

Applying to Serve Using My AmeriCorps

The My AmeriCorps portal is a one-stop-shop for AmeriCorps and VISTA applicants, members, and alumni. It can be found by searching for “My AmeriCorps” using your favorite search engine or by typing “my.americorps.gov” into the address bar of your favorite web browser.

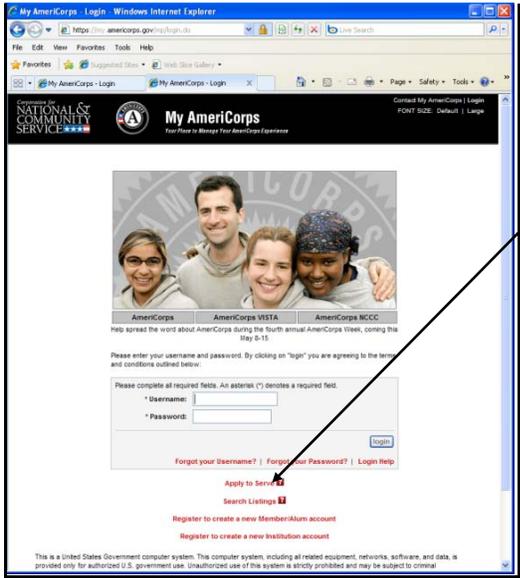
You will use the portal to search for and apply to programs in which you would like to serve. If you become a member, you will also use the portal to track important information related to your service year, find training events, and access important contacts and resources.

When you are ready to apply, there are three things you will need to do within the portal (although you don’t have to do them all at once):

- Create a profile
- Create an application
- Apply to programs

The following pages provide images and instructions that will help you accomplish these three steps.

Creating a Profile

What You Will See	What to Do
	<p>To create a portal profile, click the “Apply to Serve” link on the portal landing page.</p>

What You Will See

What to Do

The screenshot shows the 'Create Profile: Step 1 of 4' page on the My AmeriCorps website. The page is titled 'Create Profile: Step 1 of 4' and includes a 'Click here for help.' link. Below the title, there is a paragraph of instructions: 'Please use the following fields to create a profile. Use your formal name that you would normally write on official documents rather than a nickname. Also, you must have a valid e-mail address. An asterisk (*) denotes a required field.' The form contains several input fields: 'First Name', 'Middle Name', 'Last Name', 'Suffix', 'SSN' (with an example 'eg. 123456789'), 'Date of Birth' (with a placeholder '(mm/dd/yyyy)'), 'E-mail Address', and 'Re-enter E-mail Address'. There are 'cancel', 'previous', and 'next' buttons at the bottom of the form. The footer of the page includes 'OMB Number 3045-0006, Expires 07/31/2010' and various links like 'Contact Us', 'Newsletters', 'Site Map', 'Site Index', 'Office of Inspector General', 'Feedback', 'Privacy', 'Accessibility', 'FOIA', 'No Fee Act', 'Federal Register Notices', 'Site Notice', 'Last updated: Tuesday, April 27, 2010, 04:14:19', and 'Release version: 4.2.2'.

You will be prompted for your:

- Name, Social Security Number, and e-mail address
- Citizenship status, date and place of birth, and your availability to serve
- Current and permanent addresses
- Education and interests

When done, click “Finish.”

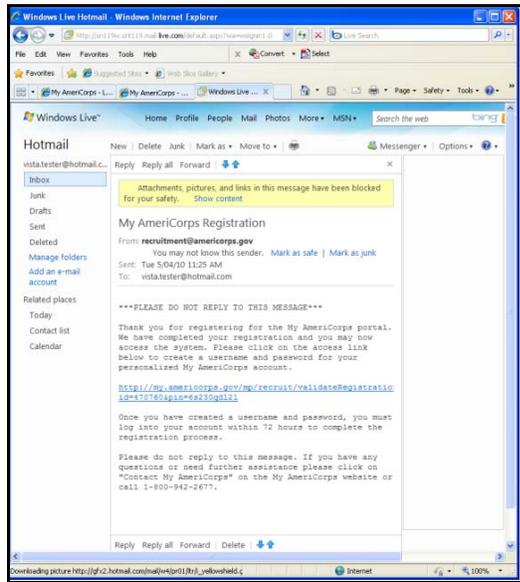
The screenshot shows the 'Registration Confirmation' page on the My AmeriCorps website. The page is titled 'Registration Confirmation' and includes a section for 'Applicant Information'. The text reads: 'Thanks for your registration, VISTA Tester. An e-mail has been sent to you at vista.tester@hotmail.com with further instructions.' The footer of the page is identical to the previous screenshot, including 'OMB Number 3045-0006, Expires 07/31/2010' and various links.

The portal will confirm your registration.

The screenshot shows a Hotmail inbox in a Windows Live environment. The inbox is titled 'Hotmail' and shows a list of emails. The selected email is from 'recruitment@americorps.gov' with the subject 'My AmeriCo...' and a timestamp of '11:25 AM'. The email content is partially visible, showing 'where are your friends?' and '1 messages'. There are also advertisements for 'Free phones' and 'Online only! Free shipping!' on the right side of the inbox.

Next, check your e-mail for a message from recruitment@americorps.gov. If you don't see one, it may not have arrived, but check your junk mail or spam folder just in case. When you receive it, click to open.

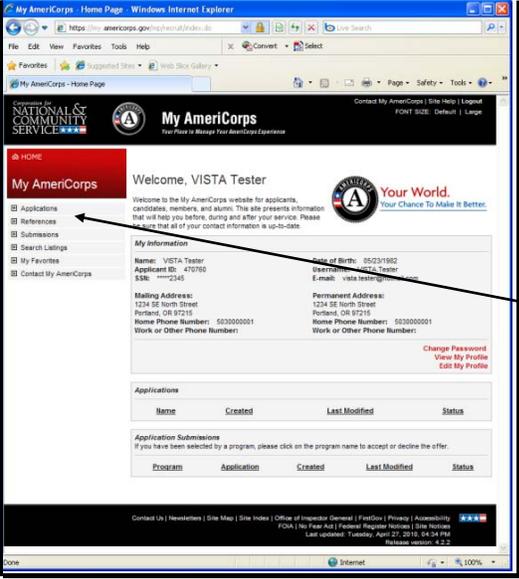
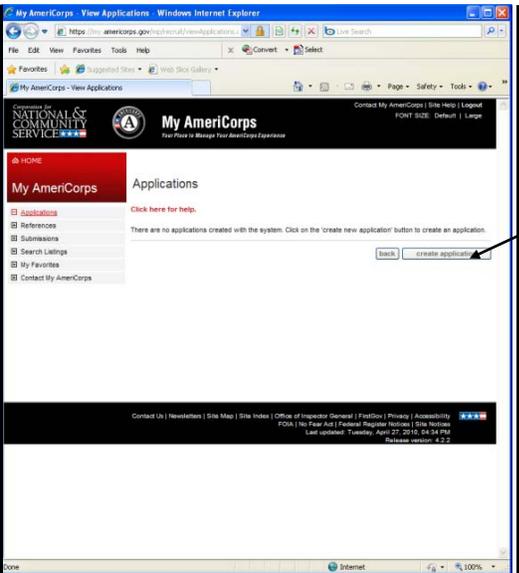
What You Will See



What to Do

Next, click the link provided in the e-mail, which will take you back to the portal. To complete your My AmeriCorps profile you'll be asked to create a username and password.

Creating an Application

What You Will See	What to Do
 <p>A screenshot of the My AmeriCorps website in a Windows Internet Explorer browser. The page title is "My AmeriCorps - Home Page". The main content area shows a welcome message for "VISTA Tester" and a "My Information" section with fields for Name, Applicant ID, SSN, Date of Birth, Mailing Address, and Home Phone Number. A navigation menu on the left includes "Applications", "References", "Submissions", "Search Listings", "My Favorites", and "Contact My AmeriCorps". An arrow points from the "Applications" link in the menu to the "Applications" section on the page.</p>	<p>Once you have a profile and are logged in, you can create an application. You can save your work on your application to come back to later, and you can also create more than one application. To begin the application process, click the "Applications" link in the upper left navigation field.</p>
 <p>A screenshot of the My AmeriCorps website showing the "View Applications" page. The page title is "My AmeriCorps - View Applications". The main content area shows a heading "Applications" and a message: "There are no applications created with the system. Click on the 'create new application' button to create an application." A "create application" button is visible at the bottom right of the main content area. An arrow points from the text "Next, click 'create application.'" to this button.</p>	<p>Next, click "create application."</p>

What You Will See

What to Do

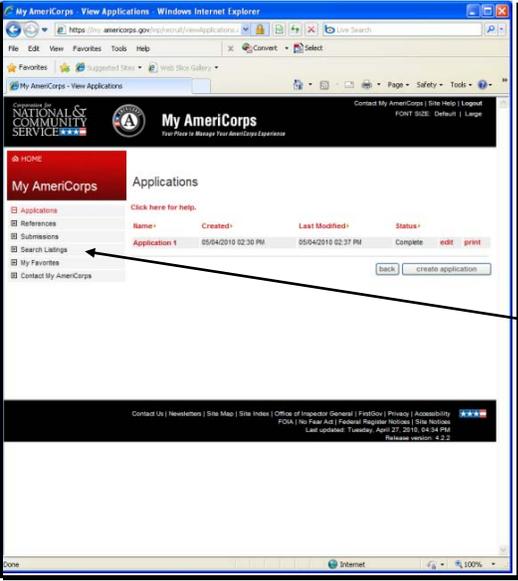
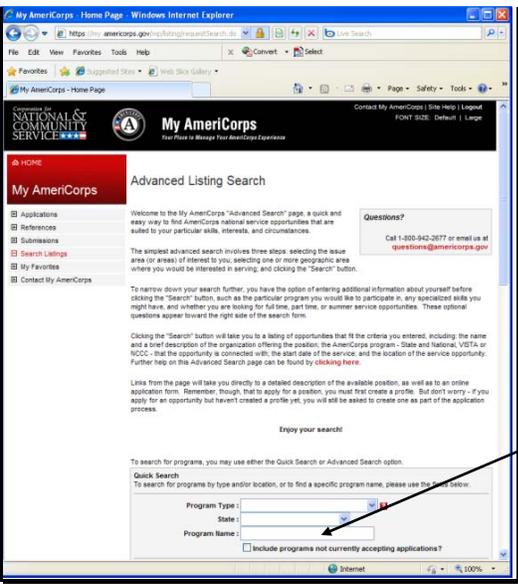
The application has several sections. As you complete each section, its box will be checked off at the top of the page. You can work on the application all at once or over time, saving and returning to it as needed. You will be asked to provide the following information:

- Employment history
- Skills and experience
- Community service experience
- Education
- Why you are interested in serving with AmeriCorps or VISTA
- Criminal history
- Racial and ethnic background (optional)

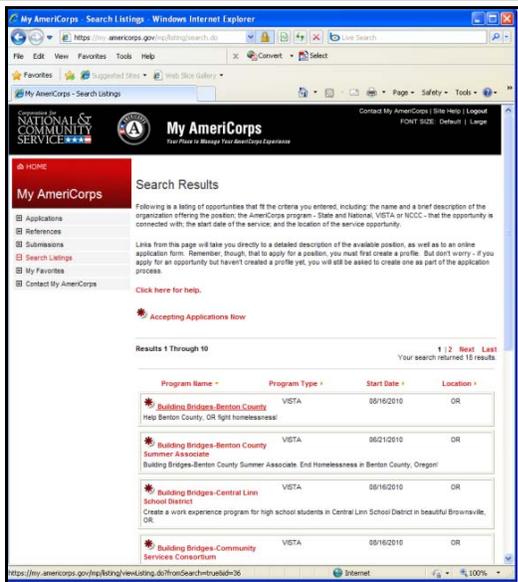
You'll also be asked to provide references. The portal allows you to list your references, contact them, and have them submit their references, all electronically. No need for paper! To add a reference, click "new reference" ...

... then fill out the form and click the link provided to send a request for a reference.

Applying to Programs

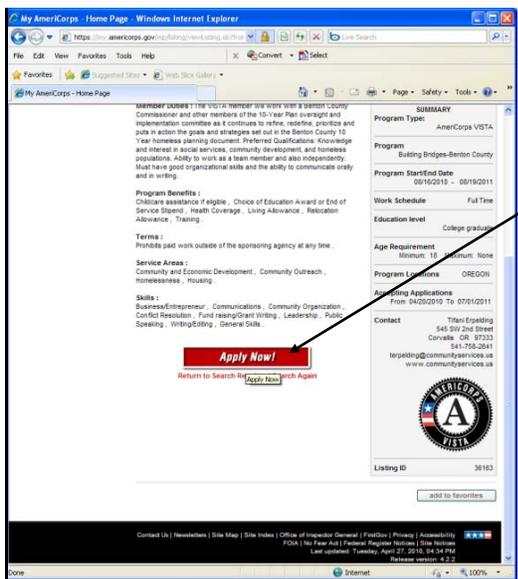
What You Will See	What to Do
	<p>You can search for service opportunities in the portal at any time—even without creating a profile or completing an application. However, as previously mentioned, you must create both a profile and at least one application form in order to apply to a program. To get started on your search, click the “Search Listings” link in the upper-left navigation field.</p>
	<p>You can search for programs as broadly or as narrowly as you wish. For example, you can look for service opportunities by geographic area, national service program, or issue area. If you already know the name of the program you’re interested in, you can look it up by name— simply type its name into the “Program Name” box and click “Search.”</p>

What You Will See

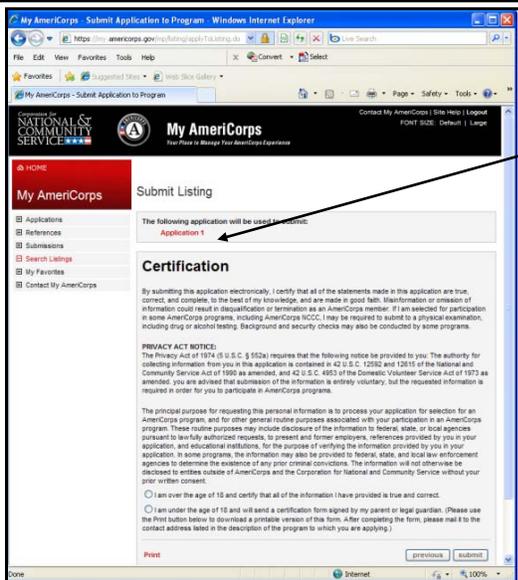


What to Do

View the search results. If the program you are interested in is currently accepting applications, it will have red asterisks next to its entries. Click a listing to review it in detail.



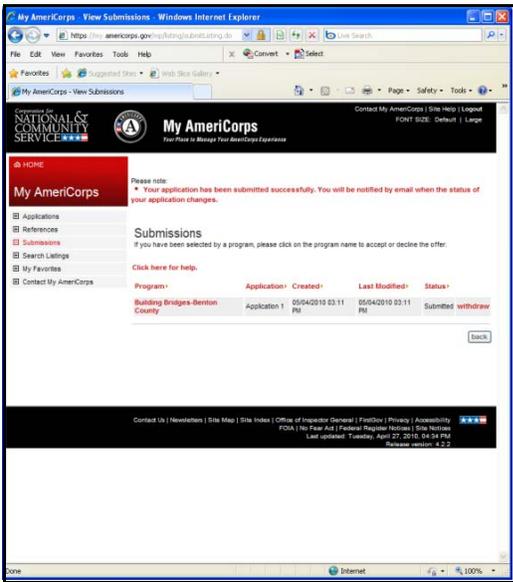
If you wish to apply to this program, click the "Apply Now" button.



Select your application. It is listed below "Submit Listing" at the top of the page. If you have created more than one application, select the one you would like to use.

Next, read the certification, select the appropriate option, and click "Submit."

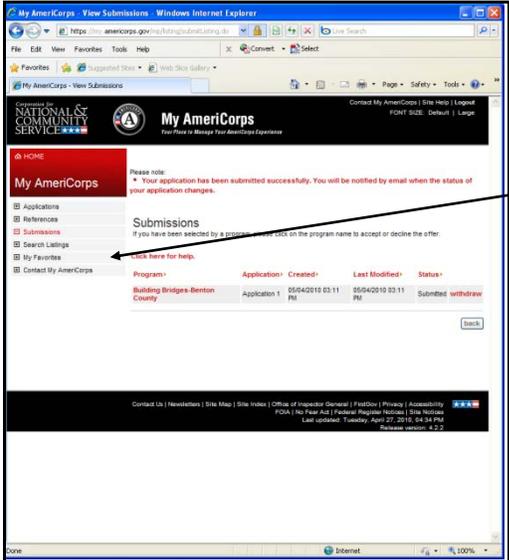
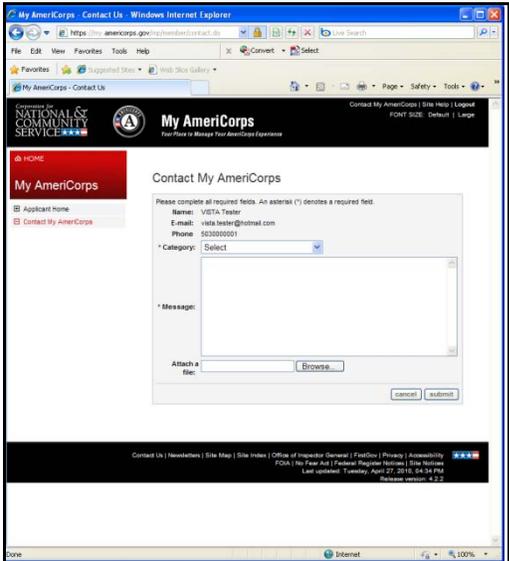
What You Will See



What to Do

A message will appear at the top of the screen verifying that your application has been submitted. A representative from the program to which you have applied should get back to you within two weeks. If not, feel free to call or e-mail the program to check on the status of your application.

Getting Help

What You Will See	What to Do										
 <p>The screenshot shows the My AmeriCorps website in Internet Explorer. The page title is "My AmeriCorps - View Submissions". The main content area is titled "Submissions" and contains a table with columns for Program, Application, Created, Last Modified, and Status. A red arrow points from the "Contact My AmeriCorps" link in the left navigation menu to the "Contact My AmeriCorps" link in the top navigation bar.</p> <table border="1"><thead><tr><th>Program</th><th>Application</th><th>Created</th><th>Last Modified</th><th>Status</th></tr></thead><tbody><tr><td>Building Bridges-Benton County</td><td>Application 1</td><td>05/04/2010 03:11 PM</td><td>05/04/2010 03:11 PM</td><td>Submitted withdraw</td></tr></tbody></table>	Program	Application	Created	Last Modified	Status	Building Bridges-Benton County	Application 1	05/04/2010 03:11 PM	05/04/2010 03:11 PM	Submitted withdraw	<p>Should you need help applying to programs, you can contact My AmeriCorps staff for assistance. To do so, click the “Contact My AmeriCorps” link in the upper-left navigation field.</p>
Program	Application	Created	Last Modified	Status							
Building Bridges-Benton County	Application 1	05/04/2010 03:11 PM	05/04/2010 03:11 PM	Submitted withdraw							
 <p>The screenshot shows the My AmeriCorps website in Internet Explorer. The page title is "My AmeriCorps - Contact Us". The main content area is titled "Contact My AmeriCorps" and contains a form with fields for Name, E-mail, Phone, Category, and Message. There is also an "Attach a file" section with a "Browse" button and "Cancel" and "Submit" buttons at the bottom.</p>	<p>Provide a detailed description of the help you need and click “Submit.”</p>										