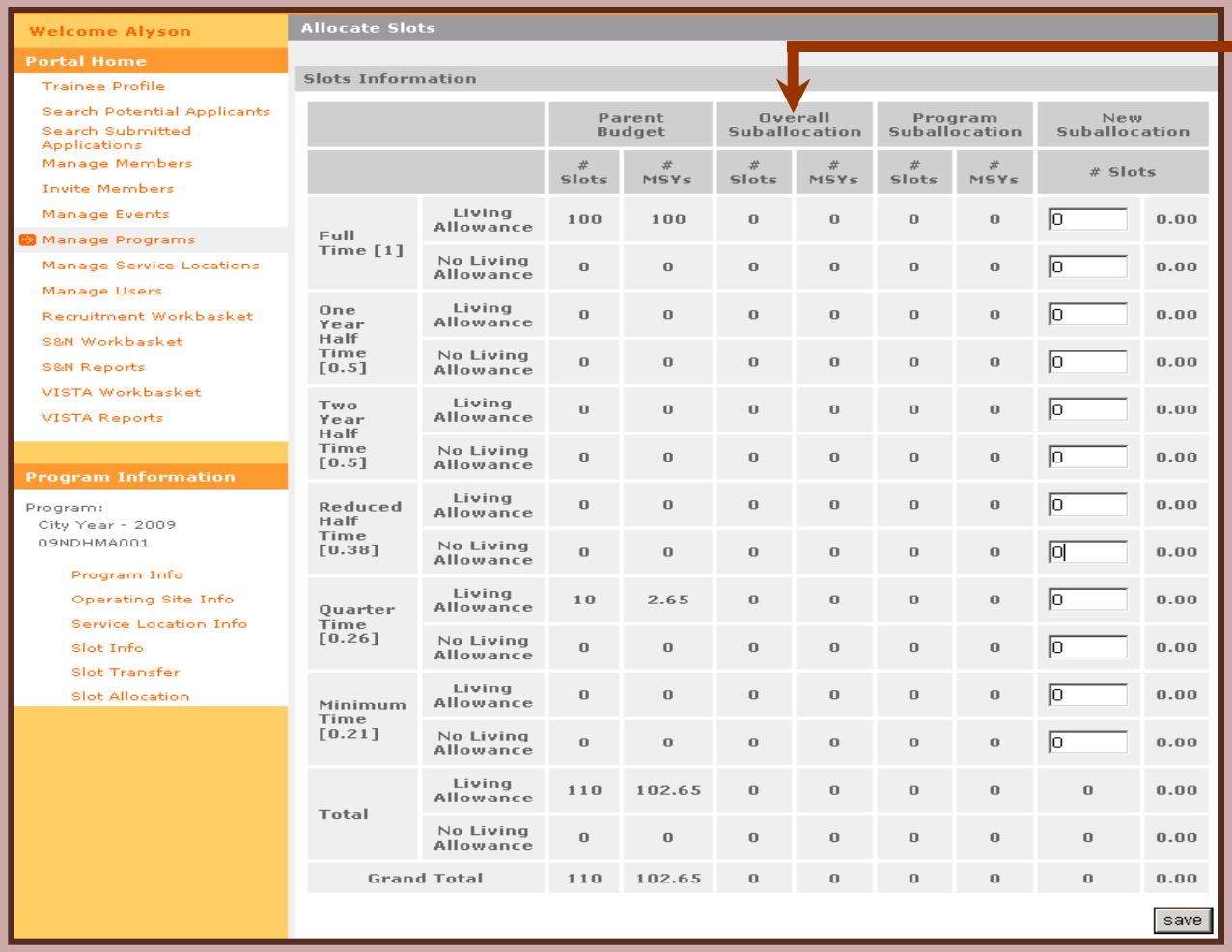
To allocate slots to an operating site, click on the name of the operating site from the list.

Allocate Slots



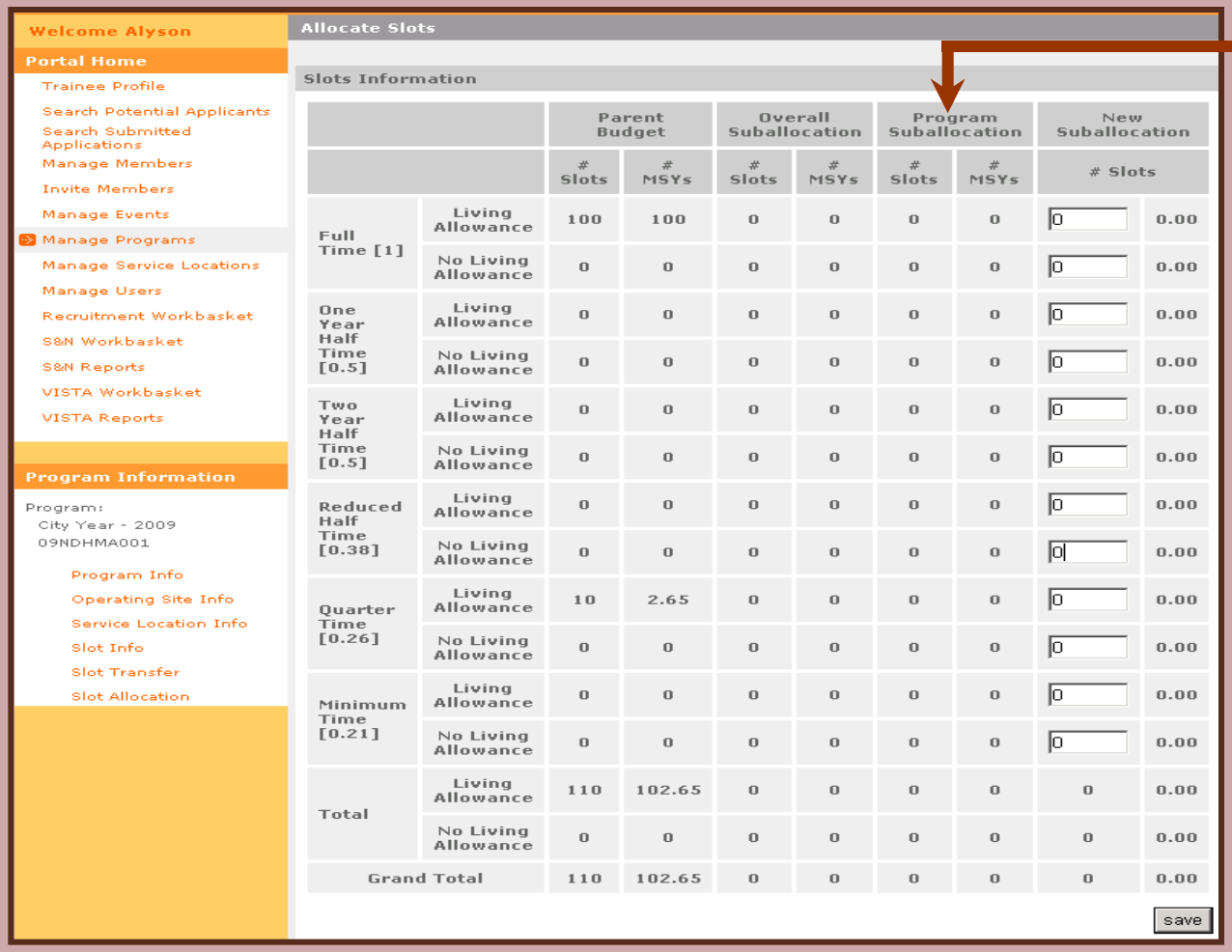
The total slots and MSYs granted to the Parent Organization.

Allocate Slots



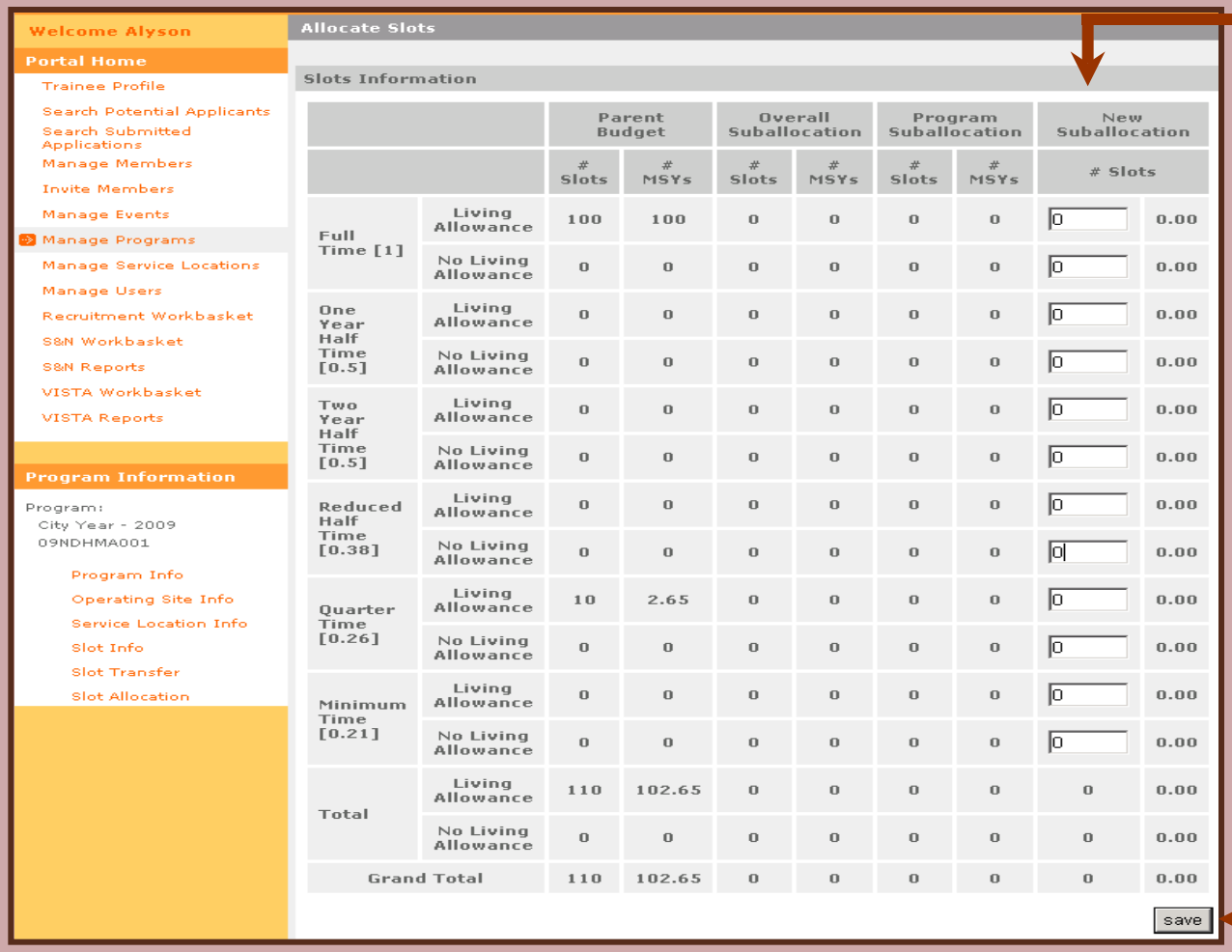
The total slots and MSYs currently allocated to other operating sites.

Allocate Slots



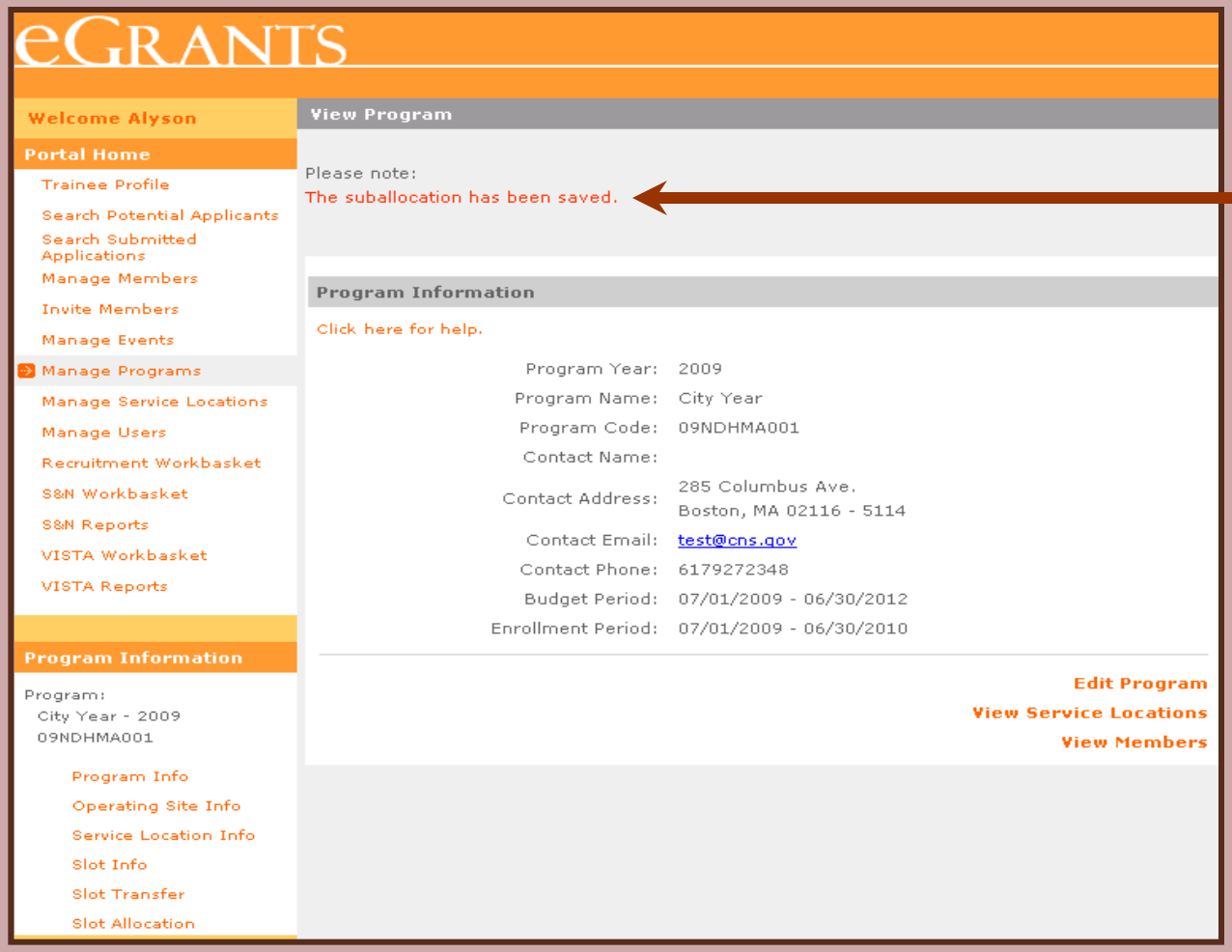
The total slots and MSYs currently allocated to this operating site.

Allocate Slots



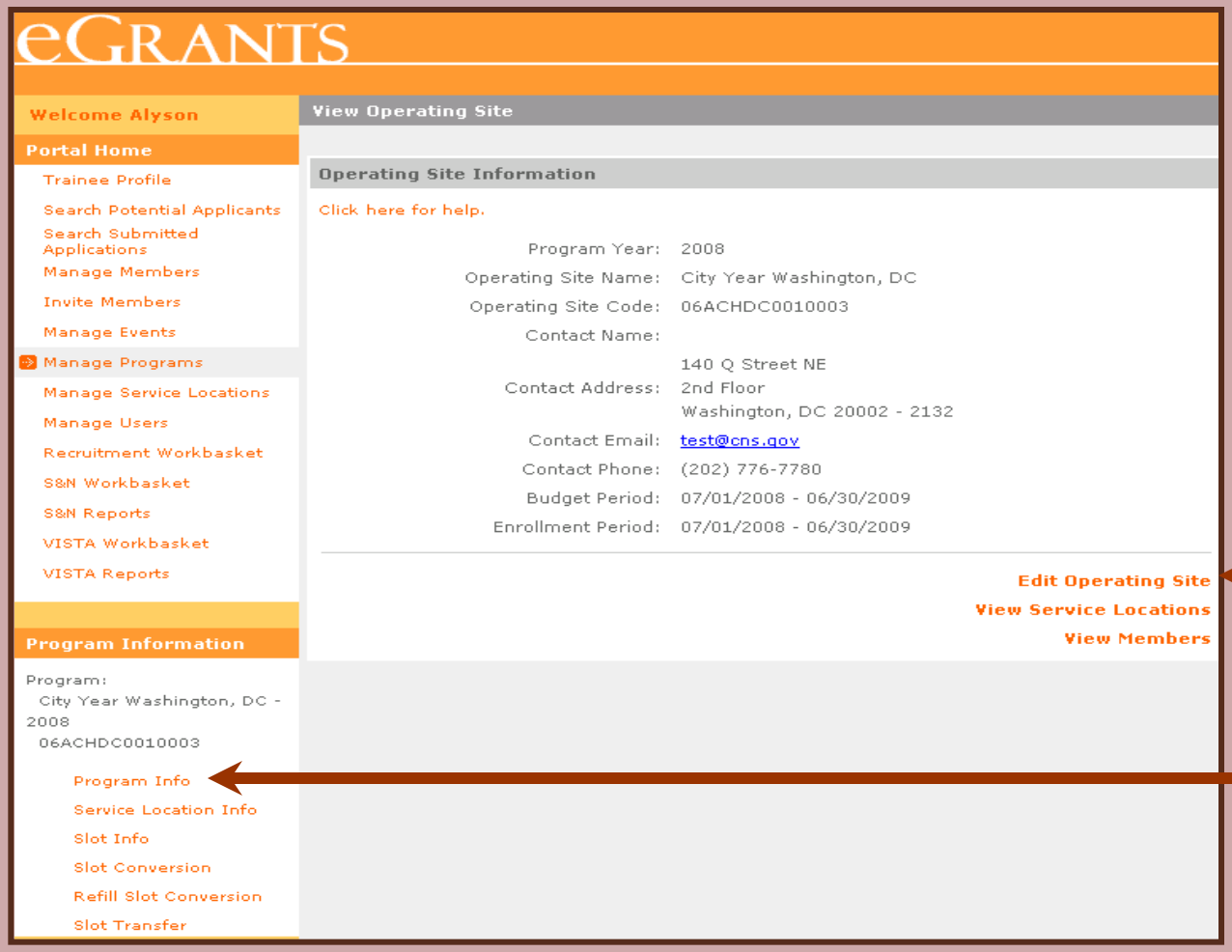
Enter the new slot allocation for each slot type and click on **save**. You may increase or decrease slots.

Allocate Slots



The slot allocation has been saved.

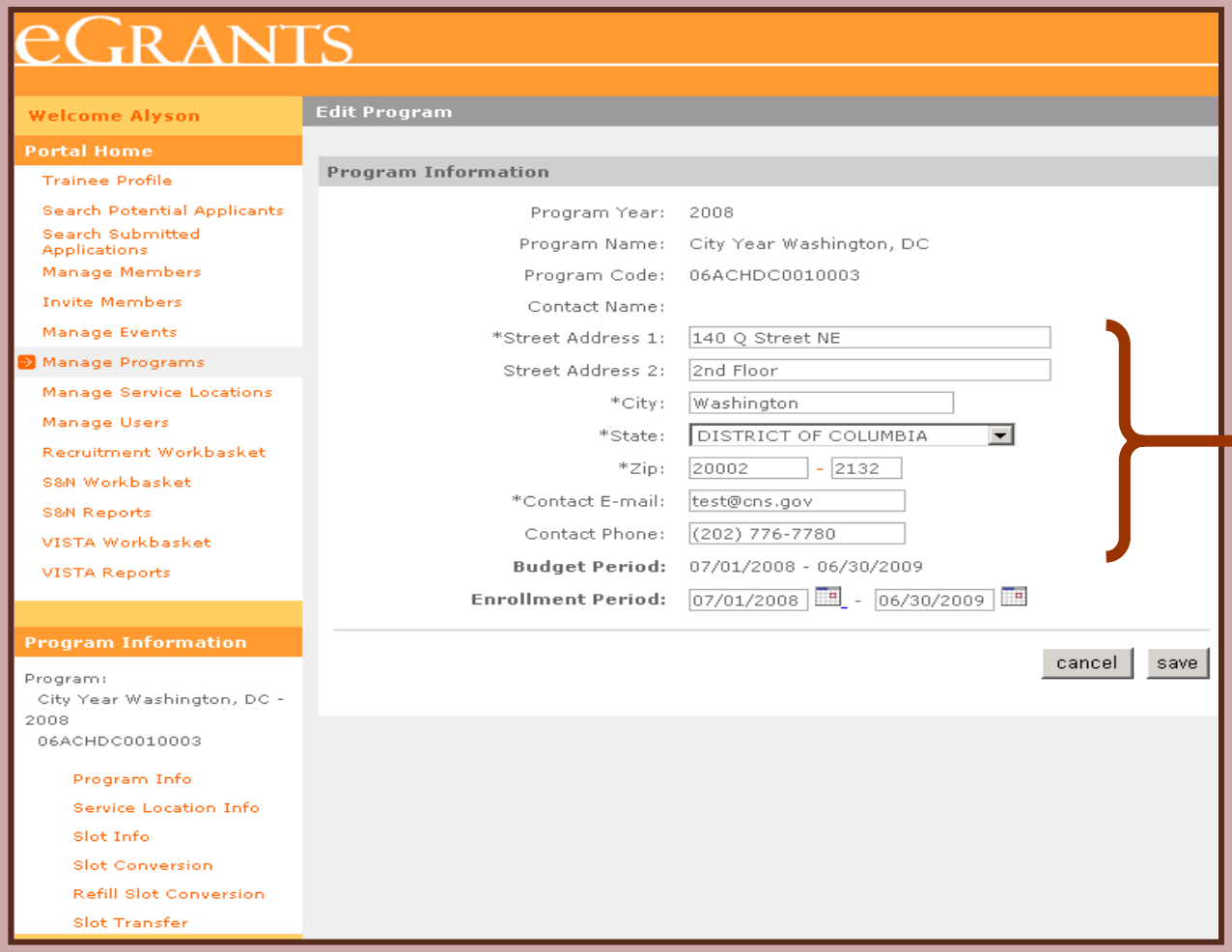
Edit Operating Site Information



Click on **Edit Operating Site** to edit the details of the Program.

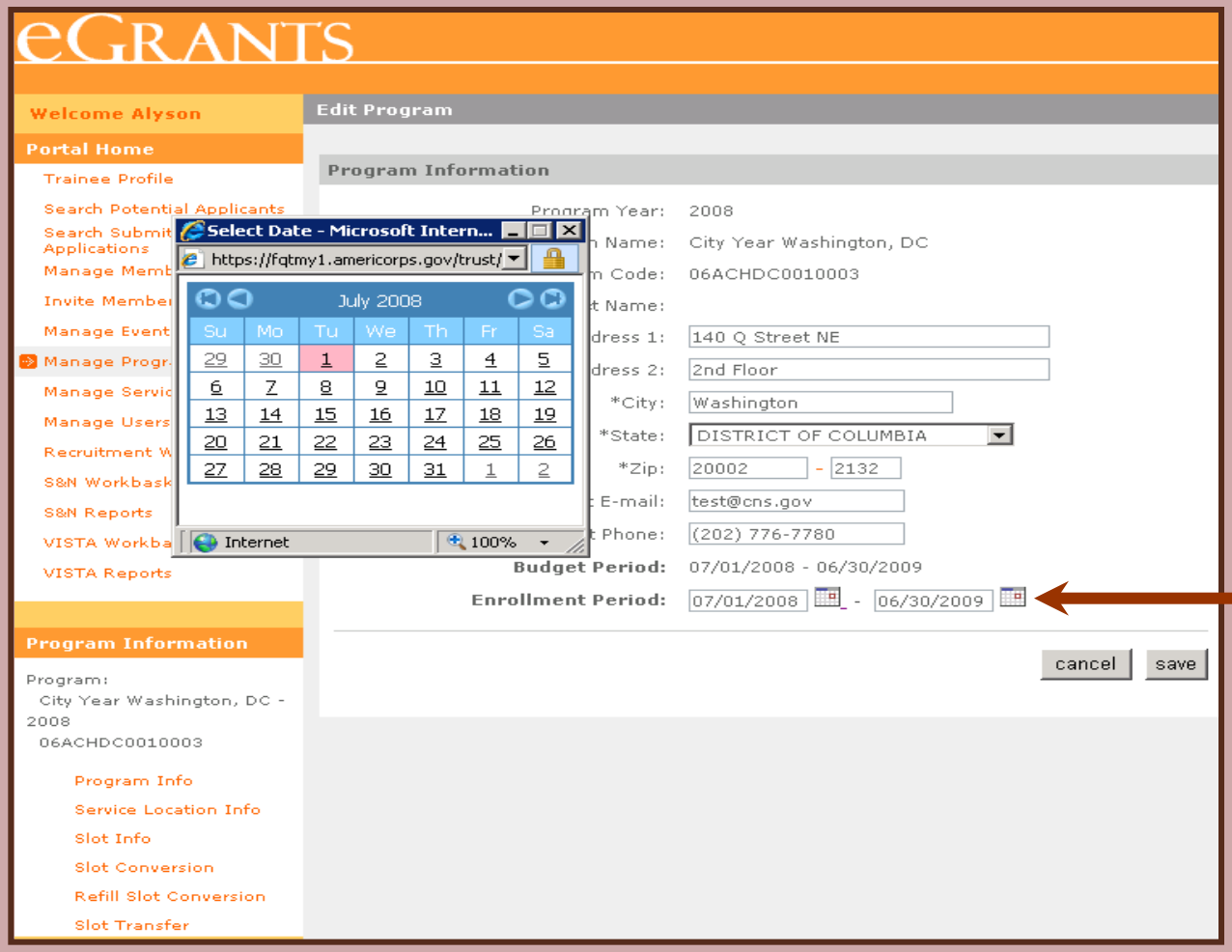
Get to this page with the **Program Info** link.

Edit Operating Site Information



Modify contact information.

Edit Operating Site Information



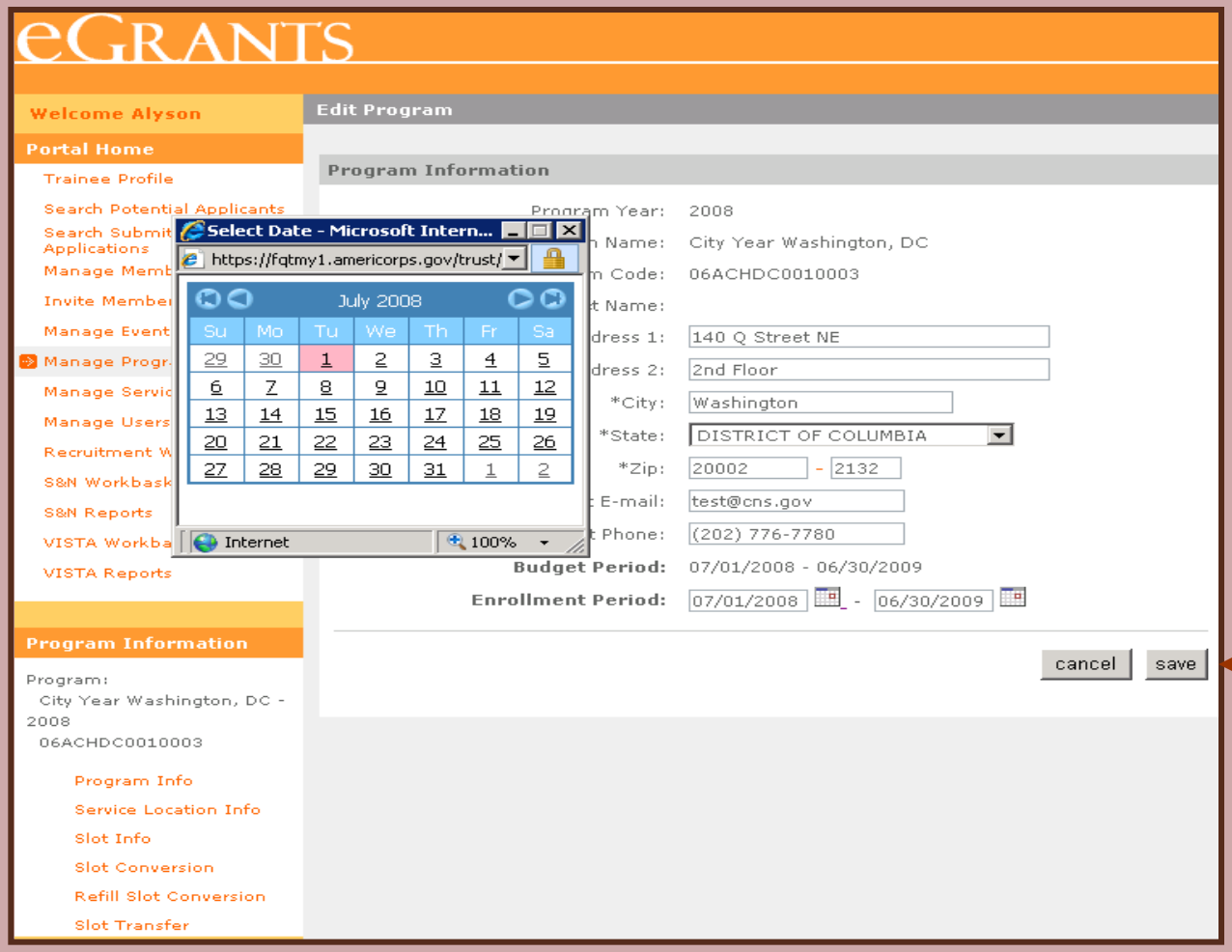
Modify the Enrollment Period dates by typing them in or use the pop-up calendar.

Caution!

Although the Enrollment Period dates can be modified, care should be taken to ensure that the new dates remain within the Budget Period dates and the new dates do not overlap with the Member Enrollment Period dates of a different program year for the same operating site.

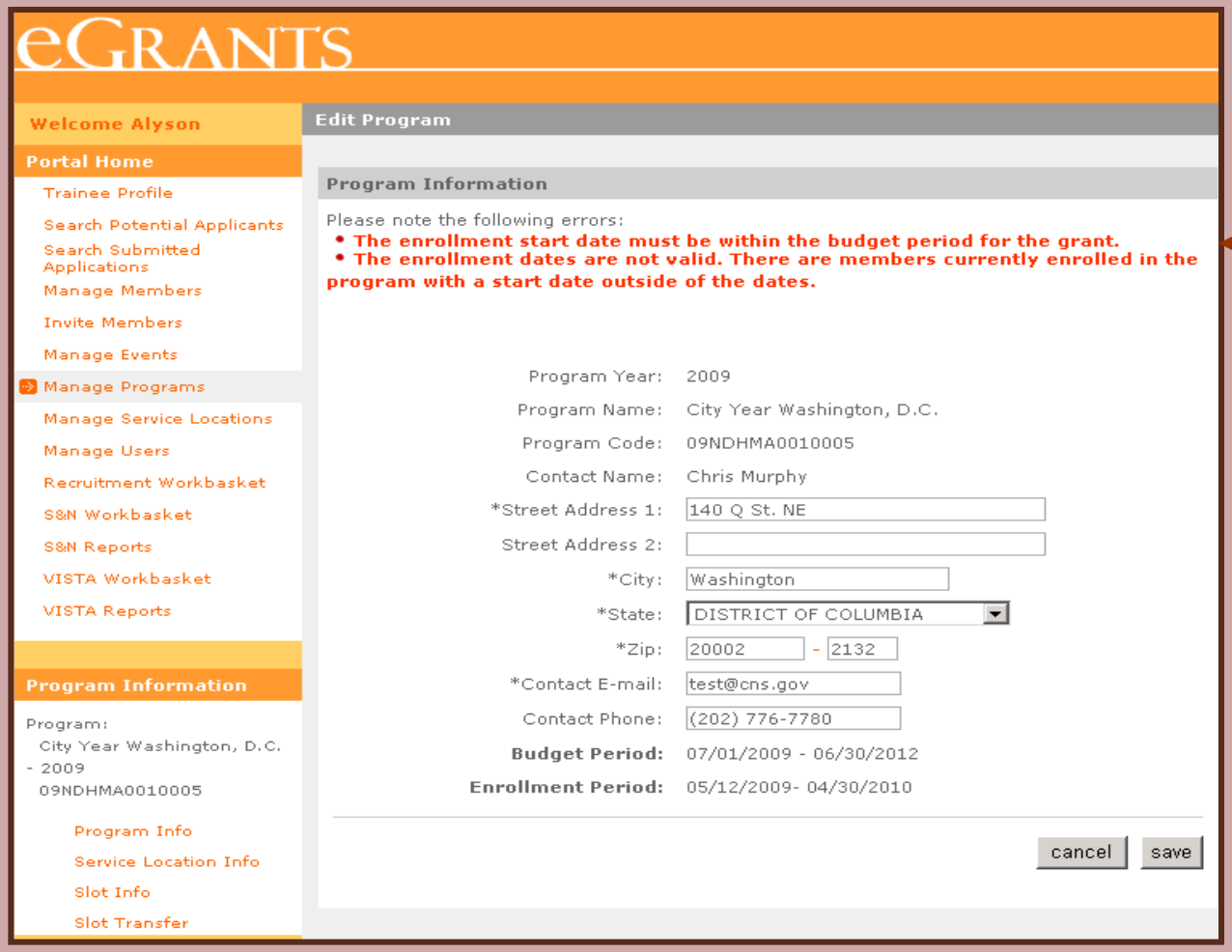
Also it is recommended that national programs put policies in place and monitor the system to ensure that users are not making errors. In the past ,changing dates was something only Program Officers could do. Now any grantee administrator or member management user at the Prime or Operating Site level can do it.

Edit Operating Site Information



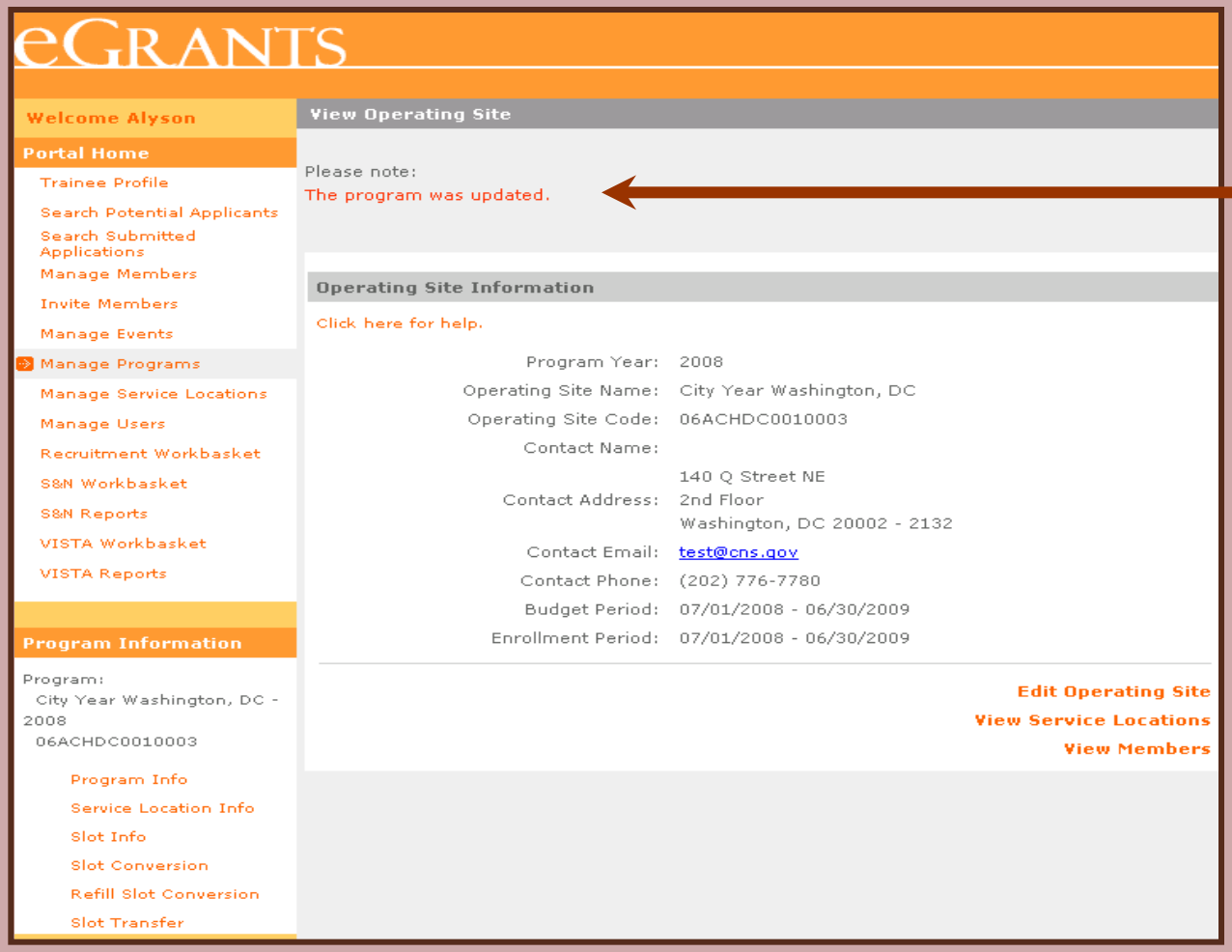
Click on **save** to keep your changes or **cancel** to discard them.

Edit Operating Site Information



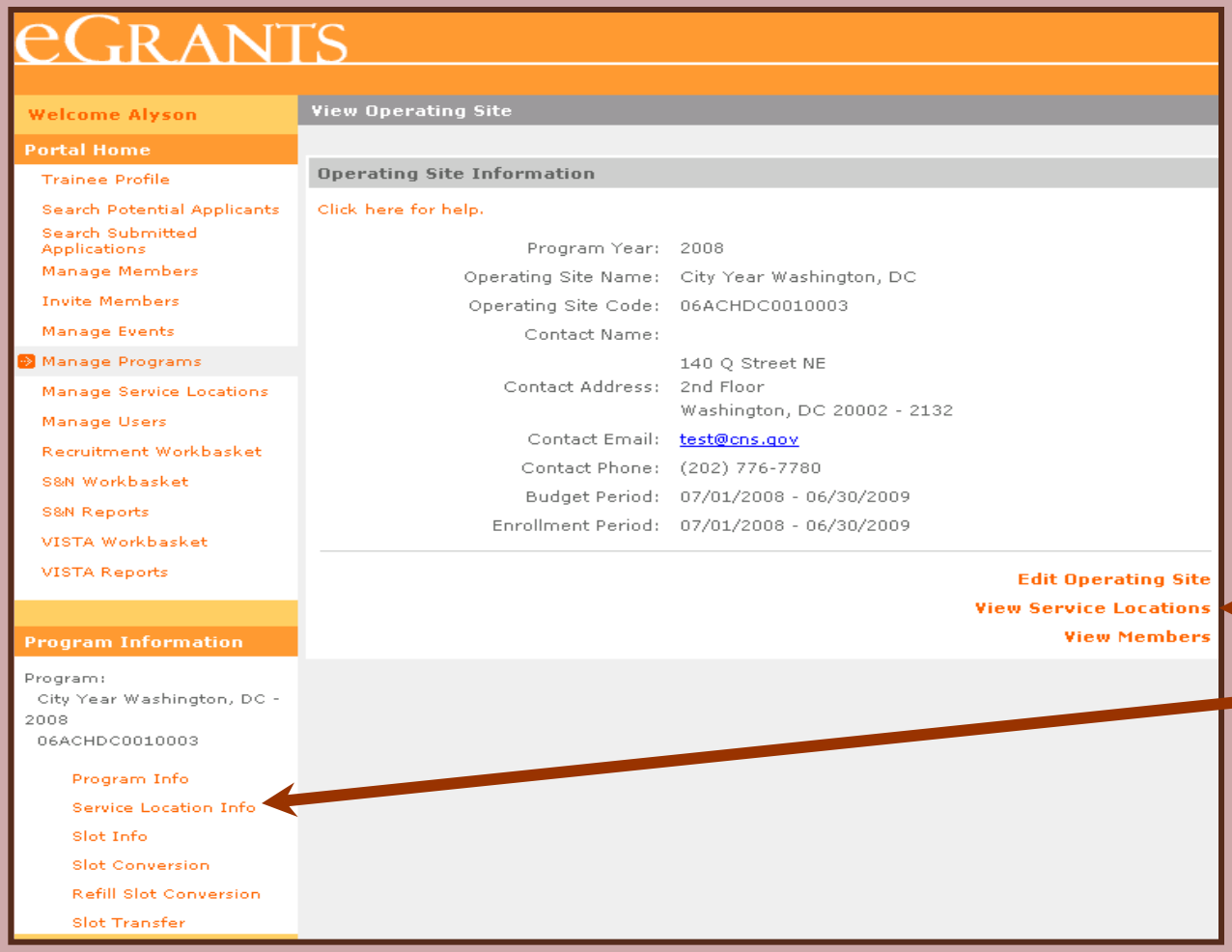
If errors are encountered, you'll see a note here.

Edit Operating Site Information



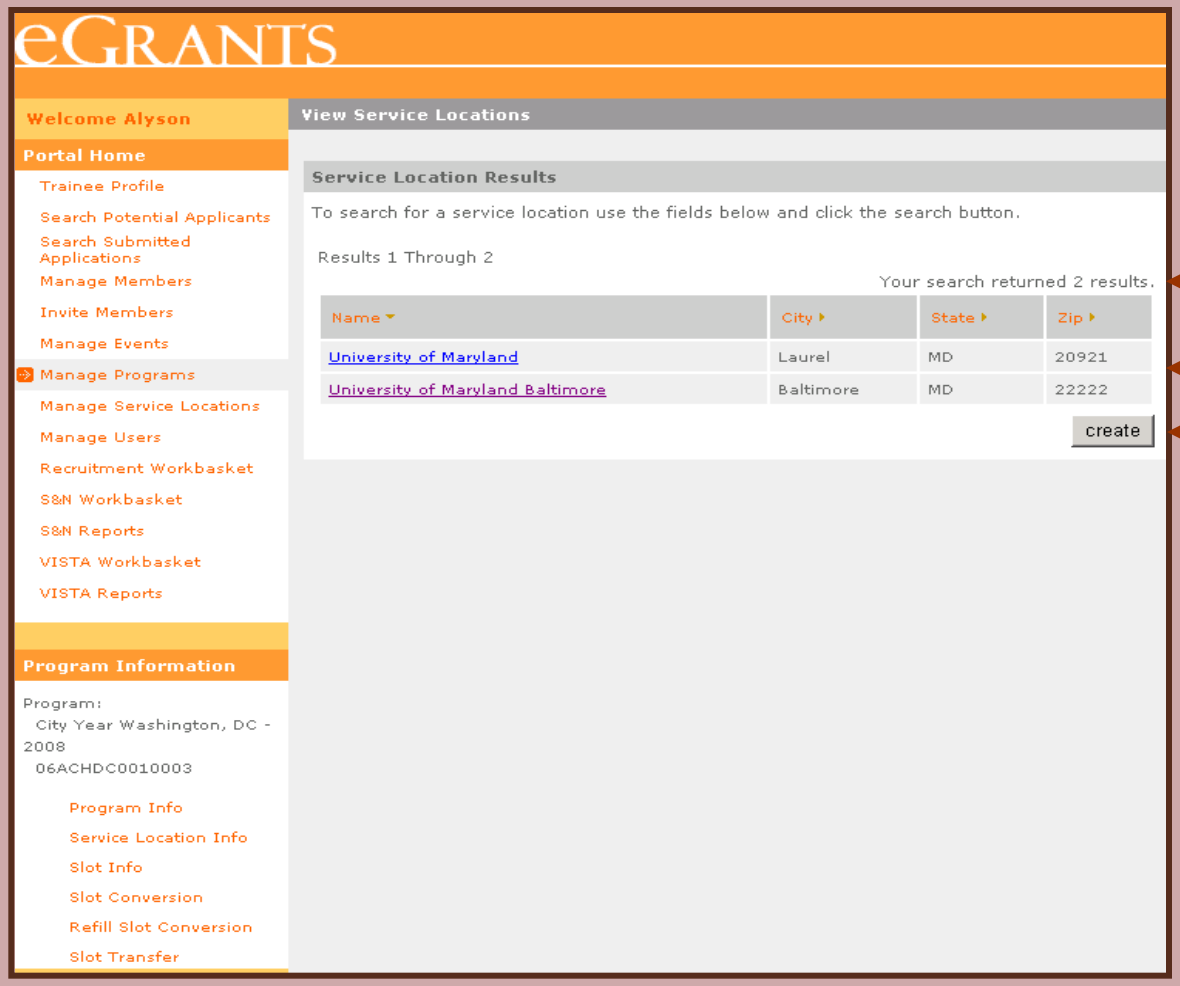
After successfully saving the Operating Site information, a note is displayed confirming that the information was updated.

Service Locations



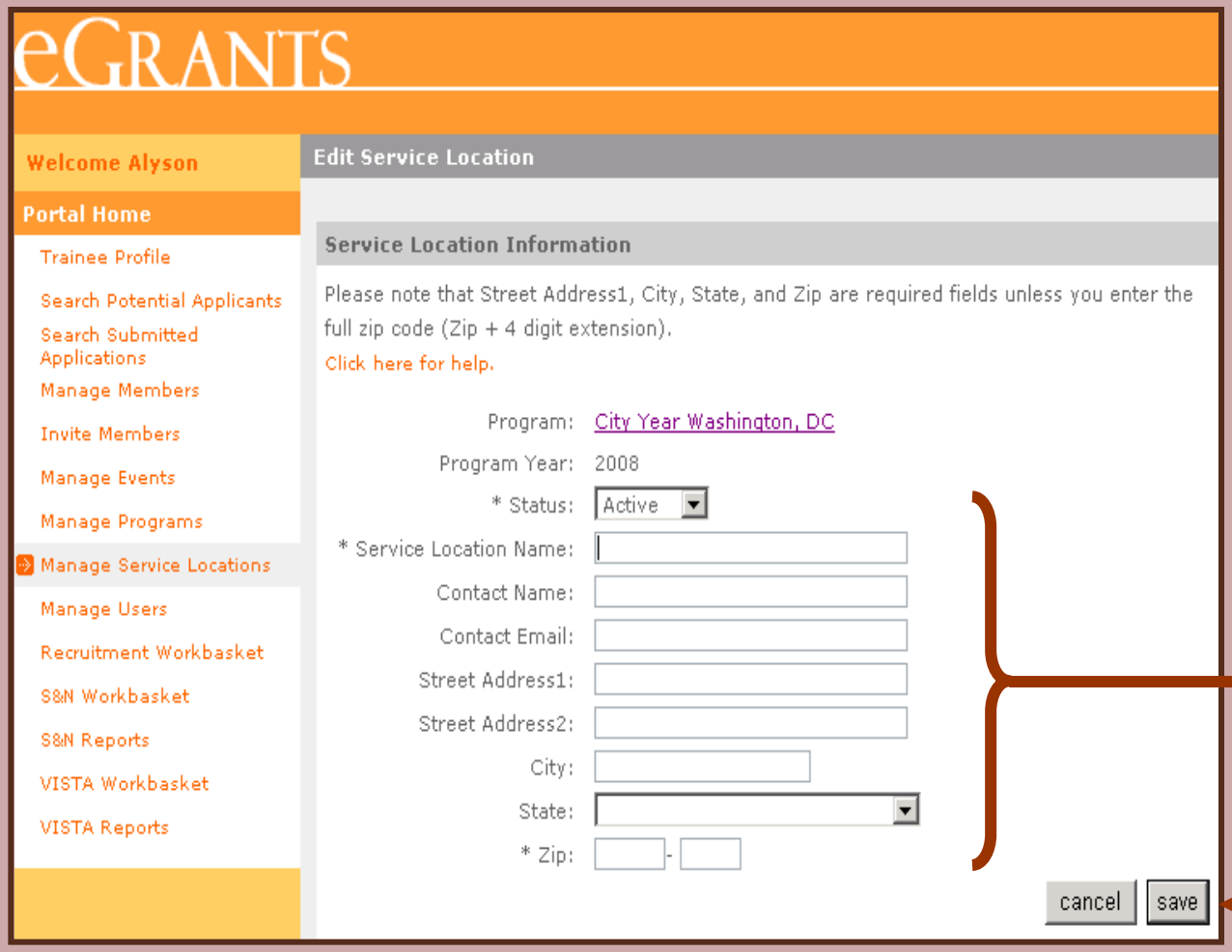
Use the **View Service Locations** link or the **Service Location Info** link to view a listing of the Service Locations assigned to the Operating Site.

Service Locations



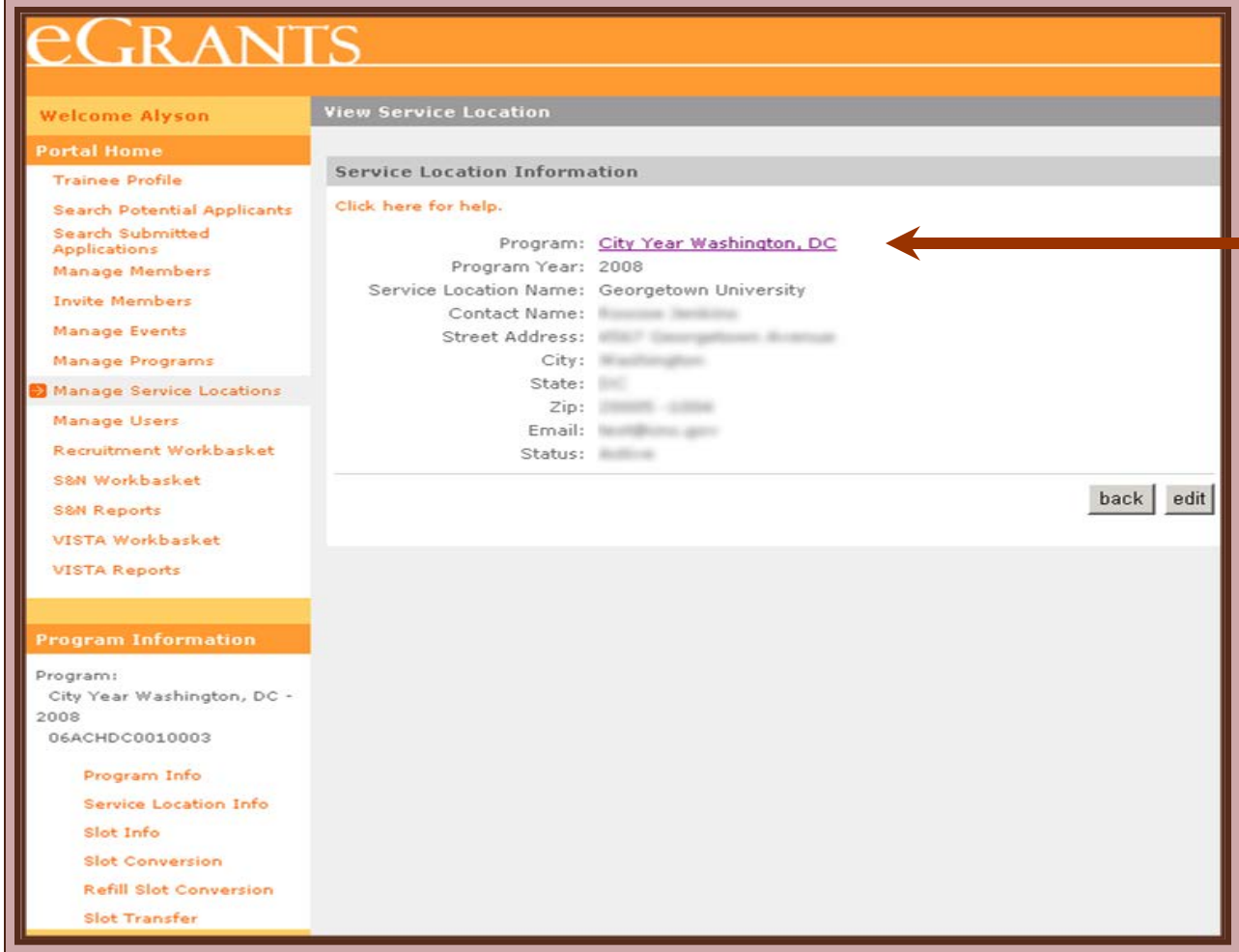
The total number of service locations and a listing of the service locations assigned to the Operating Site is displayed. Click on **create** to enter a new service location.

Service Locations



Select and enter information about the service location. Click on **save** to keep the information or **cancel** to discard it.

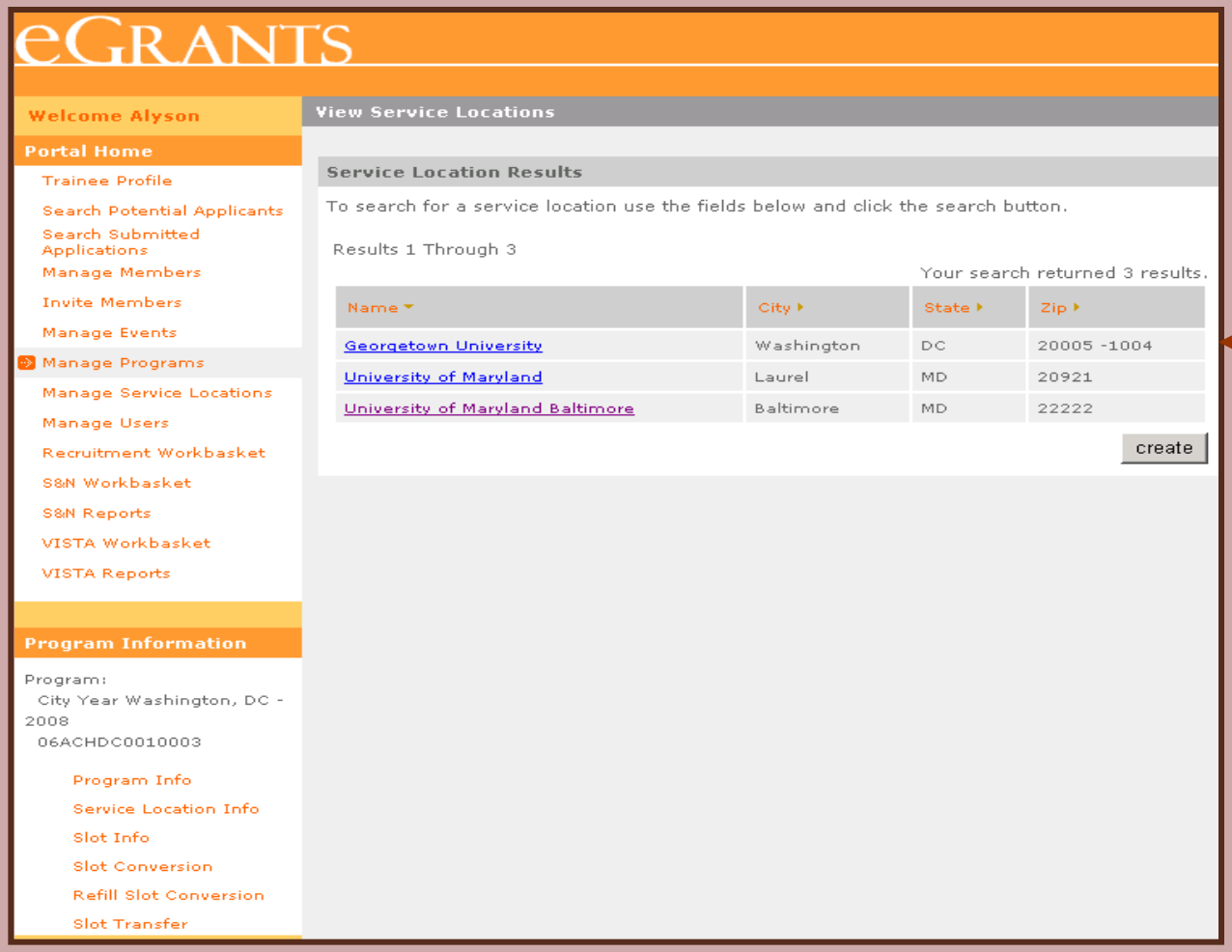
Service Locations



View the Operating Site Information page.

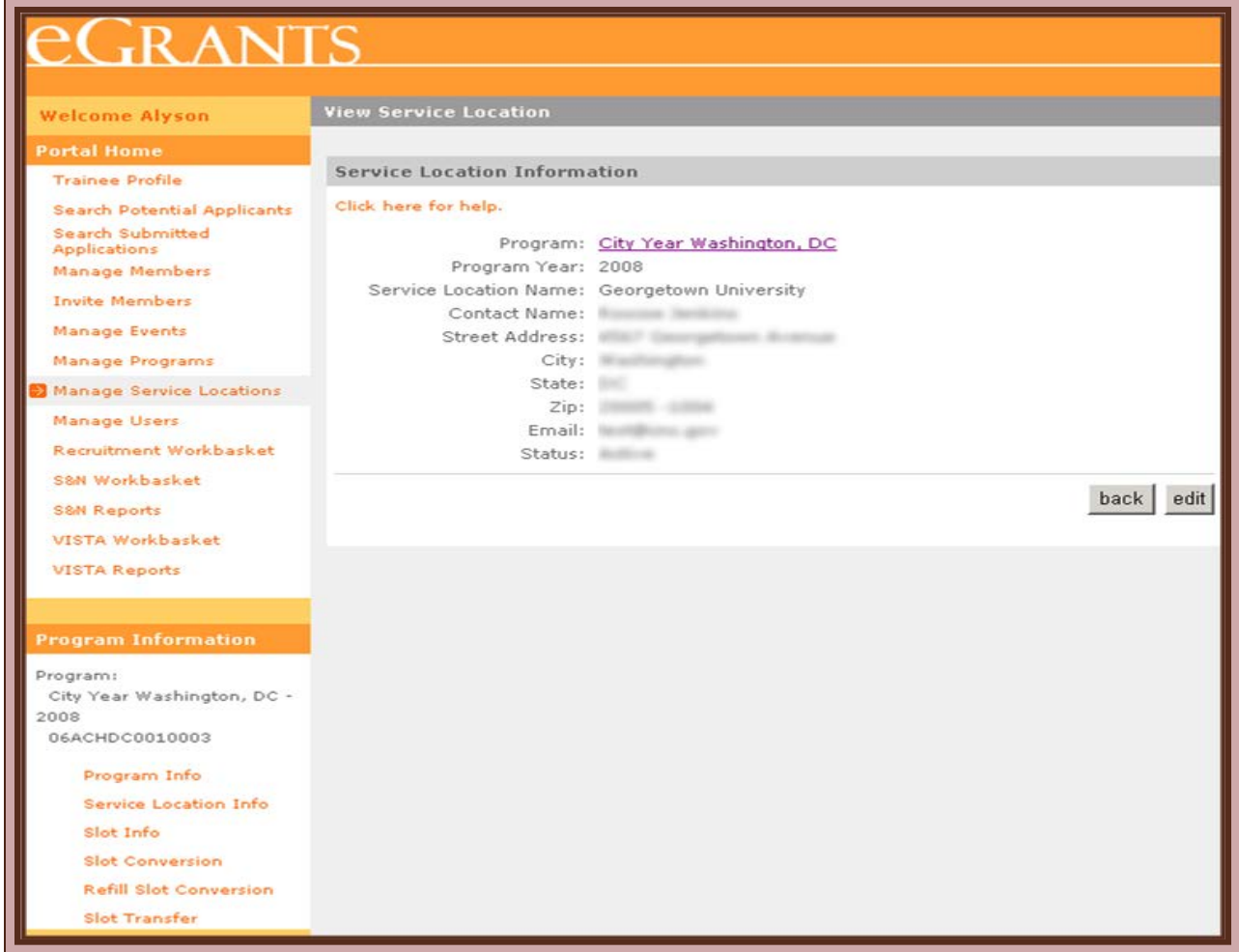
Click on **edit** to make changes to the service location or **back** to view the listing of service locations page.

Service Locations



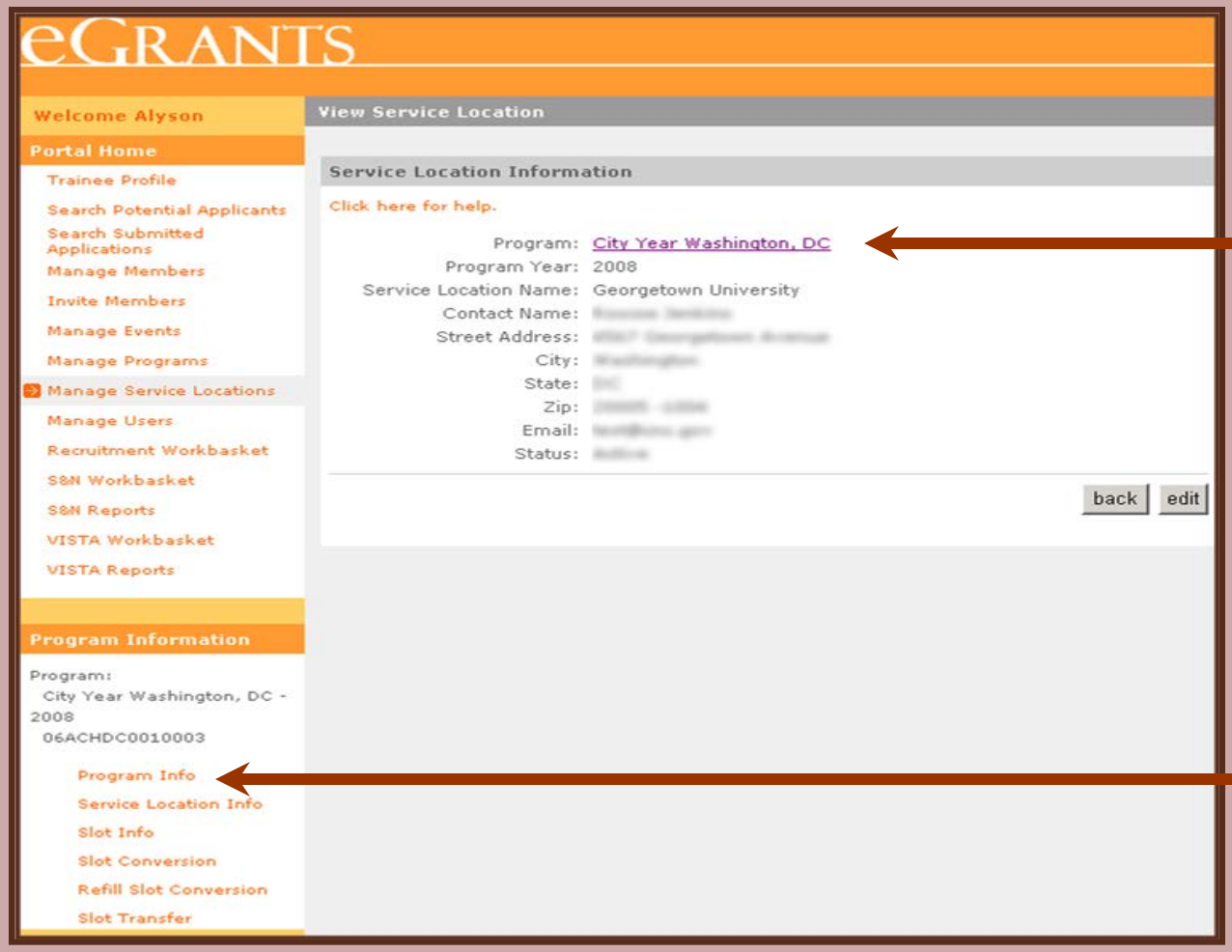
The new service location is displayed. Click on the name to view or edit the details.

Service Locations



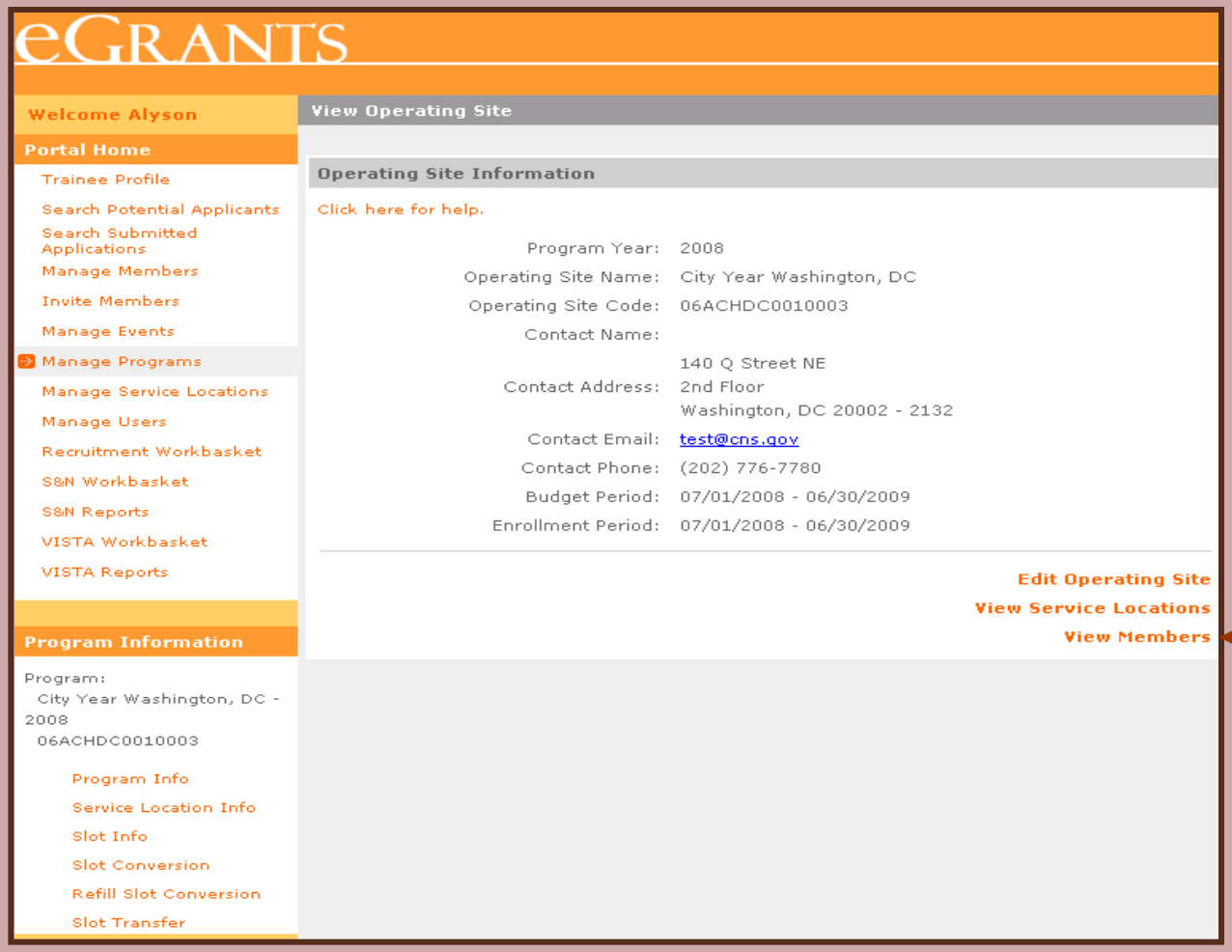
Click on **edit** to change the information or status of the service location or **back** to return to the list of service locations.

Member Roster



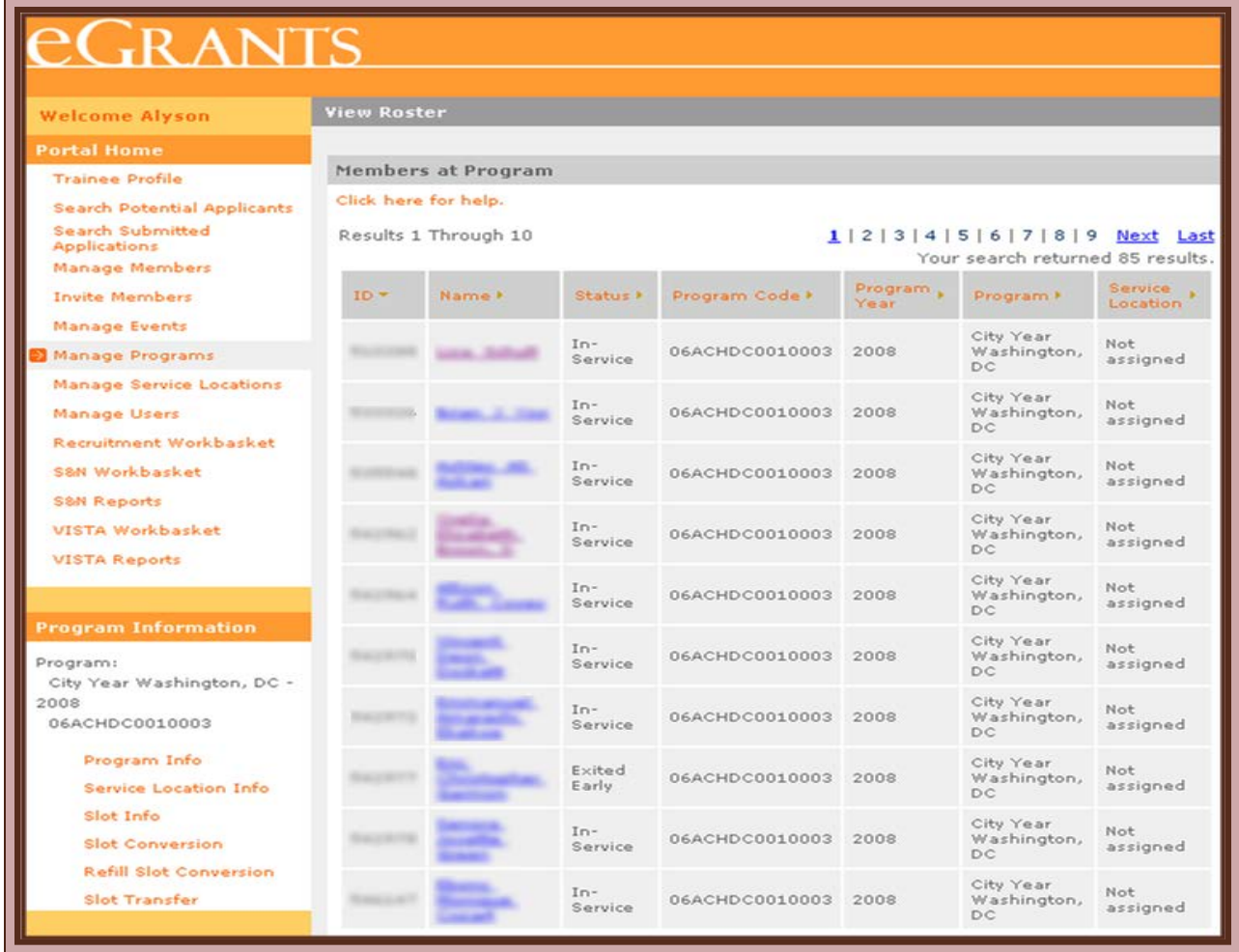
View the details of the Operating Site.

Member Roster



Click on **View Members** to view the Member Roster.

Member Roster



The View Roster page displays the total number of members, navigation to scroll through the pages, and a listing of members. Sort the listing by the column title. Click on the member's name to view or edit contact information or to manage the member's service assignment.

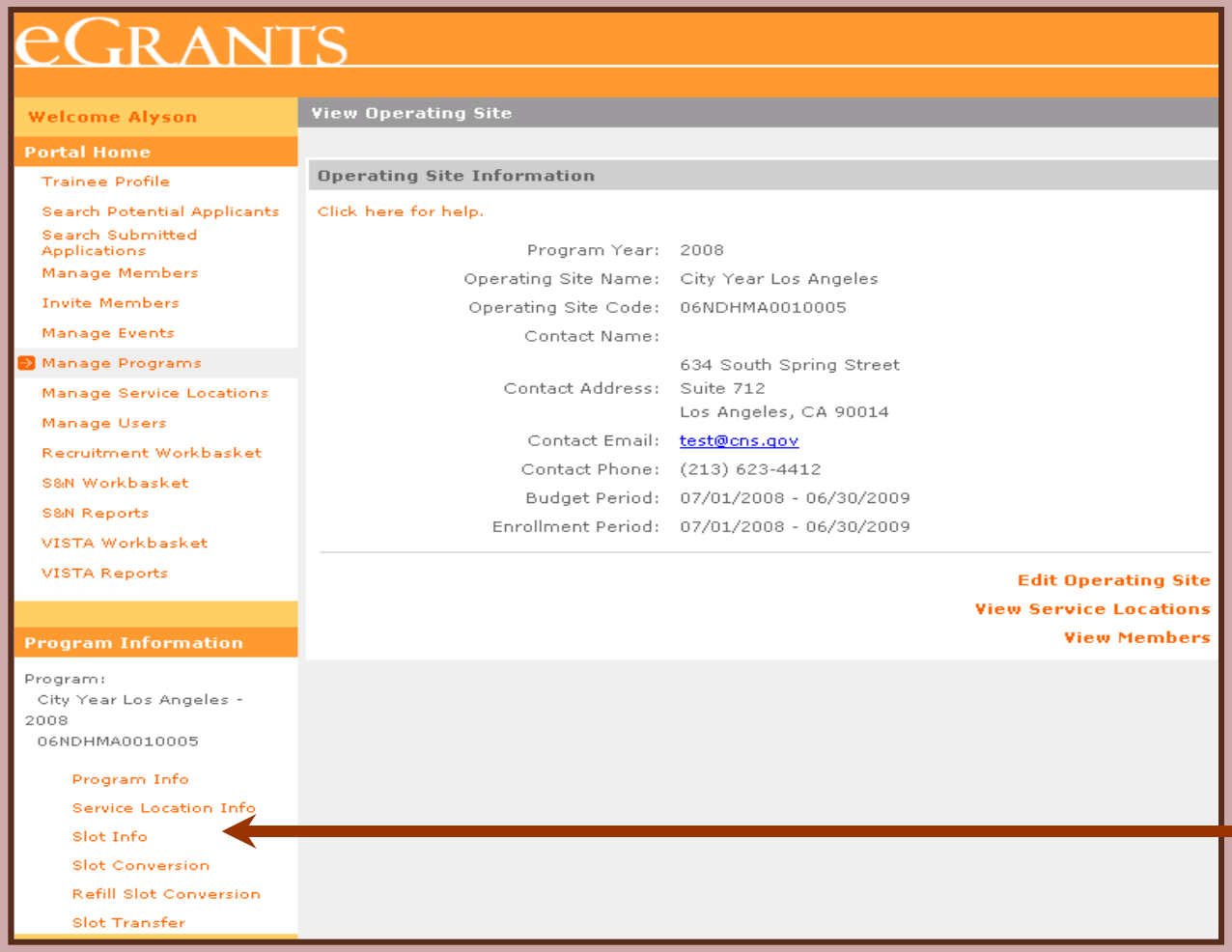
Member Roster

A different set of links appears to manage the member's service assignment.

Member Roster

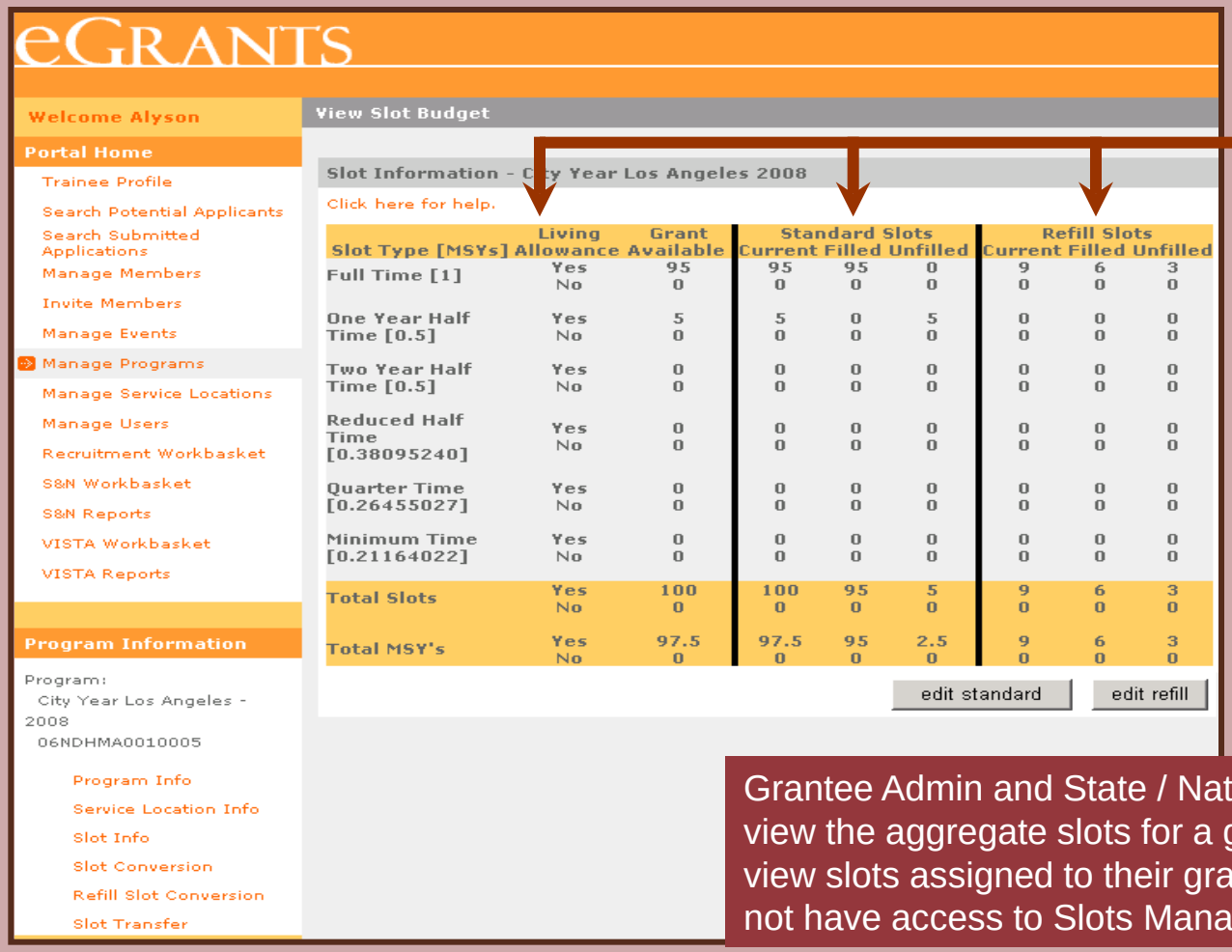
Click on **Portal Home** to return to you my AmeriCorps Home Page or click **Manage Programs** to search for a Prime or Operating Site.

Slot Management



Click on **Slot Info** to view the current configuration of standard and refill slots.

Slot Management

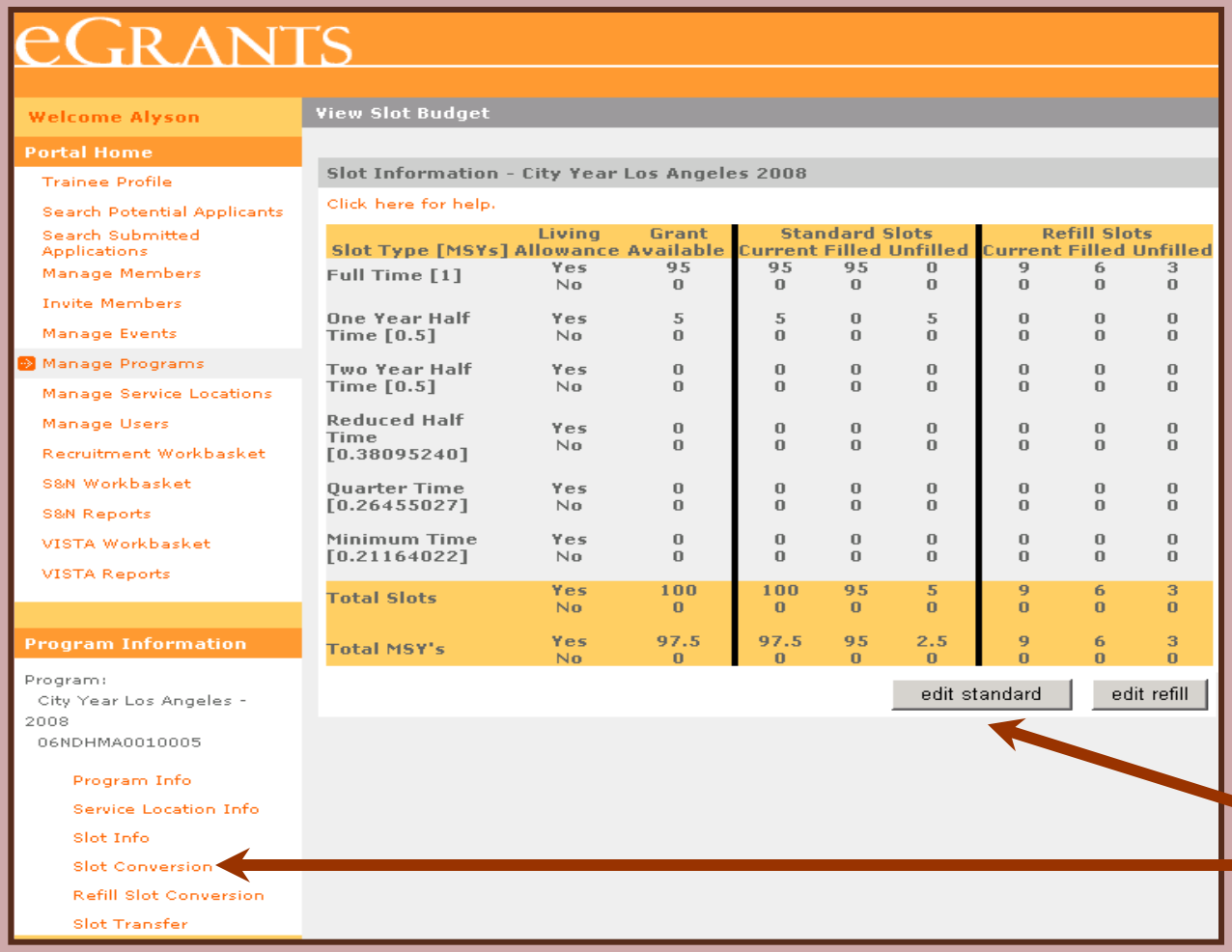


Slot Type [MSYs]	Living Allowance	Grant Available	Standard Slots Current	Standard Slots Filled	Standard Slots Unfilled	Refill Slots Current	Refill Slots Filled	Refill Slots Unfilled
Full Time [1]	Yes	95	95	95	0	9	6	3
	No	0	0	0	0	0	0	0
One Year Half Time [0.5]	Yes	5	5	0	5	0	0	0
	No	0	0	0	0	0	0	0
Two Year Half Time [0.5]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Reduced Half Time [0.38095240]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Quarter Time [0.26455027]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Minimum Time [0.21164022]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Total Slots	Yes	100	100	95	5	9	6	3
	No	0	0	0	0	0	0	0
Total MSY's	Yes	97.5	97.5	95	2.5	9	6	3
	No	0	0	0	0	0	0	0

The View Slot Budget page displays the slot configuration for standard and refill slots.

Grantee Admin and State / National Grantee Prime users can view the aggregate slots for a grant. Operating Site users can view slots assigned to their grant. Service Location users do not have access to Slots Management functions.

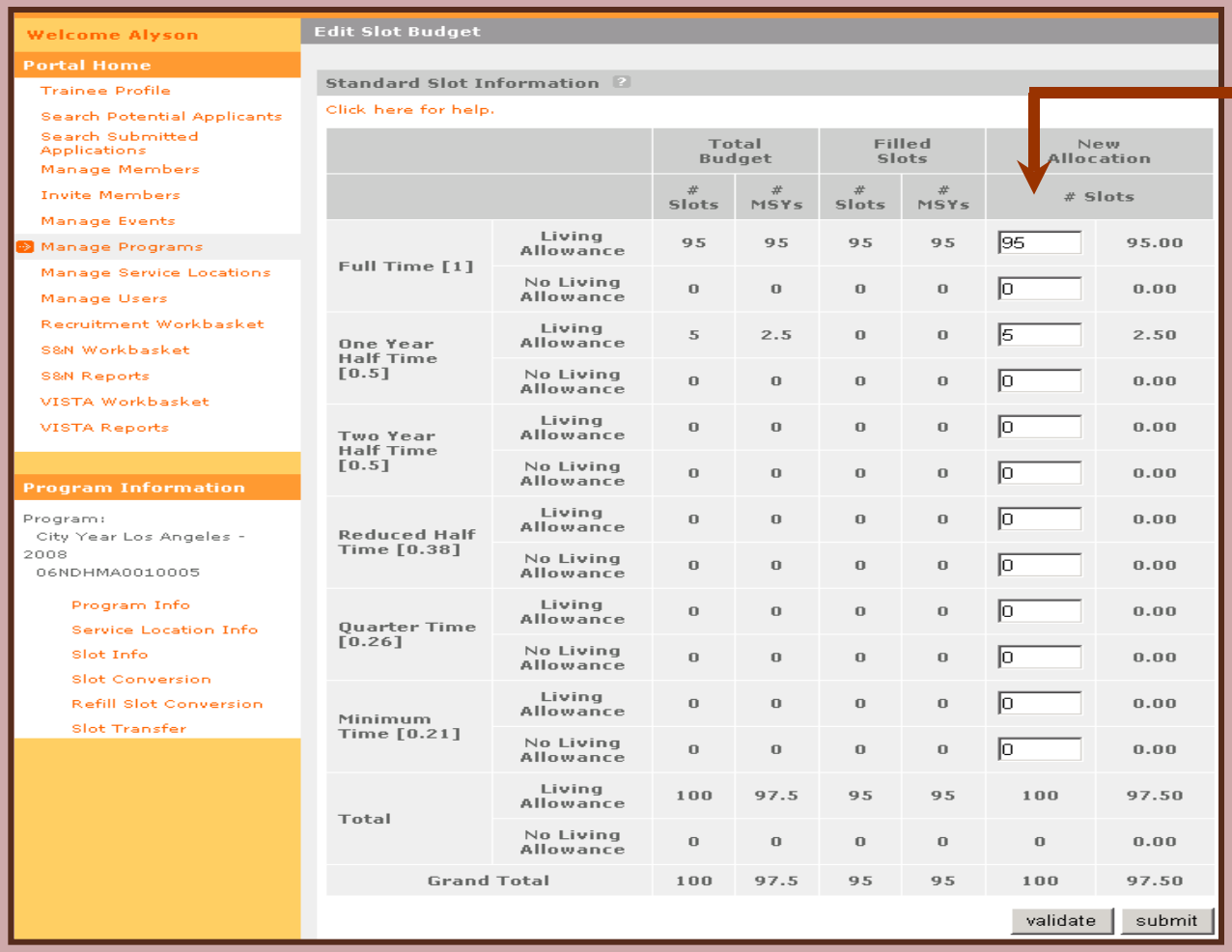
Slot Management



Slot Type [MSYs]	Living Allowance	Grant Available	Standard Slots Current	Standard Slots Filled	Standard Slots Unfilled	Refill Slots Current	Refill Slots Filled	Refill Slots Unfilled
Full Time [1]	Yes	95	95	95	0	9	6	3
	No	0	0	0	0	0	0	0
One Year Half Time [0.5]	Yes	5	5	0	5	0	0	0
	No	0	0	0	0	0	0	0
Two Year Half Time [0.5]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Reduced Half Time [0.38095240]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Quarter Time [0.26455027]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Minimum Time [0.21164022]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Total Slots	Yes	100	100	95	5	9	6	3
	No	0	0	0	0	0	0	0
Total MSY's	Yes	97.5	97.5	95	2.5	9	6	3
	No	0	0	0	0	0	0	0

Click on **edit standard** or **Slot Conversion** to update the standard slot configuration.

Slot Management

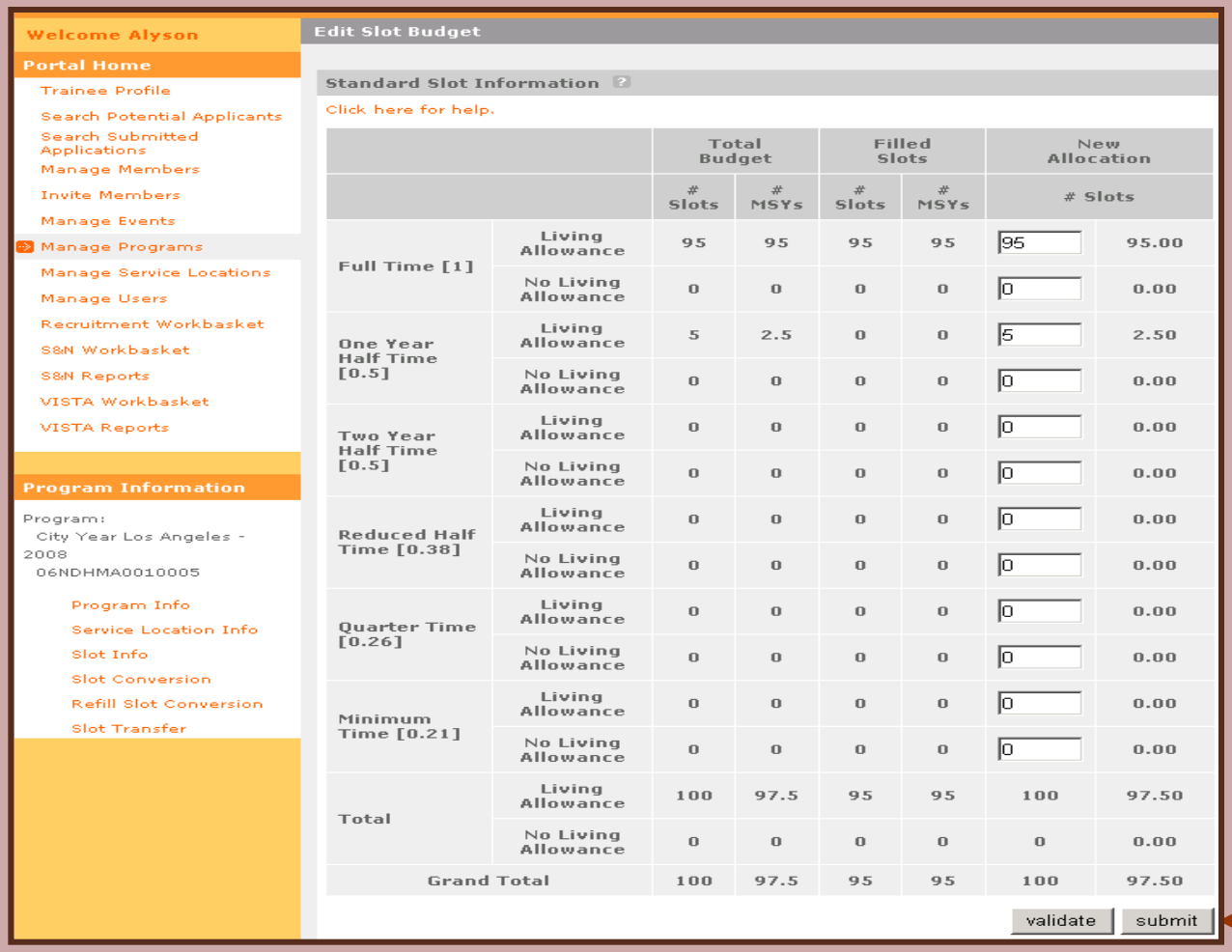


		Total Budget		Filled Slots		New Allocation	
		# Slots	# MSYs	# Slots	# MSYs	# Slots	
Full Time [1]	Living Allowance	95	95	95	95	95	95.00
	No Living Allowance	0	0	0	0	0	0.00
One Year Half Time [0.5]	Living Allowance	5	2.5	0	0	5	2.50
	No Living Allowance	0	0	0	0	0	0.00
Two Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0.00
Reduced Half Time [0.38]	Living Allowance	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0.00
Quarter Time [0.26]	Living Allowance	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0.00
Minimum Time [0.21]	Living Allowance	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0.00
Total	Living Allowance	100	97.5	95	95	100	97.50
	No Living Allowance	0	0	0	0	0	0.00
Grand Total		100	97.5	95	95	100	97.50

Enter the new slot allocation by slot type. Enter 0 if all the slots are being removed.

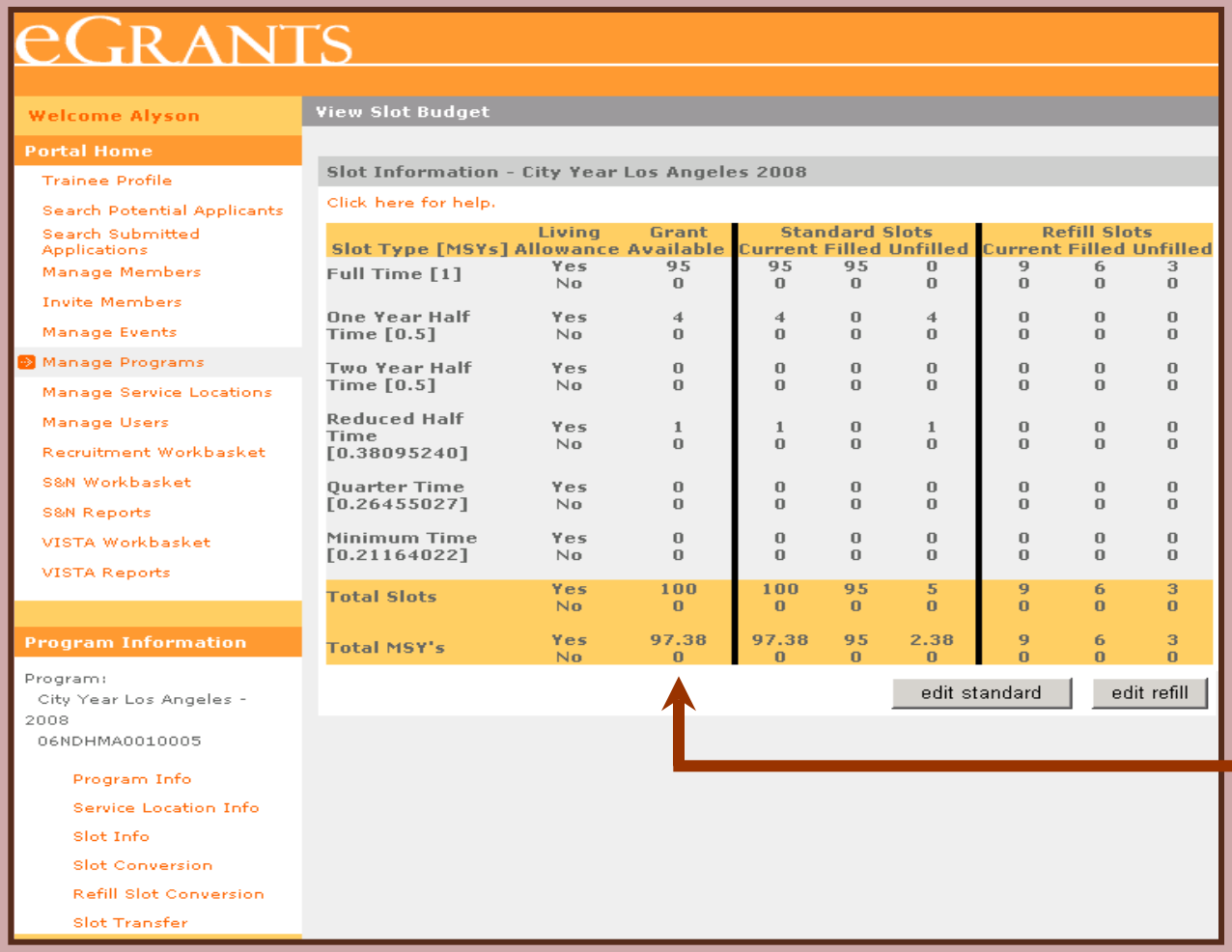
The New Allocation number should not be less than the number shown for Filled Slots.

Slot Management



Click on **validate** to ensure that the new MSYs are not greater than the budgeted MSYs. Click on **submit** to update the slot configuration.

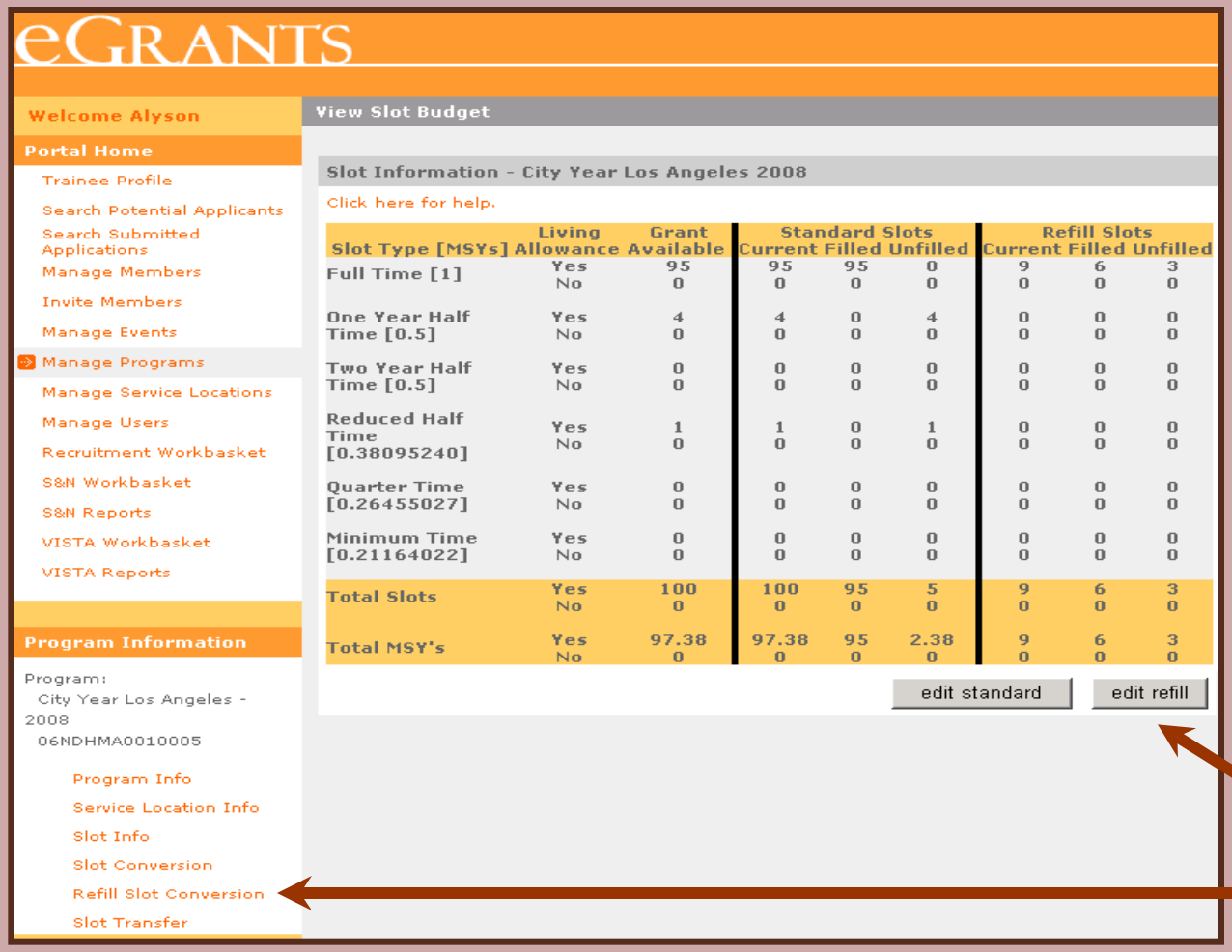
Slot Management



Slot Type [MSYs]	Living Allowance	Grant Available	Standard Slots Current	Standard Slots Filled	Standard Slots Unfilled	Refill Slots Current	Refill Slots Filled	Refill Slots Unfilled
Full Time [1]	Yes	95	95	95	0	9	6	3
	No	0	0	0	0	0	0	0
One Year Half Time [0.5]	Yes	4	4	0	4	0	0	0
	No	0	0	0	0	0	0	0
Two Year Half Time [0.5]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Reduced Half Time [0.38095240]	Yes	1	1	0	1	0	0	0
	No	0	0	0	0	0	0	0
Quarter Time [0.26455027]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Minimum Time [0.21164022]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Total Slots	Yes	100	100	95	5	9	6	3
	No	0	0	0	0	0	0	0
Total MSY's	Yes	97.38	97.38	95	2.38	9	6	3
	No	0	0	0	0	0	0	0

MSYs were reduced from 97.5 to 97.38. The next slot conversion will be calculated on the new MSYs of 97.38, but the total reduction in MSYs must not exceed the MSYs of a minimum time slot.

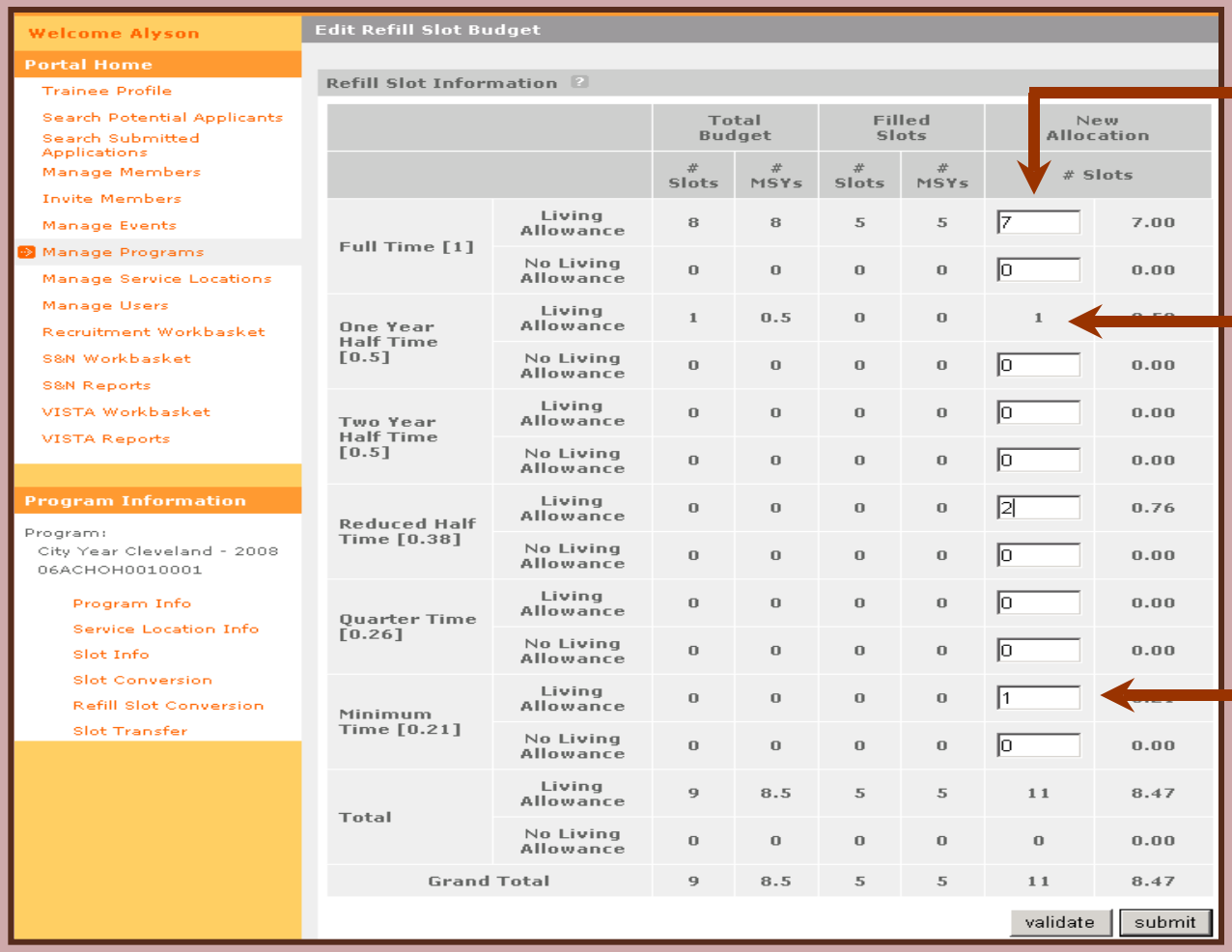
Slot Management



Slot Type [MSYs]	Living Allowance	Grant Available	Standard Slots Current	Standard Slots Filled	Standard Slots Unfilled	Refill Slots Current	Refill Slots Filled	Refill Slots Unfilled
Full Time [1]	Yes	95	95	95	0	9	6	3
	No	0	0	0	0	0	0	0
One Year Half Time [0.5]	Yes	4	4	0	4	0	0	0
	No	0	0	0	0	0	0	0
Two Year Half Time [0.5]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Reduced Half Time [0.38095240]	Yes	1	1	0	1	0	0	0
	No	0	0	0	0	0	0	0
Quarter Time [0.26455027]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Minimum Time [0.21164022]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Total Slots	Yes	100	100	95	5	9	6	3
	No	0	0	0	0	0	0	0
Total MSY's	Yes	97.38	97.38	95	2.38	9	6	3
	No	0	0	0	0	0	0	0

Click on **edit refill** or **Refill Slot Conversion** to update the refill slot configuration.

Slot Management



Enter the new refill slot allocation by slot type. Enter 0 if all the refill slots are being removed. Use whole numbers only.

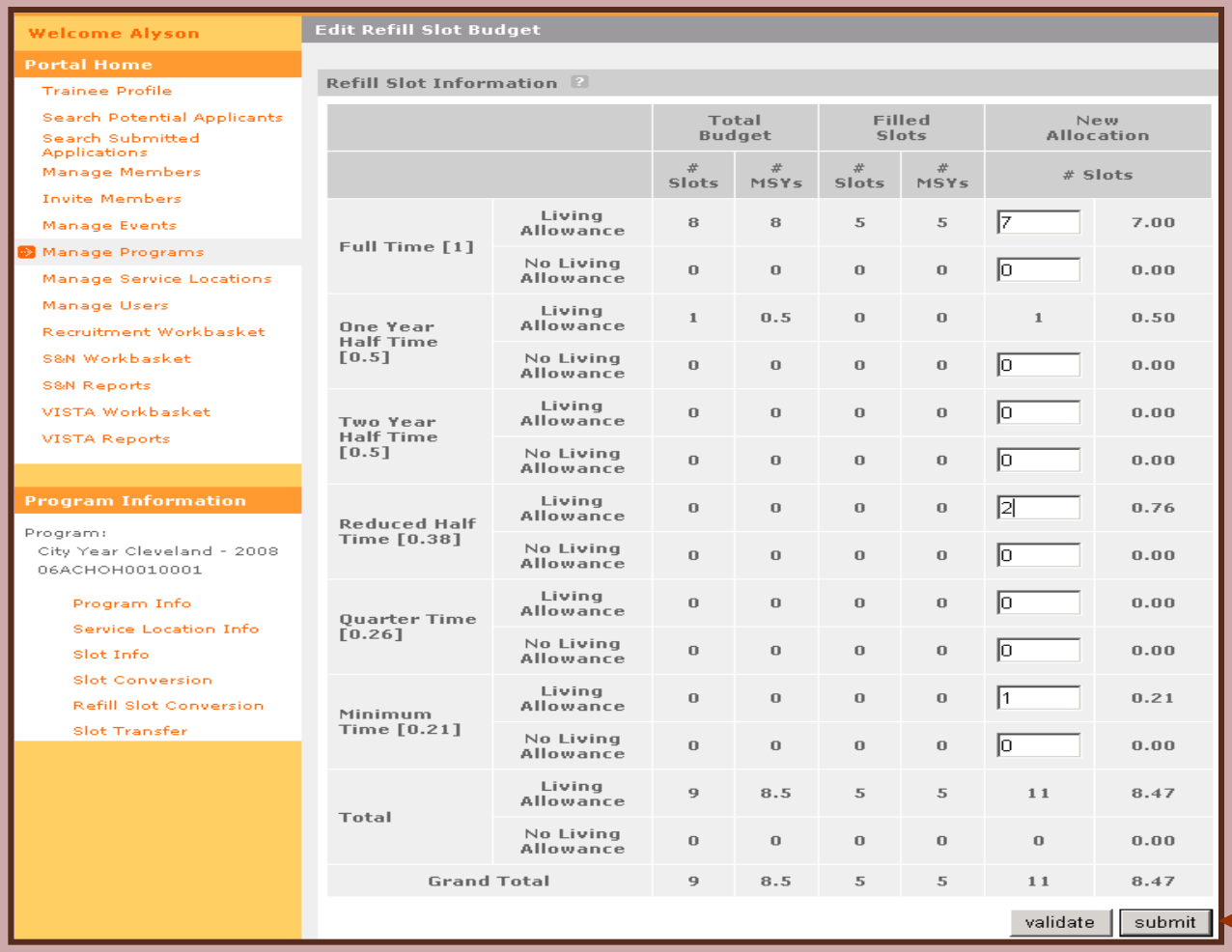
Standard slots have not been filled. Refill slots are shown, but are not available.

Standard slots are not available. Refill slots can be entered for this slot type.

Refill Slot Rules

- Processes and principles apply for editing refill slots as standard slots.
- Refill slots automatically become visible on the Slot Budget page when a program exits a member who served less than 30% of their term and the member did not receive an award.
- A refill slot is not available for use until all of the standard slots of the same slot type have been filled.
- Refill slots can only be used once, even if the member occupying the refill slot does not complete their term.
- When converting refill slots, make sure that the New Allocation number is ≥ the filled refill slots for each slot type.

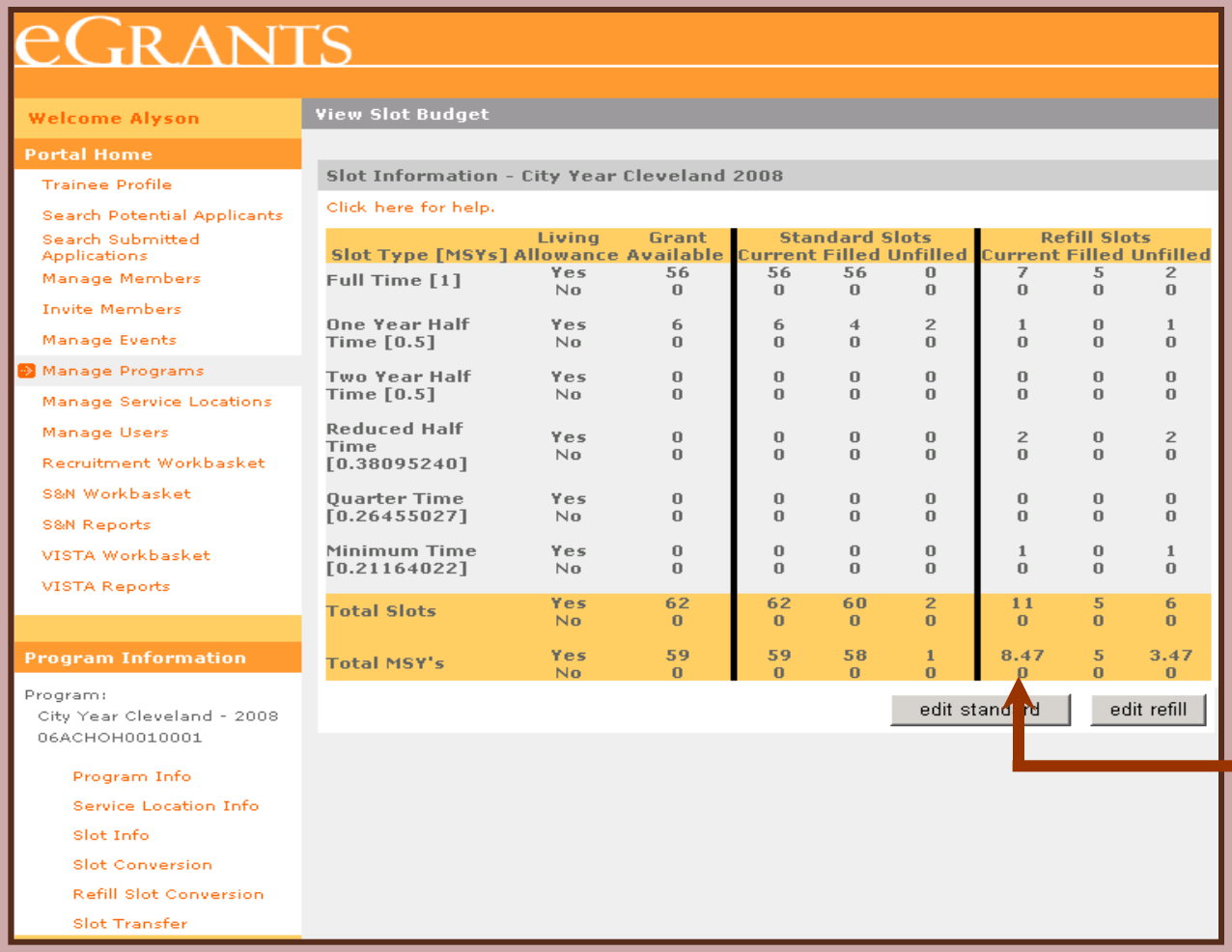
Slot Management



		Total Budget		Filled Slots		New Allocation	
		# Slots	# MSYs	# Slots	# MSYs	# Slots	
Full Time [1]	Living Allowance	8	8	5	5	7	7.00
	No Living Allowance	0	0	0	0	0	0.00
One Year Half Time [0.5]	Living Allowance	1	0.5	0	0	1	0.50
	No Living Allowance	0	0	0	0	0	0.00
Two Year Half Time [0.5]	Living Allowance	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0.00
Reduced Half Time [0.38]	Living Allowance	0	0	0	0	2	0.76
	No Living Allowance	0	0	0	0	0	0.00
Quarter Time [0.26]	Living Allowance	0	0	0	0	0	0.00
	No Living Allowance	0	0	0	0	0	0.00
Minimum Time [0.21]	Living Allowance	0	0	0	0	1	0.21
	No Living Allowance	0	0	0	0	0	0.00
Total	Living Allowance	9	8.5	5	5	11	8.47
	No Living Allowance	0	0	0	0	0	0.00
Grand Total		9	8.5	5	5	11	8.47

Click on **validate** to ensure that the new MSYs are not greater than the total MSYs. Click on **submit** to update the refill slot configuration.

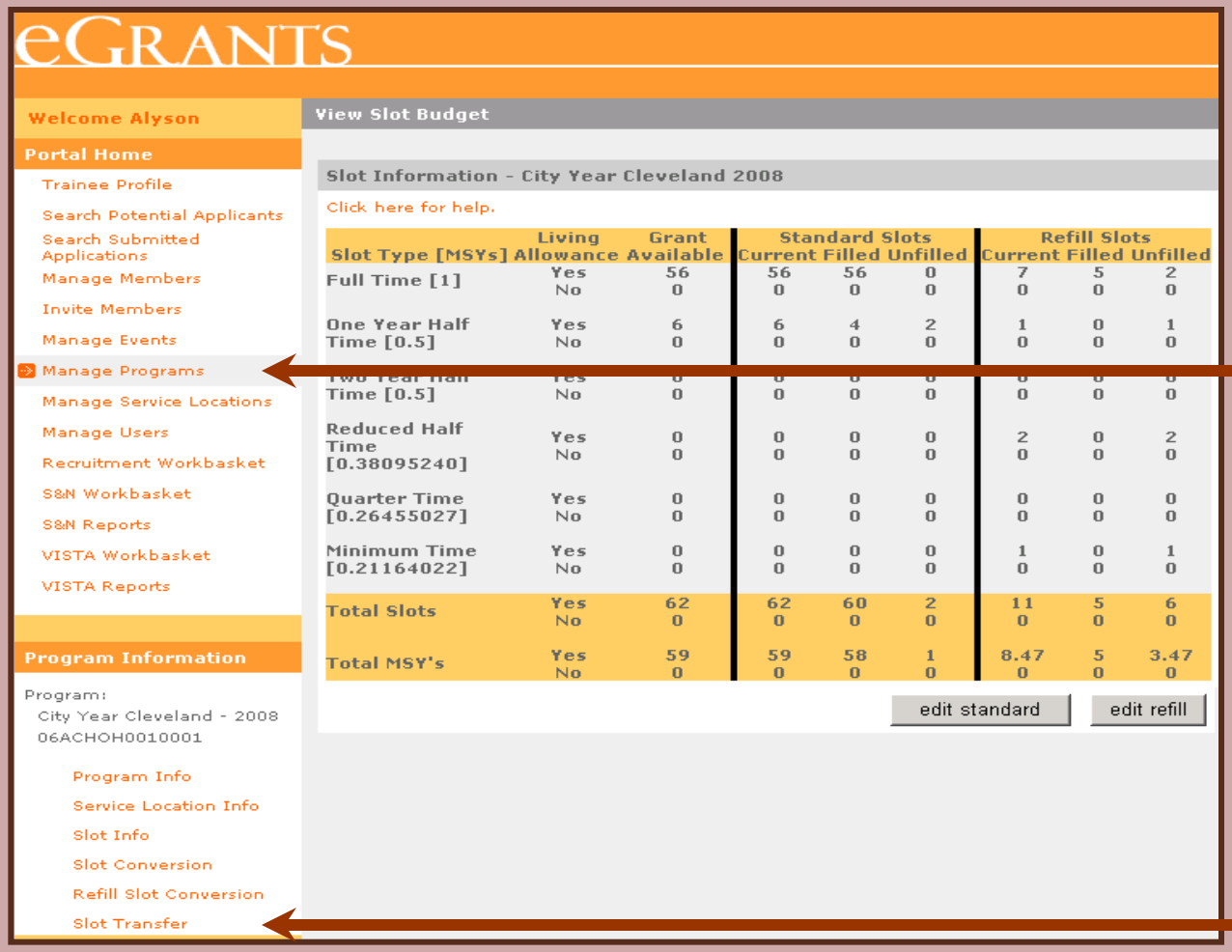
Slot Management



Slot Type [MSYs]	Living Allowance	Grant Available	Standard Slots Current	Standard Slots Filled	Standard Slots Unfilled	Refill Slots Current	Refill Slots Filled	Refill Slots Unfilled
Full Time [1]	Yes	56	56	56	0	7	5	2
	No	0	0	0	0	0	0	0
One Year Half Time [0.5]	Yes	6	6	4	2	1	0	1
	No	0	0	0	0	0	0	0
Two Year Half Time [0.5]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Reduced Half Time [0.38095240]	Yes	0	0	0	0	2	0	2
	No	0	0	0	0	0	0	0
Quarter Time [0.26455027]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Minimum Time [0.21164022]	Yes	0	0	0	0	1	0	1
	No	0	0	0	0	0	0	0
Total Slots	Yes	62	62	60	2	11	5	6
	No	0	0	0	0	0	0	0
Total MSY's	Yes	59	59	58	1	8.47	5	3.47
	No	0	0	0	0	0	0	0

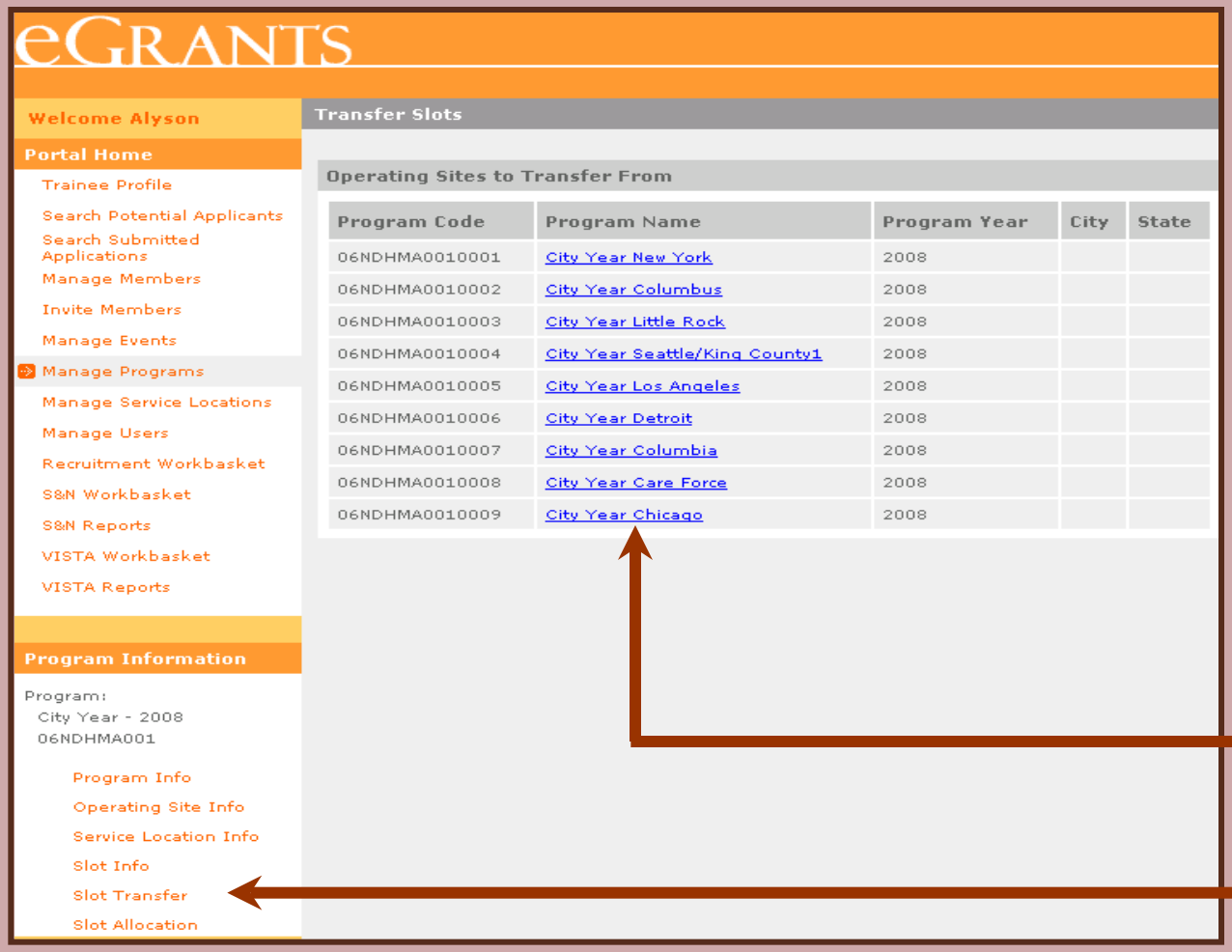
MSYs were reduced from 8.5 to 8.47. The next refill slot conversion will be calculated on the new MSYs of 8.47.

Transfer Slots



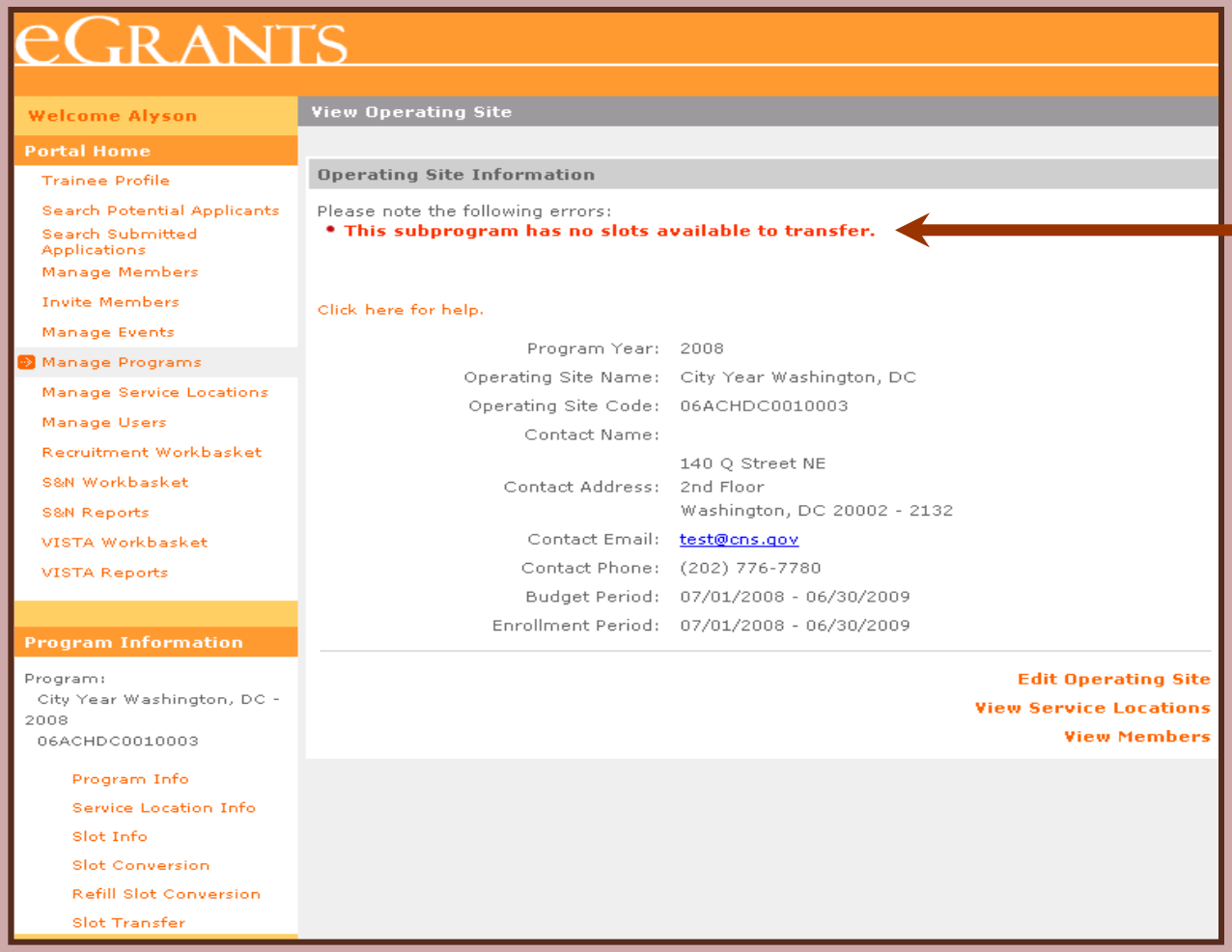
If you are not viewing Operating Site information, click on **Manage Programs** and select from the search result page the operating site that you wish to transfer slots from. If you are already viewing the operating site information of the operating site you wish to transfer slots from, click on **Slot Transfer**.

Transfer Slots



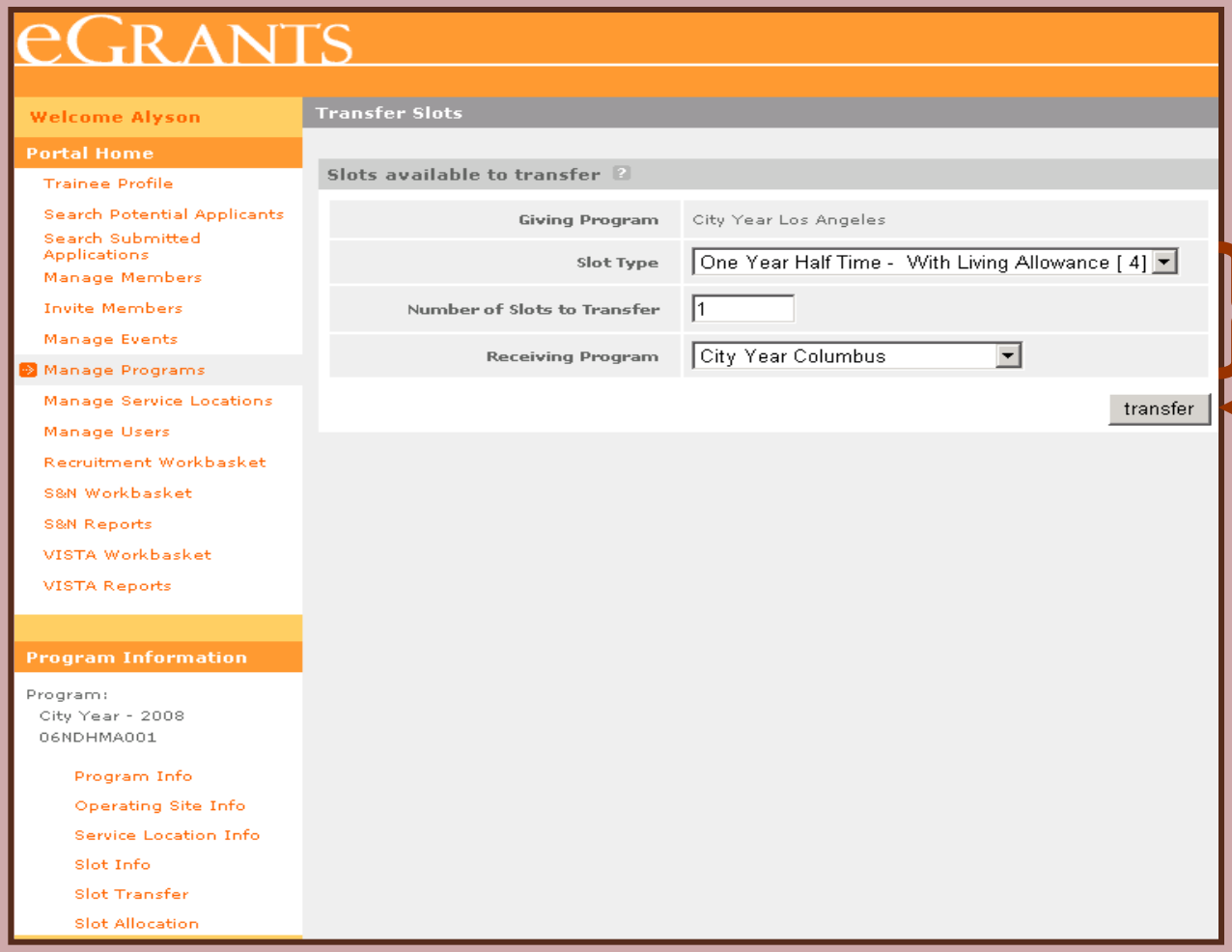
If you are viewing your grant information, click on **Slot Transfer** then select the "transfer from" Operating Site from the list.

Transfer Slots



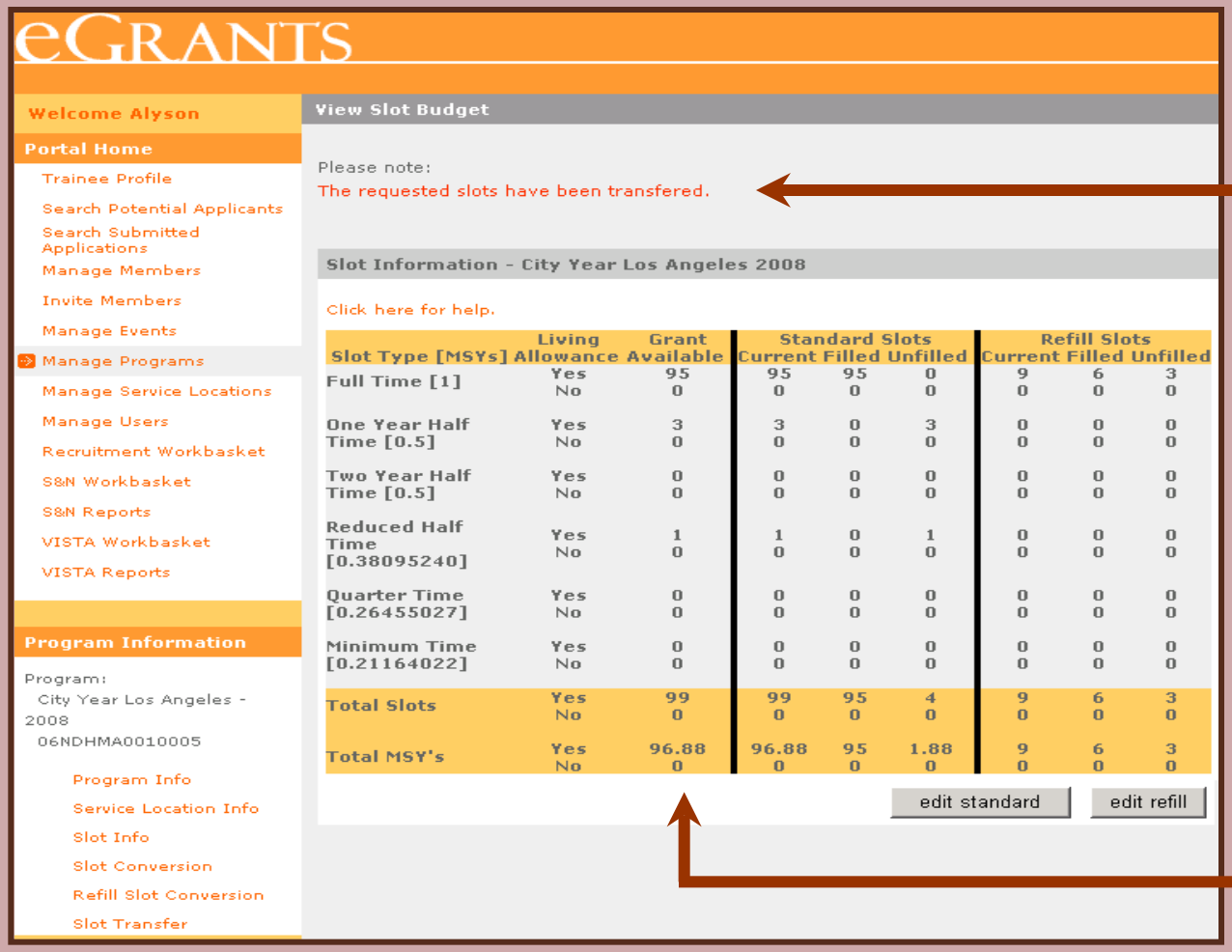
Slots are not available to transfer note.

Transfer Slots



Select the slot type from the drop down box, enter the total number of slots and select the Operating Site the slots are being transferred to. Click **transfer**.

Transfer Slots

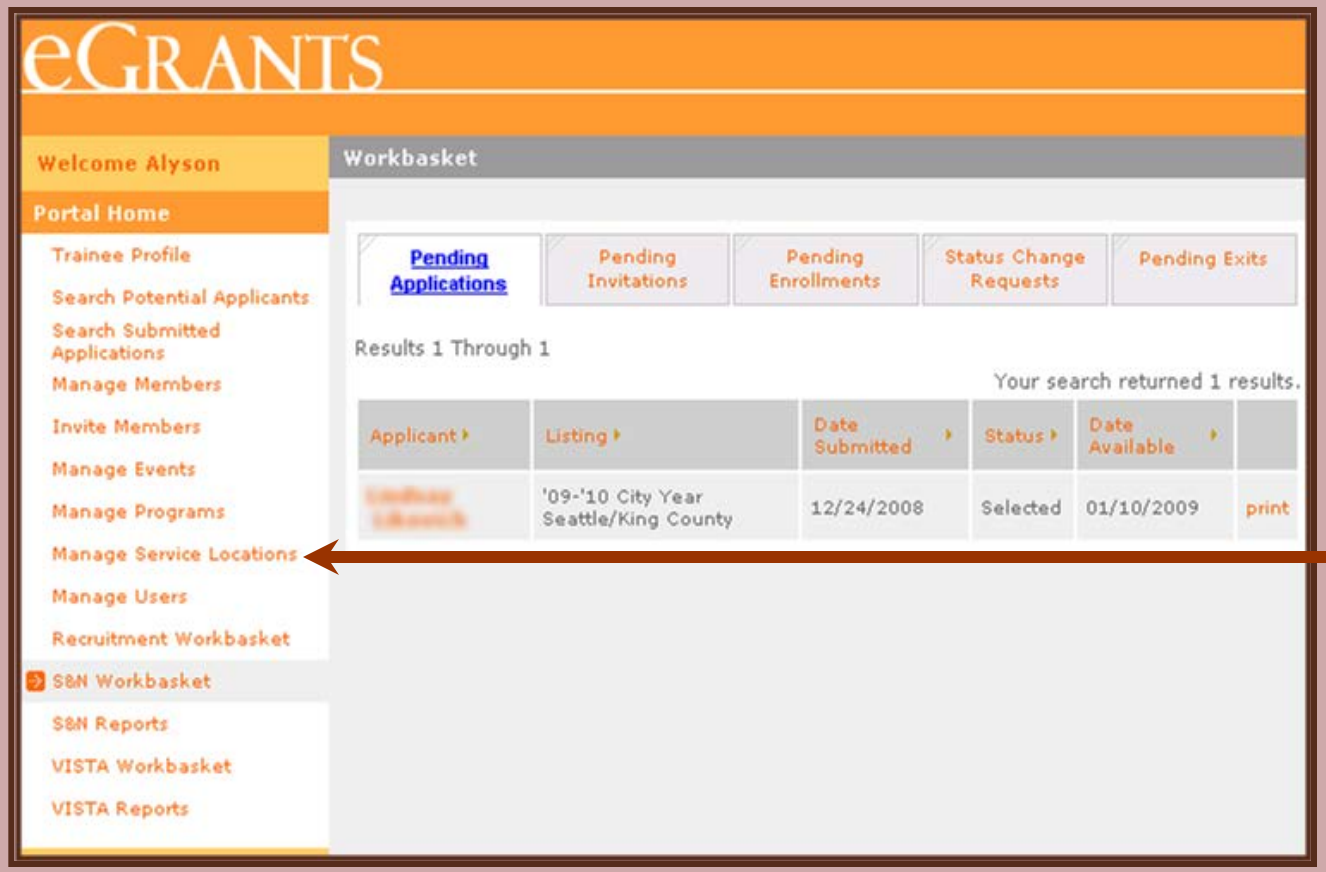


Slot Type [MSYs]	Living Allowance	Grant Available	Standard Slots Current	Standard Slots Filled	Standard Slots Unfilled	Refill Slots Current	Refill Slots Filled	Refill Slots Unfilled
Full Time [1]	Yes	95	95	95	0	9	6	3
	No	0	0	0	0	0	0	0
One Year Half Time [0.5]	Yes	3	3	0	3	0	0	0
	No	0	0	0	0	0	0	0
Two Year Half Time [0.5]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Reduced Half Time [0.38095240]	Yes	1	1	0	1	0	0	0
	No	0	0	0	0	0	0	0
Quarter Time [0.26455027]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Minimum Time [0.21164022]	Yes	0	0	0	0	0	0	0
	No	0	0	0	0	0	0	0
Total Slots	Yes	99	99	95	4	9	6	3
	No	0	0	0	0	0	0	0
Total MSY's	Yes	96.88	96.88	95	1.88	9	6	3
	No	0	0	0	0	0	0	0

Transfer was successful.

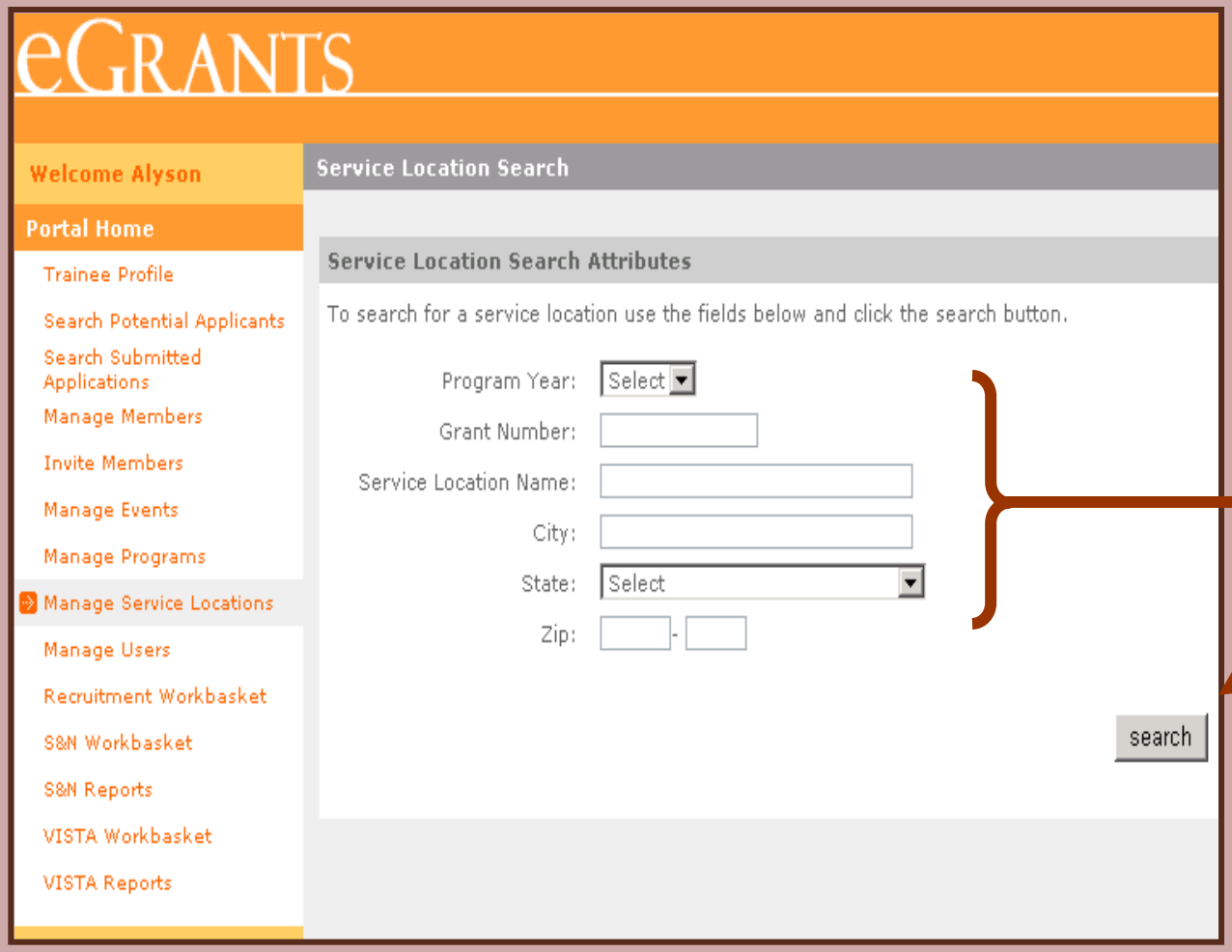
MSYs were reduced from 97.38 to 96.88 after transferring out 1 One Year Half Time slot.

Search for Service Locations



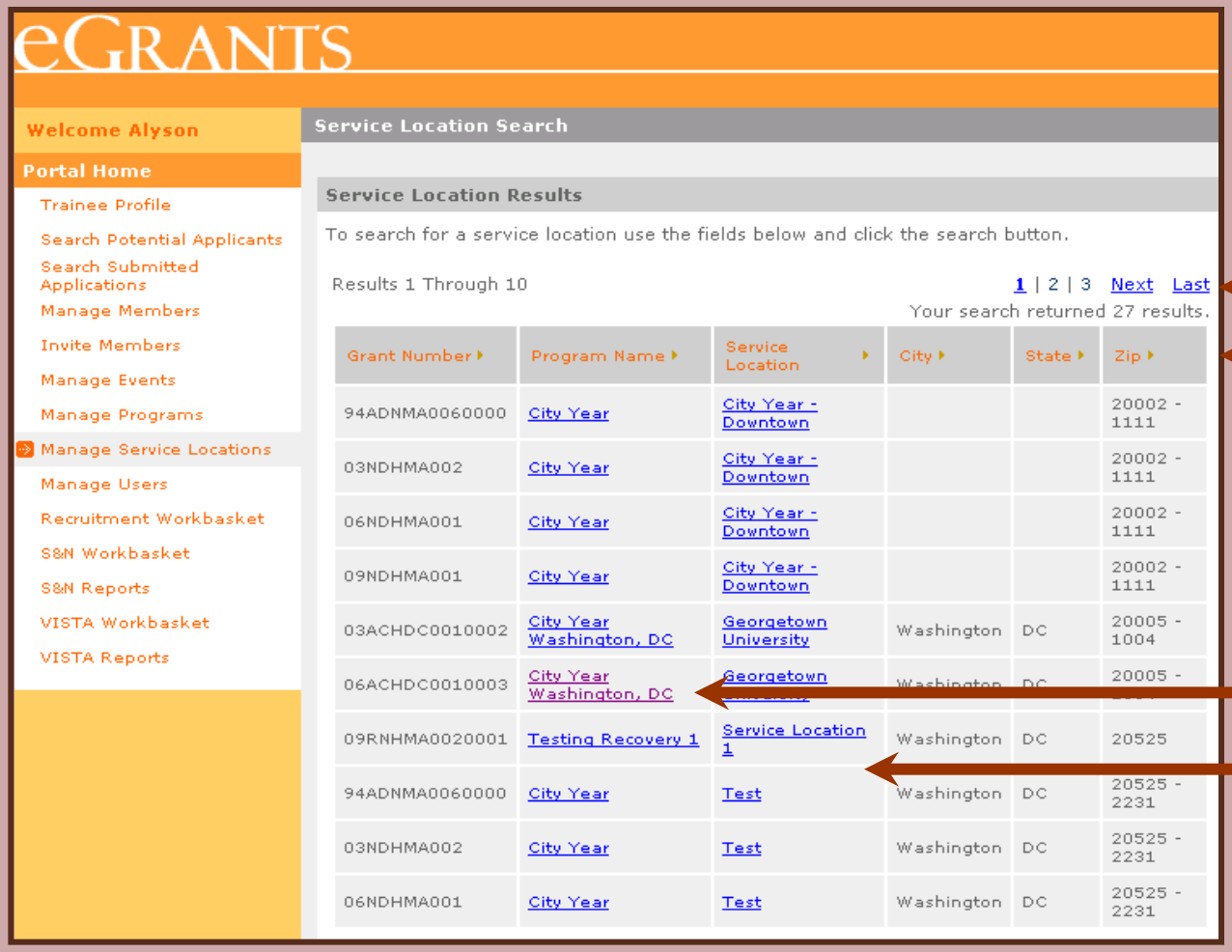
Click on **Manage Service Locations** to search for service locations.

Search for Service Locations



Enter identifying information about the service location (s) to start a search. Click on **search** to see the results.

Search for Service Locations



The Service Location Results page displays only the service locations you have access to. Use the numbered navigation to scroll through the pages and the column title to sort the listing.

Click on the name of the operating site or service location to view details.

What's next?

- The Resource Center
  - www.nationalserviceresources.org/ac-training-support
  - Includes other tutorials
  - Live training and registration schedule
- The eGrants Coaching Unit
  - 1-888-333-8272
  - egrantstta@jbsinternational.com
  - Training/Technical Assistance
- The eGrants Help Desk
  - 1-888-677-7849
  - Technical Assistance
  - User name/Password reset assistance