

My.AmeriCorps.gov Application Instructions and FAQ

What is My.AmeriCorps.gov?

The online system used by the federal government agency, the Corporation for National and Community Service (CNCS) which funds AmeriCorps. Everyone who serves as an AmeriCorps member must have an application in this system that is approved by CNCS.

Besides a place to search for AmeriCorps positions, apply, and get selected for service, what will I use My.AmeriCorps for?

Besides a place to search for AmeriCorps positions and apply for them, My.AmeriCorps.gov is where you will access and use your education award once you complete your service.

My.AmeriCorps.gov is really glitchy and keeps quitting. What do I do?

Yes, we know. The website was built in the early 2000s and hasn't been updated. It runs best on PC operating systems and an Internet Explorer browser, so if you are having trouble and have access to these platforms, try that. In general, every browser (Safari, Firefox) works better than Chrome with this website. Another trick is to try to use the website outside of business hours, when less people are using the website.

The application asks me to disclose my criminal history. Why? What should I include/not include in this section?

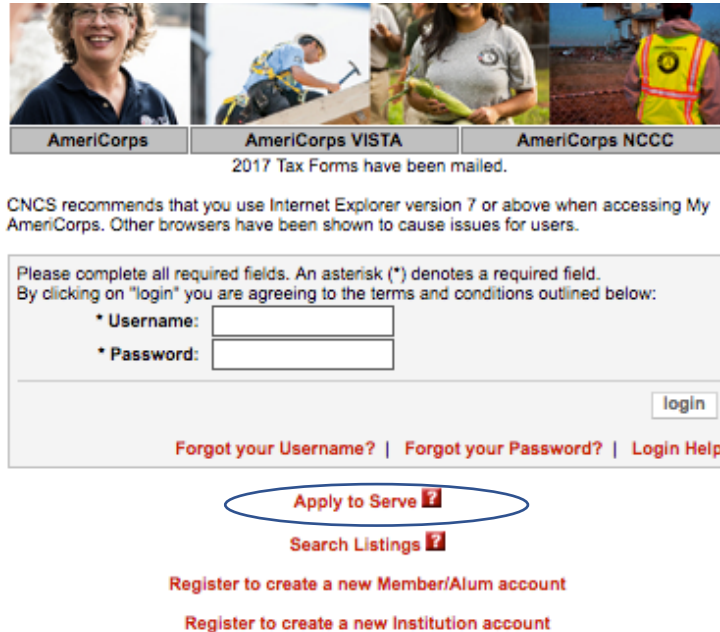
This section is one CNCS checks to determine if an individual is eligible to serve as an AmeriCorps member. If you are selected for service and you have disclosed an offense in this section, such as a theft, DUI, etc, it is likely that CNCS will ask Campus Compact for documentation that the issue was resolved (for example, proof that a fine was paid, community service completed, etc.) If you disclose something, be prepared to be asked for this documentation. You do not need to disclose anything that was on your record as a minor. If you do however, it could still flag your application, so we advise you do not disclose any offenses committed as a minor. Conversely, if you do not disclose something on your adult record and this comes up in a background check, this could immediately disqualify you for service. Other immediate disqualifiers are convictions for murder or sexual assault. Don't hesitate to ask a Campus Compact staff member if you have questions about this section.

I have more questions about My.AmeriCorps. Who can I ask?

Campus Compact staff are always available to answer questions. Call (503) 406-3570 or email summervista@oregoncampucompact.org (if you are applying to Summer VISTA) or serve@oregoncampuscompact.org (if you are applying to a full time yearlong position with us). However, we cannot see your my.americorps.gov account from your end. If you are having technical difficulties, call the National Service Hotline at **1-800-942-2677**.

How to Apply – Detailed Instructions

1. Go to www.my.americorps.gov
2. You will see this screen:



AmeriCorps AmeriCorps VISTA AmeriCorps NCCC

2017 Tax Forms have been mailed.

CNCS recommends that you use Internet Explorer version 7 or above when accessing My AmeriCorps. Other browsers have been shown to cause issues for users.

Please complete all required fields. An asterisk (*) denotes a required field.
By clicking on "login" you are agreeing to the terms and conditions outlined below:

* Username:

* Password:

[Forgot your Username?](#) | [Forgot your Password?](#) | [Login Help](#)

[Apply to Serve](#)

[Search Listings](#)

[Register to create a new Member/Alum account](#)

[Register to create a new Institution account](#)

If you already have an account, log in.

If you have never seen this website before and do not have an account, click “Apply to Serve.”

3. You will see this screen. Enter your basic information in each step.

★ Important: Legally, ONLY U.S. Citizens or legal permanent residents can serve with AmeriCorps. If you do not have a social security number or if you have a temporary visa, international student work permit, or DACA, you are not eligible. This is a national policy and something that Campus Compact unfortunately has to enforce.

Create Profile: Step 1 of 4

Before you get started making a profile, learn more about all of the AmeriCorps programs here.

[Click here for help.](#)

Please use the following fields to create a profile. Enter your name exactly as it appears on your government-issued e-mail address. An asterisk (*) denotes a required field.

Prefix:	<input type="text" value="Please Select"/>
Preferred Name:	<input type="text"/>
* First Name:	<input type="text"/>
Middle Name/Initial:	<input type="text"/>
* Last Name:	<input type="text"/>
Suffix:	<input type="text"/>
★ * SSN:	<input type="text"/> ? eg. 123456789
* Date of Birth:	<input type="text"/> ? (mm/dd/yyyy)
* E-mail Address:	<input type="text"/>
* Re-enter E-mail Address:	<input type="text"/>

4. Once you have created a profile, you will land on the Member Homepage. It looks something like this.

The screenshot shows the My AmeriCorps Member Homepage for Claire Johnson. The page features a blue header with a home icon and the text "HOME" and "My AmeriCorps". The "My AmeriCorps" text is circled in blue. Below the header is a sidebar with a list of navigation options: Applicant Home, My Living Allowance, My Tax Statements, My Education Award, Create Forbearance Request, Create Interest Payment Request, Create Education Award Payment Request, My Service Letter, Events, Search Events, My Resources, and Contact My AmeriCorps. The main content area displays a welcome message: "Welcome, Claire Johnson" and "Welcome to the My AmeriCorps website for candidates, VISTAs and alumni. This site presents information that will help you before, during and after your service. Please be sure that all of your contact information is up-to-date." Below the welcome message is a "My Information" section with the following details: Name: Claire Johnson, Preferred Name: [redacted], NSPID: [redacted], SSN: [redacted], SSN Status: Verified-07/01/2014, Citizenship Status: Verified-07/01/2014, and Veteran/Active Duty/Military Family Status: I am not in the military, a veteran or a family member of someone in the military. There is a large black redaction box at the bottom of the page.

Click "Applicant Home" in the upper left corner under the blue "My AmeriCorps" sidebar.

5. Now the sidebar should be red. Click the second option on the upper left, “applications.”

The screenshot shows the My AmeriCorps website interface. On the left is a red sidebar with the My AmeriCorps logo and a navigation menu. The 'Applications' menu item is circled in red. The main content area displays a welcome message for Claire Johnson and a 'My Information' section with the following details:

My Information	
Name: Claire Johnson	Date of Birth: [REDACTED]
Preferred Name: [REDACTED]	Username: [REDACTED]
Applicant ID: [REDACTED]	E-mail: [REDACTED]
SSN: [REDACTED]	
SSN Status: Verified-07/01/2014 ?	
Citizenship Status: Verified-07/01/2014 ?	
Veteran/Active Duty/Military Family Status: I am not in the military, a veteran or a family member of someone in the military.	

6. Click the button that says “create application”

[create application](#)

7. The application has 8 parts. Fill out each section. It will look like this at the top of the screen. You do not have to complete all 8 sections in one sitting, but save your work as you go.

Create Application: step 1 of 8

Use this tool to create an application that fully describes your skills and experiences. After each step, when you click “next” your information will be saved. All saved information will remain saved should you wish to exit the application and return later.

[Motivational Statement](#) > [Skills & Experience](#) > [Education](#) > [Community Service](#) > [Employment History](#) > [Criminal History Questionnaire](#) > [Demographic Information](#) > [References](#)

Motivational Statement

- 1) Motivational Statement: This section is like a cover letter for serving as an AmeriCorps member. Tell us why you are interested in AmeriCorps and/or the program you are applying to. What is your personal connection to this work? How will it further your personal and professional goals?
- 2) Skills and Experience:

- 3) Education: Summer VISTA requires only a high school GED or diploma. Campus Compact's full time AmeriCorps positions usually require an Associate's degree, though we do make some exceptions.
 - 4) Community Service: A resume for volunteer work! Use this section to share experiences you have volunteering or serving your community, especially if you are a student or young professional and don't have a lot of work experience yet. Anything can count as community service as long as you were not being paid, even if it wasn't a formal volunteer position.
 - 5) Employment History: Basically a resume.
 - 6) Criminal History Questionnaire: See FAQ for detailed advice about this section.
 - 7) Demographic Information: Optional. Campus Compact of Oregon encourages people of color and people who are bilingual and/or bicultural to apply, as we strive to have our AmeriCorps members represent the students we serve.
 - 8) References: Enter contact information of two reference who you know will complete an online reference form in a timely manner. My.americorps.gov does not consider your application complete until both of your references have completed this form, so if a reference cannot complete the form, this can delay your selection process.
8. Once your application is complete, your Applicant Home Page should look like this:

HOME

My AmeriCorps

- Member Home
- Applications
- References
- Submissions
- Search Listings
- My Favorites
- Contact My AmeriCorps

Applications

[Click here for help.](#)

Name	Created	Last Modified	Status		
Application 1	01/09/2014 03:08 PM	01/14/2014 07:41 PM	Complete	edit	print
Application 2	03/13/2015 04:09 PM	04/02/2015 03:25 PM	Complete	edit	print

[back](#) [create application](#)

9. Now, while logged in, go to <https://my.americorps.gov/mp/listing/viewListing.do?id=45342&fromSearch=true>
This should be the listing titled "Campus Compact of Oregon Summer VISTA Associates – PORTLAND."
10. At the bottom of the page there should be a red "apply now" button. Click this.



11. Select the application you would like to submit, certify your application (you must select all 4 boxes) and click “submit.”

consent.

I am over the age of 18 and certify that all of the information I have provided is true and correct.

I am under the age of 18 and will send a certification form signed by my parent or legal guardian. (Please use the Print button below to download a printable version of this form. After completing the form, please mail it to the contact address listed in the description of the program to which you are applying.)

Education Award Limitations

I understand that I may not receive more than the aggregate value of two full-time education awards and that upon successful completion of the term of service, I will receive only that portion of the education award for which I am eligible, which may be all or a part of an education award, or no education award, pursuant to 45 CFR § 2526.55

[Print](#) [previous](#) [submit](#)

12. You’re all done! If you are selected for service, you will need to log back into this account and accept the position in the my.americorps.gov system.

13. If Campus Compact selects you for service, log back in to your account. The homepage of your My.AmeriCorps account should show your pending applications and look like this:

Application Submissions
If you have an application in Selected, Pending Placement or Pending Waitlist status, please click on the program name to accept or decline the offer.

<u>Program</u>	<u>Application</u>	<u>Created</u>	<u>Last Modified</u>	<u>Status</u>
Campus Compact of Oregon Summer VISTA Associates - PORTLAND	Application 1	05/03/2018	05/03/2018	Selected

14. Click “Campus Compact of Oregon Summer VISTA Associates – Portland.”

15. You'll see a page like this. Scroll all the way to bottom.

Congratulations! You have been selected for this program. Please use the buttons below to accept or decline the offer.

Member Duties : VISTAs will serve for 8 weeks in nonprofit programs and schools throughout the Portland, Oregon metro area that aim to prepare students for a successful transition into their next grade level. Tasks may include: recruiting students, family support, volunteer management, providing academic support (tutoring), general program development and support at their placement sites, and/or as field trip coordinators organizing college and career visits for participants.

Program Benefits : Education award upon successful completion of service , Choice of Education Award or End of Service Stipend , Stipend , Living Allowance , Bus pass , Training .


*For details about AmeriCorps VISTA healthcare benefits, please visit <http://www.vistacampus.gov/healthcare>

Terms :
None

Service Areas :
Education , Children/Youth , Community Outreach .

Skills :
Team Work , Education , Fund raising/Grant Writing , Leadership , Teaching/Tutoring , Community Organization , Social Services , Non-Profit Management , Recruitment , Youth Development .

[Search Again](#)

SUMMARY	
Program Type:	AmeriCorps VISTA
Program	Campus Compact of Oregon Summer VISTA Associates - PORTLAND
Program Start/End Date	06/14/2018 - 08/08/2018
Work Schedule	Full Time
Education level	Some college
Age Requirement	Minimum: 18 Maximum: None
Program Locations	OREGON
Languages	English
Accepting Applications	From 03/27/2018 To 05/27/2018
Contact	Carmen Denison 620 SW 5th Ave Portland OR 97204 503-406-3573 SummerVISTA@OregonCampusCompact.org www.oregoncampuscompact.org
	
Listing ID	45342

[View/Print the VISTA Assignment Description for this offer](#)

[back](#) [decline offer](#) [accept offer](#)

Click "accept offer" on the bottom right corner of the page.

16. You should see this screen. Once you see that the status of your application has changed to "Pending State Office Approval," you are all good! We will take it from there!

Please note:

- You have successfully accepted this AmeriCorps offer.

Submissions

If you have an application in Selected, Pending Placement or Pending Waitlist status, please click on the program name to accept or decline the offer.

[Click here for help.](#)

Program ▾	Application ▾	Created ▾	Last Modified ▾	Status ▾	
Campus Compact of Oregon Summer VISTA Associates - PORTLAND	Application 1	05/03/2018 08:13 PM	05/03/2018 08:13 PM	Pending State Office Approval	withdraw

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