

## CREATING, EDITING AND ASSIGNING SERVICE LOCATIONS IN THE MY AMERICORPS PORTAL

### Data Quality and Service Locations

Service location data is used to produce State Profiles and other reports for external stakeholders. For data quality purposes, please check for these common data entry errors when creating or editing service locations:

- No ZIP + 4 code
- Incorrect address information
- Spelling mistakes

Note: If you have the street address but not the ZIP + 4 code for a service location, you can look it up easily at <http://zip4.usps.com>.

### Getting Started

Login to eGrants (<https://egrants.cns.gov/espan/main/login.jsp>) and select the Portal Home link at the right bottom of the screen.

The screenshot shows the eGrants portal interface. At the top, there is a timestamp '7/15/2013, 12:03 PM, EDT' and navigation links: 'home', 'my account', 'help', and 'logout'. Below this is a banner for 'eGrANTS' with the 'Cooperation for NATIONAL & COMMUNITY SERVICE' logo and a photo of AmeriCorps members working. The main content area is divided into two columns. The left column, 'eGRANTS MESSAGES', says 'Welcome Kim'. The right column, 'VIEW MY GRANTS/ APPLICATIONS', lists application status: 'View All', '3 Awarded', '11 Closed', '2 Subapplication being reviewed by prime', '1 Subapplication returned by prime', and '1 Under CNCS review'. Below this is a section 'VIEW MY AMERICORPS PORTAL' with a link 'Portal Home' circled in black. At the bottom, there are three tabs: 'Creating an Application' (with links for New, Continuation/Renewal, Amendment, and Concept Paper), 'Managing My Account' (with links for My Account and Equal Opportunity Survey), and 'Reporting to CNCS' (with links for Financial Report, Progress Report, and Progress Report Supplement). Footer text includes '508 Approved | Contact Help Desk | disable the pictures' and 'Release version: 5.6'.

Click on the Manage Programs link on the left of the screen.

**eGRANTS**

Welcome Kim

**Portal Home**

- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Programs**
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- SSN Workbasket
- SSN Reports

**Workbasket**

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

Results 1 Through 10      1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10    Next   Last   +10

Your search returned 218 results.

Applicant	Listing	Date Submitted	Status	Date Available	
[REDACTED]	Employers' Child Care Alliance AmeriCorps	08/03/2009	Submitted	05/27/2009	print
[REDACTED]	Employers' Child Care Alliance AmeriCorps	08/04/2009	Submitted	06/05/2009	print
[REDACTED]	Employers' Child Care Alliance AmeriCorps	08/03/2009	Under Review	07/30/2009	print

Select a program year and click the Search button.

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**Program Search**

**Program Search Attributes**

To search for a program use the fields below and click the search button.

Program Year: **Select** ▼

Program Name: **Select** ▼

Program Code: **Select** ▼

City:

State: **Select** ▼

**search**

Select the link for your site.

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- S&N Workbasket
- S&N Reports

**Program Search**

**Program Search Results**

Results 1 Through 1

Your search returned 1 results.

Grant Number ▶	Project Title ▶	Program Year ▶	City ▶	State ▶
[Redacted]	<a href="#">Employers' Child Care Alliance</a>	2012	Opelika	AL

In the center of the screen, you will see basic contact information for your site. Click View Service Locations at the bottom right of the screen.

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**View Operating Site**

**Operating Site Information**

[Click here for help.](#)

Program Year: 2012

Operating Site Name: Employers' Child Care Alliance

Operating Site Code: [Redacted]

Contact Name: [Redacted]

Contact Address: 510 S 7th St  
Opelika, AL 36801 - 4910

Contact Email: [test@cns.gov](mailto:test@cns.gov)

Contact Phone: 334-749-8400 Ext.231

Budget Period: 09/01/2012 - 08/31/2014

Enrollment Period: 09/01/2012 - 08/31/2013

**Program Information**

Program:  
Employers' Child Care Alliance - 2012

[Edit Operating Site](#)  
[View Service Locations](#)  
[View Members](#)

To create a new service location, click create in the bottom right corner of the screen.  
To edit an existing service location, click the hyperlink for the location you would like to edit.

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  - Recruitment Workbasket
  - SSN Workbasket
  - SSN Reports

Program Information

**View Service Locations**

**Service Location Results**

To search for a service location use the fields below and click the search button.

Results 1 Through 9

Your search returned 9 results.

Name	City	State	Zip
<a href="#">American Red Cross-Lee County Chapter</a>	Opelika	AL	36801 -6234
<a href="#">American Red Cross-Russell County Chapter</a>	Phenix City	AL	36867 -5804
<a href="#">Boys &amp; Girls Club of Greater Lee County</a>	Auburn	AL	36830 -2834
<a href="#">Cora Reid Greene Home For Children</a>	Phenix City	AL	36867 -5105
<a href="#">Drake Middle School-BRIDGES</a>	Auburn	AL	36832 -2929
<a href="#">HARRINGTON ELEMENTARY SCHOOL</a>	HARRINGTON	ME	04643 -3201
<a href="#">MANOR WOODS ELEMENTARY</a>	ELLCOTT CITY	MD	21042 -2016
<a href="#">OAKLANDS ELEMENTARY</a>	LAUREL	MD	20708 -1360
<a href="#">SAFE</a>	Sylacauga	AL	35150 -2030

[create](#)

### Creating a New Service Location

Click the Create button in the lower right of the screen.

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  - SSN Reports

Program Information

**View Service Locations**

**Service Location Results**

To search for a service location use the fields below and click the search button.

Results 1 Through 9

Your search returned 9 results.

Name	City	State	Zip
<a href="#">American Red Cross-Lee County Chapter</a>	Opelika	AL	36801 -6234
<a href="#">American Red Cross-Russell County Chapter</a>	Phenix City	AL	36867 -5804
<a href="#">Boys &amp; Girls Club of Greater Lee County</a>	Auburn	AL	36830 -2834
<a href="#">Cora Reid Greene Home For Children</a>	Phenix City	AL	36867 -5105
<a href="#">Drake Middle School-BRIDGES</a>	Auburn	AL	36832 -2929
<a href="#">HARRINGTON ELEMENTARY SCHOOL</a>	HARRINGTON	ME	04643 -3201
<a href="#">MANOR WOODS ELEMENTARY</a>	ELLCOTT CITY	MD	21042 -2016
<a href="#">OAKLANDS ELEMENTARY</a>	LAUREL	MD	20708 -1360
<a href="#">SAFE</a>	Sylacauga	AL	35150 -2030

[create](#)

At the top of the screen, you will be asked whether the service location is a K-12 school.

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**Edit Service Location**

**Service Location Information**

Please fill out all required(\*) fields.  
[Click here for help.](#)

Is this a K-12 school? ☐ yes ☐ no

NCES School ID   Press "Go" to search for the NCES School ID.  
Do not know the NCES School ID? Click on the following link: <http://nces.ed.gov/globallocator/>

Program: Employers Child Care Alliance

Program Year: 2012

\* Status:

\* Service Location Name:

Contact Name:

Contact Email:

\* Street Address1:

Street Address2:

\* City:

\* State:

\* Zip:  -

If the service location is not a K-12 school, click no and complete all remaining text fields for the service location. If the service location is a K12 school, click yes. If you know the service location's NCES School ID, enter it in the text field and click the Go button. If you do not know the NCES School ID, click the hyperlink to search for it.

**Service Location Information**


Please fill out all required(\*) fields.  
[Click here for help.](#)

Is this a K-12 school? ☒ yes ☐ no

NCES School ID   Press "Go" to search for the NCES School ID.  
Do not know the NCES School ID? Click on the following link: <http://nces.ed.gov/globallocator/>



The hyperlink will bring you to the NCES website. Search for your school by city and state, zip or name.



## Search for Schools, Colleges, and Libraries

State

City

Zip

Distance  Miles from Zip

Name

Sort by ☒ Name ☐ State ☐ City

**Institutions**  
select any of interest [\(all\)](#)

[Public Schools](#) ☒

[Private Schools](#) ☒

[Colleges](#) ☒

[Public Libraries](#) ☒

Search Finished

Results: 4

Search

Clear

### Public Schools






[HARRINGTON ELEMENTARY SCHOOL](#)  
1227 US HIGHWAY 1A, HARRINGTON, ME 04643  
(207) 483-6681 - WASHINGTON COUNTY COUNTY  
grades: KG - 8


[NARRAGUAGUS HIGH SCHOOL](#)  
1611 MAIN STREET, HARRINGTON, ME 04643  
(207) 483-2746 - WASHINGTON COUNTY COUNTY  
grades: 9 - 12


Source: CCD Public school data 2010-2011 school year

[Public Schools](#) [Private Schools](#) [Colleges](#) [Libraries](#) [Back To Top ↑](#)

### Public Libraries

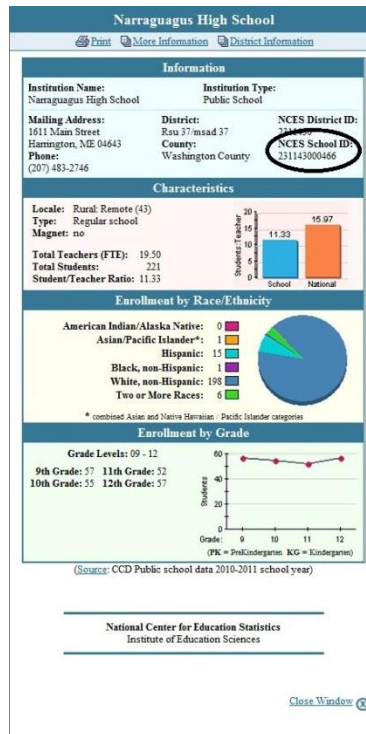
 Library System  Central Outlet  Branch Library  Bookmobile  Books-by-Mail

[HARRINGTON - GALLISON MEMORIAL LIBRARY](#)  
ROUTE 1 , HARRINGTON, ME 04643  
(207) 483-4547

[HARRINGTON - GALLISON MEMORIAL LIBRARY](#)  
ROUTE 1 , HARRINGTON, ME 04643  
(207) 483-4547

[Public Schools](#) [Private Schools](#) [Colleges](#) [Libraries](#) [Back To Top ↑](#)

Clicking on the name of the school opens a popup where you can find the NCES School ID. Copy and paste the NCES School ID into eGrants and click the Go button.



A popup with the school's contact information will appear in eGrants. Click OK in the popup window to confirm the information.

The following school was located for the NCES School Code entered. To select this school, click "OK"; otherwise click "Cancel".

**Service Location Name:** NARRAGUAGUS HIGH SCHOOL  
**Street Address 1:** 1611 MAIN ST  
**Street Address 2:**  
**City:** HARRINGTON  
**State:** ME  
**Zip:** 04643  
**Zipplus:** 3038

OK Cancel

Trusted sites | Protected Mode: Off

Click here for help.

Is this a K-12 school? ☒ yes ☐ no

NCES School ID: 231143000466 [Go] Press "Go" to search for the NCES School ID.

Do not know the NCES School ID? Click on the following link: <http://nces.ed.gov/globallocator/>

Program: [Employers' Child Care Alliance](#)

Program Year: 2012

\* Status: Active

\* Service Location Name:

Contact Name:

Contact Email:

\* Street Address1:

Street Address2:

\* City:

\* State:

\* Zip:

cancel save

508 Approved | Contact Help Desk | Last updated: Friday, July 12, 2013, 02:07 PM  
Release version: 9.6

The school's information will automatically populate in the service location text fields. Complete the contact name and contact email text fields and click save.

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**Edit Service Location**

**Service Location Information**

Please fill out all required(\*) fields.  
[Click here for help.](#)

Is this a K-12 school? ☒ yes ☐ no

NCES School ID   Press "Go" to search for the NCES School ID.

Do not know the NCES School ID? Click on the following link: <http://nces.ed.gov/globallocator/>

Program:

Program Year:

\* Status:

\* Service Location Name:

Contact Name:

Contact Email:

\* Street Address1:

Street Address2:

\* City:

\* State:

\* Zip:  -

## Editing an Existing Service Location

Click on the hyperlink for the service location you want to edit.

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**View Service Locations**

**Service Location Results**

To search for a service location use the fields below and click the search button.

Results 1 Through 10

Your search returned 10 results.

Name	City	State	Zip
<a href="#">American Red Cross-Lee County Chapter</a>	Opelika	AL	36801 - 6234
<a href="#">American Red Cross-Russell County Chapter</a>	Phenix City	AL	36867 - 5804
<a href="#">Boys &amp; Girls Club of Greater Lee County</a>	Auburn	AL	36830 - 2834
<a href="#">Cora Reid Greene Home For Children</a>	Phenix City	AL	36867 - 5105
<a href="#">Drake Middle School-BRIDGES</a>	Auburn	AL	36832 - 2929
<a href="#">HARRINGTON ELEMENTARY SCHOOL</a>	HARRINGTON	ME	04643 - 3201
<a href="#">MANOR WOODS ELEMENTARY</a>	ELLICOTT CITY	MD	21042 - 2016
<a href="#">NARRAGUAGUS HIGH SCHOOL</a>	HARRINGTON	ME	04643 - 3038
<a href="#">OAKLANDS ELEMENTARY</a>	LAUREL	MD	20708 - 1360
<a href="#">SAFE</a>	Sylacauga	AL	35150 - 2030



Click the edit button in the lower right corner of the screen.

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Program Information

**View Service Location**

Service Location Information

Click here for help.

Program: [Employers' Child Care Alliance](#)  
Program Year: 2012  
NCES ID :  
Service Location Name: Drake Middle School-BRIDGES  
Contact Name: [REDACTED]  
Street Address: 655 Spencer Ave  
City: Auburn  
State: AL  
Zip: 36832 -2929  
Email:  
Status: Active

back edit

For service locations that existed before the addition of the NCES School ID fields, the default answer to “Is this a K-12 school?” will be “no.” If the service location is a K-12 school, click the “yes” button and enter the NCES School ID information as described in the previous section. Update any other text fields you wish to edit and click the Save button.

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Program Information

**Edit Service Location**

Service Location Information

Please fill out all required(\*) fields.

Click here for help.

Is this a K-12 school? ☐ yes ☒ no

NCES School ID  Go Press "Go" to search for the NCES School ID.

Do not know the NCES School ID? Click on the following link: <http://nces.ed.gov/globallocator/>

Program: [Employers' Child Care Alliance](#)  
Program Year: 2012  
\* Status: Active  
\* Service Location Name: Drake Middle School-BRIDGES  
Contact Name: [REDACTED]  
Contact Email:   
\* Street Address1: 655 Spencer Ave  
Street Address2:   
\* City: Auburn  
\* State: ALABAMA  
\* Zip: 36832 - 2929

cancel save

## Enrolling AmeriCorps Members in Service Locations

When you enroll AmeriCorps members, you will select each individual's Service Location on their Enrollment Form when you certify and submit online. In order to meet CNC's requirements, members must be enrolled in a service location.

The screenshot shows a web form for enrolling AmeriCorps members. On the left is a solid orange vertical bar. The form contains the following fields and options:

- Four checked checkboxes: "The internet", "AmeriCorps recruiter/representative", "Received information in the mail", and "AmeriCorps program poster".
- An unchecked checkbox labeled "Other:" followed by a text input field.
- A dropdown menu for "Highest Level of Education:" with "High School Diploma" selected.
- A section header "Placement Information:".
- A date picker for "\* Start Date:". A calendar icon is visible.
- A dropdown menu for "\* Program Year:" with "2008" selected.
- A dropdown menu for "\* Program Title:" with a redacted selection.
- A dropdown menu for "Service Location:" with "Spot" selected. This field is circled in red.
- A dropdown menu for "Slot Type:" with a redacted selection.
- A checkbox for certification, which is checked, followed by the text "certify this form as of 05/10/2009." and a help icon.
- Three buttons at the bottom: "cancel", "save information", and "enroll member".
- Small text at the bottom right: "CMA #3045-0006 Expires 7/31/2010".