

My AmeriCorps AmeriCorps State Program Member Management



Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 

Introduction

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



My AmeriCorps Usage – Important Considerations...

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- 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

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- 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

Member Management Workflow

AmeriCorps State Program

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Change Term of Service Request

Member Suspension Request

Member Reinstatement 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.

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



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



Service Location
Creates

Member Transfer-Out-Request

Member Transfer-In-Request

Enrollment Form

Exit Form

Member Search

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eGRANTS

Welcome Alyson

Workbasket

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

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

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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

Manage Members

Member Search Attributes

To search for a member use the fields below and click the search button.
[Click here for help.](#)

Program Year:

Program Name:

Service Location:

Program Code:

Member ID:

First Name:

Last Name:

Date of Birth:

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

Member Search

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eGRANTS

Welcome Alyson

Member Search Results

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 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

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eGRANTS

Welcome Alyson

Member Home

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

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

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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

Member Information

Julie Woodland

Member Home

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: 00000

SSN: *****000

* **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

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Demographic Information:

Gender:

Citizenship Status:

Voting Registration:

Highest Level of Education:

- American Indian or Alaska Native
- Native Hawaiian or Other Pacific Islander
- Black or African American
- White
- Asian
- Of Hispanic Origin
- Latino/Hispanic

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

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

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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

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

Member Information

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

Member Profile

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 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](#)

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

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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

Member Information

Julie Woodland
Member Home

Change Term of Service

Click [here for help.](#)

Member Information

Name Julie Woodland Member ID 000000
Trust Eligible Yes

Assignment Information

Start Date: 04/14/2009
End Date: 04/13/2010
Program Name: Serving Community
Program Code: 06ACHNY0010014
Program Year: 2008
Service Location:
Slot Type: One Year Half Time
Living Allowance Option: With Living Allowance

Change Term of Service:

* Slot Type:

- Full Time (1700)
- One Year Half Time (900)
- Two Year Half Time (900)
- Reduced Half Time (675)
- Quarter Time (450)
- Minimum Time (300)

* Living Allowance Option:

- With Living Allowance
- Without Living Allowance

* Effective Date:

cancel create

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

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eGRANTS

Welcome Alyson

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted

Change Term of Service

Change Term of Service

[Click here for help.](#)

Member Information

Name Julie Woodland Member ID 000000

Trust Eligible Yes

Assignment Information

Start Date: 04/14/2009

End Date: 04/13/2010

Program Name: Serving Community

Program Code: 06ACHNY0010014

Program Year: 2008

Service Location:

Slot Type: One Year Half Time

Living Allowance Option: With Living Allowance

Change Term of Service:

* Slot Type:

- Full Time (1700)
- One Year Half Time (900)
- Two Year Half Time (900)
- Reduced Half Time (675)
- Quarter Time (450)
- Minimum Time (300)

* Living Allowance Option:

- With Living Allowance
- Without Living Allowance

* Effective Date:

Click on **Cancel** if you don't want to submit the Change Term of Service Request

Click on **Create** to submit the Change Term of Service Request

Create Change Term of Service Request

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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

Member Information

Julie Woodland

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

Change Term of Service

[Click here for help.](#)

Please note the following errors:

- No slots are available for this action.**

Member Information

Name	Julie Woodland	Member ID	000000
Trust Eligible	Yes		

Assignment Information

Start Date: 07/22/2008
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

Change Term of Service:

* Slot Type:

- Full Time (1700)
- One Year Half Time (900)
- Two Year Half Time (900)
- Reduced Half Time (675)
- Quarter Time (450)
- Minimum Time (300)

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

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The screenshot shows the eGrants Member Home interface. At the top, the eGrants logo is displayed. Below it, a navigation menu on the left includes options like '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', and 'VISTA Reports'. The main content area is titled 'Member Home' and contains a 'Please note:' section with a red message: 'The change term request was created successfully and is pending approval.' An arrow points from this message to a text box on the right. Below the message is the 'Member Information' section for Julie Woodland, including fields for Name, Date of Birth, Member ID, Username, SSN, E-mail, Mailing Address, Permanent Address, Home Phone Number, and Work or Other Phone Number. There is an 'edit member info' link. At the bottom, the 'Service Information' section contains a table with columns for Program, Organization, City/State, Service Start, Service End, and a view link.

<u>Program</u>	<u>Organization</u>	<u>City/State</u>	<u>Service Start</u>	<u>Service End</u>	--
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

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The screenshot shows the eGRANTS Member Home interface. At the top, it says "Welcome Alyson" and "Member Home". A notification states: "Please note: The change term request was created successfully and is pending approval." Below this is the "Member Information" section for Julie Woodland, including her name, date of birth (03/02/1986), member ID (000000), SSN (*****0000), and email (test@cns.gov). There are also fields for mailing and permanent addresses, and home/work phone numbers. A link "edit member info" is visible. The "Service Information" section contains a table with two rows of service data.

<u>Program</u>	<u>Organization</u>	<u>City/State</u>	<u>Service Start</u>	<u>Service End</u>	<u>--</u>
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 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

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eGRANTS

Welcome Alyson

View Service Term Information

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

State and National Service Term Information

Name	Judie Woodland	Member ID	000000
Program Name	Serving Community	Service Location	Testing NY 2
Service Start Date	07/14/2008	Service End Date	06/19/2009
Program Code	06ACHNY0010014	Program Year	2008
Trust Eligible	Yes	Slot Type	Full Time

State and National Service Term History

<u>Update Type</u>	<u>Effective Date</u>	<u>Updated By</u>	<u>Action</u>	
n/a	07/14/2008	AWILLIAM	Active	Correct
n/a	03/21/2009	BILLCY2009	Suspended	
n/a	03/22/2009	BILLCY2009	Reactivated (after Suspension)	

Current Status: In-Service [edit pending update](#) [unlock exit form](#)

Julie Woodland
Member Home

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

Approve/Reject Change Term of Service Request

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eGRANTS

Welcome Alyson

Workbasket

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

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 ▶
John	Serving Community	RG	02/23/2009	reinstate
Julie Woodland	Serving Community	RG	03/16/2009	changeTerm
Mary	Serving Community	RG	04/21/2009	transferout

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

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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

Member Information

Julie Woodland

Member Home

Change Term of Service

Change Term of Service

[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: Full Time

Living Allowance Option: With Living Allowance

Change Term of Service:

* Slot Type:

- Full Time (1700)
- One Year Half Time (900)
- Two Year Half Time (900)
- Reduced Half Time (675)
- Quarter Time (450)
- Minimum Time (300)

* Living Allowance Option:

- With Living Allowance
- Without Living Allowance

* Effective Date: 03/12/2009

cancel reject approve

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

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The screenshot displays the eGRANTS member portal interface. At the top left, the 'eGRANTS' logo is visible. Below it, a navigation menu includes 'Welcome Alyson', 'Portal Home', 'Manage Members', and 'Member Information'. The main content area is titled 'Member Home' and contains a 'Please note:' section with a red message: 'The change term request was approved successfully.' An arrow points from this message to a text box on the right. Below the message is the 'Member Information' section, which includes fields for Name, Date of Birth, Member ID, SSN, Username, E-mail, Mailing Address, Permanent Address, Home Phone Number, and Work or Other Phone Number. At the bottom of the member information section is a table for 'Service Information' with columns for Program, Organization, City/State, Service Start, Service End, and a 'view' link.

eGRANTS

Welcome Alyson

Member Home

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

Suspend Member

Transfer Member

Change Term

Change Service Location

Exit Member

Please note:
The change term 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	06/18/2009	view

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

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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)

The screenshot shows the eGrants user interface. On the left is a navigation menu with options like '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', and 'VISTA Reports'. The 'Member Information' section is expanded, showing a list of actions: 'Member Home', 'Suspend Member', 'Transfer Member', 'Change Term', 'Change Service Location', and 'Exit Member'. A red arrow points to the 'Suspend Member' link. The main content area displays member details for Julie Woodland, including mailing addresses in Chicago and Washington, DC, phone numbers, and a table of 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

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The screenshot shows the 'Suspend Member' form in the eGrants system. The form is divided into several sections: 'Member Information', 'Assignment Information', and 'Enter Suspension Information'. The 'Member Information' section shows the member's name as Julie Woodland and Member ID as 000000. The 'Assignment Information' section shows the start date as 09/02/2008, end date as 06/18/2009, program name as Serving Community, program code as 06ACHNY0010014, program year as 2008, service location as Testing NY 2, slot type as One Year Half Time, and living allowance option as With Living Allowance. The 'Enter Suspension Information' section has a field for the effective date with a calendar icon to its right. At the bottom right of the form are 'cancel' and 'create' buttons. Three arrows point from text boxes on the right to these elements: one to the calendar icon, one to the 'cancel' button, and one to the 'create' button.

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

Member Information

- Julie Woodland
- Member Home

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

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The screenshot shows the eGrants Member Home interface. The left sidebar contains navigation options such as 'Trainee Profile', 'Search Potential Applicants', 'Manage Members', and 'Member Information'. The main content area displays a confirmation message: 'Please note: The suspension request was created successfully and is pending approval.' An arrow points from this message to a callout box on the right. Below the message is the 'Member Information' section for Julie Woodland, including fields for Name, Date of Birth, Member ID, SSN, Username, E-mail, Mailing Address, Permanent Address, Home Phone Number, and Work or Other Phone Number. At the bottom, there is a 'Service Information' table with columns for Program, Organization, City/State, Service Start, Service End, and a 'view' link.

eGRANTS

Welcome Alyson **Member Home**

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

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

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

<u>Program</u>	<u>Organization</u>	<u>City/State</u>	<u>Service Start</u>	<u>Service End</u>	<u>--</u>
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

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eGRANTS

Welcome Alyson

Member Home

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

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	06/18/2009	view

Julie Woodland

Member Home

Suspend Member

Transfer Member

Change Term

Change Service Location

Exit Member

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

26

The screenshot displays the eGrants system interface. On the left is a navigation menu with options like 'Welcome Alyson', 'Portal Home', 'Manage Members', and 'Member Information'. The main content area is titled 'View Service Term Information' and contains two sections: 'State and National Service Term Information' and 'State and National Service Term History'. The first section lists details for member Julie Woodland, including her name, member ID (000000), program name (Serving Community), service location (Testing NY 2), and current status (In-Service). The second section is a table with columns for Update Type, Effective Date, Updated By, and Action, showing a history of updates to her status. A red arrow points from a text box on the right to the 'edit pending update' link in the 'Current Status' row of the table.

State and National Service Term Information

Name	Judie Woodland	Member ID	000000
Program Name	Serving Community	Service Location	Testing NY 2
Service Start Date	07/14/2008	Service End Date	06/19/2009
Program Code	06ACHNY0010014	Program Year	2008
Trust Eligible	Yes	Slot Type	Full Time

State and National Service Term History

<u>Update Type</u>	<u>Effective Date</u>	<u>Updated By</u>	<u>Action</u>
n/a	07/14/2008	AWILLIAM	Active Correct
n/a	03/21/2009	BILLCY2009	Suspended
n/a	03/22/2009	BILLCY2009	Reactivated (after Suspension)

Current Status: In-Service [\(edit pending update\)](#) [unlock exit form](#)

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

Approve/Reject Member Suspension Request

27

The screenshot shows the eGrants system interface. On the left is a navigation panel with the following items: 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 (highlighted), S&N Reports, VISTA Workbasket, and VISTA Reports. The main area is titled 'Workbasket' and contains several tabs: Pending Applications, Pending Invitations, Pending Enrollments, Status Change Requests (highlighted), and Pending Exits. Below the tabs, there is a search result table with the following data:

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

Arrows point from the 'S&N Workbasket' menu item to the 'Status Change Requests' tab and from the 'Julie Woodland' name to the table row.

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

28

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

Member Information

Julie Woodland
Member Home

Suspend Member

[Click here for help.](#)

Member Information

Name	Julie Woodland	Member ID	000000
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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:

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

29

eGRANTS

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

Welcome Alyson

Member Home

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

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](#)

Member Information

Julie Woodland

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

Service Information

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

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

Create Member Reinstatement Request

30

eGRANTS

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

Welcome Alyson

Member Home

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

[Reinstate Member](#)

Change Term

Change Service Location

Exit Member

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	06/18/2009	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

31

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

eGRANTS

Welcome Alyson

Reinstate M

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

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

32

The screenshot shows the eGrants Member Home interface. On the left is a navigation menu with options like 'Trainee Profile', 'Manage Members', and 'Member Information'. The main content area is titled 'Member Home' and contains a confirmation message: 'Please note: The reinstatement request was created successfully and is pending approval.' Below this is the 'Member Information' section for Julie Woodland, including fields for Name, Date of Birth, Member ID, Username, SSN, E-mail, Mailing Address, and Permanent Address. At the bottom is the 'Service Information' table.

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

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

33

eGRANTS

Welcome Alyson

View Service Term Information

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	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

<u>Update Type</u>	<u>Effective Date</u>	<u>Updated By</u>	<u>Action</u>	
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

34

eGRANTS

Welcome Alyson

Workbasket

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

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

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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

Member Information

Julie Woodland
Member Home

Reinstate Member

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: 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

Approve/Reject Member Reinstatement Request

36

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

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

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

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

Member Information

Julie Woodland

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

Create Member Transfer-Out Request

37

eGRANTS

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

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

Member Information

Julie Woodland
Member Home

Transfer Member

Transfer Member

Member Information

Name Julie Woodland Member ID 00 000

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:

* 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

38

The screenshot shows the eGrants Member Home interface. On the left is a navigation menu with categories like 'Welcome Alyson', 'Portal Home', 'Manage Members', and 'Member Information'. The main content area is titled 'Member Home' and contains a confirmation message: 'Please note: The transfer request was created successfully.' Below this is the 'Member Information' section for Julie Woodland, including fields for Name, Date of Birth, Member ID, SSN, Username, E-mail, Mailing Address, Permanent Address, Home Phone Number, and Work or Other Phone Number. At the bottom is the 'Service Information' table.

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

39

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

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	06/25/2009
Program Code	06ACHNY0010014	Program Year	2008
Trust Eligible	Yes	Slot Type	One Year Half Time

State and National Service Term History

<u>Update Type</u>	<u>Effective Date</u>	<u>Updated By</u>	<u>Action</u>	
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	
n/a	04/22/2009	AAUGUSTIN	Reactivated (after Suspension)	

Current Status: In-Service [\(edit pending update\)](#)

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

Approve/Reject Member Transfer-Out Request

40

The screenshot shows the eGrants system interface. The top navigation bar is orange with the 'eGRANTS' logo. Below it, a grey 'Workbasket' header contains several tabs: 'Pending Applications', 'Pending Invitations', 'Pending Enrollments', 'Status Change Requests' (highlighted in blue), and 'Pending Exits'. A left-hand navigation panel lists various options, with 'S&N Workbasket' selected and highlighted in grey. Below the tabs, a search results table is displayed with the following data:

Name	Program Name	Role	Date Submitted	Request Type
John	Serving Community	RG	02/23/2009	reinstate
Julie Woodland	Serving Community	RG	04/24/2009	transferout

Arrows from the text boxes point to the 'S&N Workbasket' tab and the 'Julie Woodland' link in the table.

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

41

The screenshot displays the 'Transfer Member' interface in the eGrants system. The left sidebar contains navigation options such as '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', and 'VISTA Reports'. The main content area is titled 'Transfer Member' and includes sections for 'Member Information' (Name: Julie Woodland, Member ID: 000000, Trust Eligible: Yes) and '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). The 'Transfer Information' section shows the transfer to 'Ready to Learn Providence' with 200 hours served and an effective date of 04/23/2009. At the bottom, there are three buttons: 'cancel', 'reject', and '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-Out Request

Click on **Approve** to transfer the member

Approve/Reject Member Transfer-Out Request

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eGRANTS

Welcome Alyson

Workbasket

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

Please note:

The transfer out request was approved successfully, and is awaiting approval from the new program.

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 ▾
John	Serving Community	2008		03/05/2009	invitation
Mary	Serving Community	0		03/09/2009	invitation
Julie Woodland	Serving Community	2008		04/16/2009	transferin

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

43

The screenshot displays the eGRANTS system interface. On the left is a navigation panel with the following items: 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 (selected), S&N Reports, VISTA Workbasket, and VISTA Reports. The main content area is titled 'Workbasket' and contains several tabs: Pending Applications, Pending Invitations, Pending Enrollments (selected), Status Change Requests, and Pending Exits. Below the tabs, there is a link for help and a search result summary: 'Results 1 Through 3' and 'Your search returned 3 results.' A table lists the 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

Approve/Reject Member Transfer-In

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eGRANTS

Welcome Alyson

Transfer Member

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

Suspend Member

Transfer Member

Change Term

Change Service Location

Exit 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:

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

Approve/Reject Member Transfer-In

45

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

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

Member Information

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

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: 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	--
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

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

Member Exit

46

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

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

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

Member Exit

47

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

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

Member Information

Julie Woodland
Member Home

Exit Form

Enter Exit Form Information

[Click here for help.](#)

This form will end the term of an AmeriCorps member in the National Trust and report on the eligibility of the member for an education award. It will also provide the Corporation with evaluation exit data.

Name: Julie Woodland

Member ID: 000000

Mailing Address

Please verify that your contact information below is correct. Enter any updates as necessary.

* Street Address:

Street Address 2:

* City:

* State:

* Zip code: -

Post Service Opportunities

The Corporation for National and Community Service would like to encourage you to stay involved in service and help you connect with educational, professional, and alumni opportunities. If you are interested in staying connected with the following organizations, 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:

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

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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

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

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eGRANTS

Welcome Alyson

Member Home

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

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: 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

Julie Woodland

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

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

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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

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 1001 of Title 18, U.S.C.

cancel

approve

Enter the total number of hours the member served

Enter the date the member completed their service

Select the award status for the member's term

Member Exit

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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:

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.

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 1001 of Title 18, U.S.C.

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

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eGRANTS

Welcome Alyson

Member Home

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

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](#)

Member Information

Julie Woodland

Member Home

Service Information

<u>Program</u>	<u>Organization</u>	<u>City/State</u>	<u>Service Start</u>	<u>Service End</u>	<u>--</u>
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

Member Exit - Early

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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

The screenshot displays a member management interface. On the left is a navigation menu with options like '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', and 'VISTA Reports'. The 'Member Information' section is highlighted, showing a list of actions for Julie Woodland: Member Home, Suspend Member, Transfer Member, Change Term, Change Service Location, and Exit Member.

The main content area shows member details for Julie Woodland:

- 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:**

An [edit member info](#) link is located at the bottom right of the details section.

The **Service Information** section contains a table with the following data:

<u>Program</u>	<u>Organization</u>	<u>City/State</u>	<u>Service Start</u>	<u>Service End</u>	<u>--</u>
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

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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

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.

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

<u>Update Type</u>	<u>Effective Date</u>	<u>Updated By</u>	<u>Action</u>
n/a	04/22/2009	AAUGUSTIN	Transfer IN Transferred 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?

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- **The Resource Center**
 - www.nationalservicerresources.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

