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 generally, 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@oregoncampuscompact.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:

   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-valid e-mail address. An asterisk (*) denotes a required field.

Prefix: Please Select

Preferred Name: 

* First Name: 

Middle Name/Initial: 

* Last Name: 

Suffix: 

* SSN: 

* Date of Birth: 

* E-mail Address: 

* Re-enter E-mail Address: 

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

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.”

6. Click the button that says “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

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:

![My AmeriCorps Application Home Page](image)

9. Now, while logged in, go to [https://my.americorps.gov/mp/listing/viewListing.do?id=45342&fromSearch=true](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.”

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:

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

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!