

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.

7/15/2013, 12:03 PM, EDT

home my account help logout

Corporation for
NATIONAL &
COMMUNITY
SERVICE

eGRANTS

eGRANTS MESSAGES

Welcome Kim

VIEW MY GRANTS/APPLICATIONS

- View All
- 3 Awarded
- 11 Closed
- 2 Subapplication being reviewed by prime
- 1 Subapplication returned by prime
- 1 Under CNCS review

VIEW MY AMERICORPS PORTAL

- Portal Home

Creating an Application	Managing My Account	Reporting to CNCS
New	Click on the links below to access common account functions.	Financial Report
Continuation/Renewal	My Account	Progress Report
Amendment	Equal Opportunity Survey	Progress Report Supplement
Concept Paper		

508 Approved | Contact Help Desk | disable the pictures
Release version: 5.6

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

The screenshot shows the eGRANTS Workbasket interface. On the left, under the 'Portal Home' section, the 'Manage Programs' link is circled. The main content area displays a table of results for 'Pending Applications'. The table has columns for Applicant, Listing, Date Submitted, Status, Date Available, and a print button. Three rows of data are visible, all for 'Employers' Child Care Alliance AmeriCorps'.

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.

The screenshot shows the eGRANTS Program Search interface. On the left, under the 'Portal Home' section, the 'Manage Programs' link is highlighted. The main content area displays the 'Program Search Attributes' section. The 'Program Year' dropdown menu is circled. The 'search' button is also circled.

Program Search Attributes

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

Program Year:

Program Name:

Program Code:

City:

State:

Select the link for your site.

eGRANTS

Welcome Kim

Program Search

Portal Home

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

Program Search Results

Results 1 Through 1

Your search returned 1 results.

Grant Number ▶	Project Title ▶	Program Year ▶	City ▶	State ▶
[REDACTED]	Employers' Child Care Alliance	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.

eGRANTS

Welcome Kim

View Operating Site

Portal Home

- Search Potential Applicants
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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

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.

eGRANTS

Welcome Kim

Portal Home

- Search Potential Applicants
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- Manage Programs**
- Manage Service Locations
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- 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
American Red Cross-Lee County Chapter	Opelika	AL	36801 -6234
American Red Cross-Russell County Chapter	Phenix City	AL	36867 -5804
Boys & Girls Club of Greater Lee County	Auburn	AL	36830 -2834
Cora Reid Greene Home For Children	Phenix City	AL	36867 -5105
Drake Middle School-BRIDGES	Auburn	AL	36832 -2929
HARRINGTON ELEMENTARY SCHOOL	HARRINGTON	ME	04643 -3201
MANOR WOODS ELEMENTARY	ELLCOTT CITY	MD	21042 -2016
OAKLANDS ELEMENTARY	LAUREL	MD	20708 -1360
SAFE	Sylacauga	AL	35150 -2030

[create](#)

Creating a New Service Location

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

eGRANTS

Welcome Kim

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- 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
American Red Cross-Lee County Chapter	Opelika	AL	36801 -6234
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Cora Reid Greene Home For Children	Phenix City	AL	36867 -5105
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HARRINGTON ELEMENTARY SCHOOL	HARRINGTON	ME	04643 -3201
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OAKLANDS ELEMENTARY	LAUREL	MD	20708 -1360
SAFE	Sylacauga	AL	35150 -2030

[create](#)

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

eGRANTS

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- SSN Reports

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 [Browse For 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.

Narraguagus High School

Print More Information District Information

Information

Institution Name: Narraguagus High School	Institution Type: Public School
Mailing Address: 1611 Main Street Harrington, ME 04643 Phone: (207) 483-2746	District: Rau 37/msad 37 County: Washington County
	NCES District ID: 231143000466 NCES School ID: 231143000466

Characteristics

Locale: Rural Remote (43)
Type: Regular school
Magnet: no

Total Teachers (FTE): 19.50
Total Students: 221
Student/Teacher Ratio: 11.33

Enrollment by Race/Ethnicity

American Indian/Alaska Native:	0
Asian/Pacific Islander*:	1
Hispanic:	15
Black, non-Hispanic:	1
White, non-Hispanic:	198
Two or More Races:	6

* combined Asian and Native Hawaiian / Pacific Islander categories

Enrollment by Grade

Grade Levels: 09 - 12

9th Grade: 57	11th Grade: 52
10th Grade: 55	12th Grade: 57

(PK = PreKindergarten KCG = Kindergarten)

(SOURCE: CCD Public school data 2010-2011 school year)

National Center for Education Statistics
Institute of Education Sciences

Close Window

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

https://uatmy.americorps.gov/grantee/program/createLocation.do

https://uatmy.americorps.gov/grantee/program/searchSchool.do?se...

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: 5.6

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: [Employers' Child Care Alliance](#)

Program Year: 2012

* 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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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 10

Your search returned 10 results.

Name	City	State	Zip
American Red Cross-Lee County Chapter	Opelika	AL	36801 -6234
American Red Cross-Russell County Chapter	Phenix City	AL	36867 -5804
Boys & Girls Club of Greater Lee County	Auburn	AL	36830 -2834
Cora Reid Greene Home For Children	Phenix City	AL	36867 -5105
Drake Middle School-BRIDGES	Auburn	AL	36832 -2929
HARRINGTON ELEMENTARY SCHOOL	HARRINGTON	ME	04643 -3201
MANOR WOODS ELEMENTARY	ELLCOTT CITY	MD	21042 -2016
NARRAGUAGUS HIGH SCHOOL	HARRINGTON	ME	04643 -3038
OAKLANDS ELEMENTARY	LAUREL	MD	20708 -1360
SAFE	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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- SSN Reports

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.

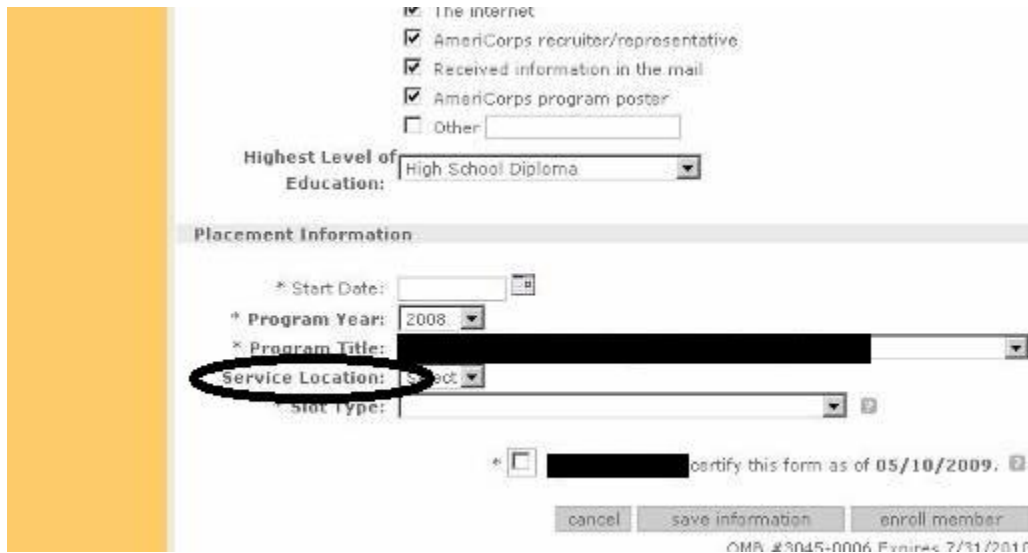
Do not know the NCES School ID? Click on the following link: <http://nces.ed.gov/globallocator/>

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 CNCS's requirements, members must be enrolled in a service location.



The screenshot displays the 'Placement Information' section of an AmeriCorps enrollment form. The form includes several fields and checkboxes:

- ☒ The internet
- ☒ AmeriCorps recruiter/representative
- ☒ Received information in the mail
- ☒ AmeriCorps program poster
- ☐ Other:
- Highest Level of Education:
- Placement Information section header
- * Start Date:
- * Program Year:
- * Program Title:
- Service Location:** (This field is circled in red)
- * Slot Type:
- * ☐ certify this form as of 05/10/2009.
- Buttons: cancel, save information, enroll member
- Footer: OMA #3045-0006 Expires 7/31/2010