

What is eGrants?

eGrants/My AmeriCorps is a **central location** for Host- Sites to recruit and select VISTAs. You can:

- Create and edit **service opportunity listings**
- Create a **VISTA Assignment Description**
- Reach-out to potential applicants
- Search for and review applications submitted to your project
- Submit the sponsor recommendation

Host-Sites will access the online system through **eGrants**, while applicants and future CCNYPA*VISTAs will access the online system via **MyAmeriCorps**.

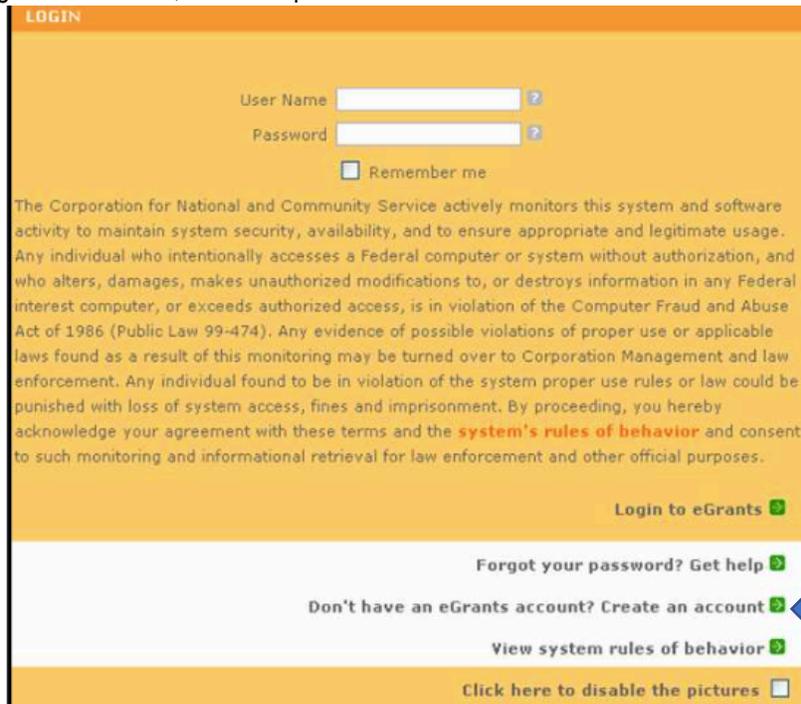
Please note that all host campuses will share **one common account** hosted by Campus Compact of New York & Pennsylvania and linked to all the other host campuses for the CCNYPA*VISTA program. This account **is not related** to any other eGrants you or your institution may have.

<https://egrants.cns.gov/espan/main/login.jsp>

Create an eGrants Account

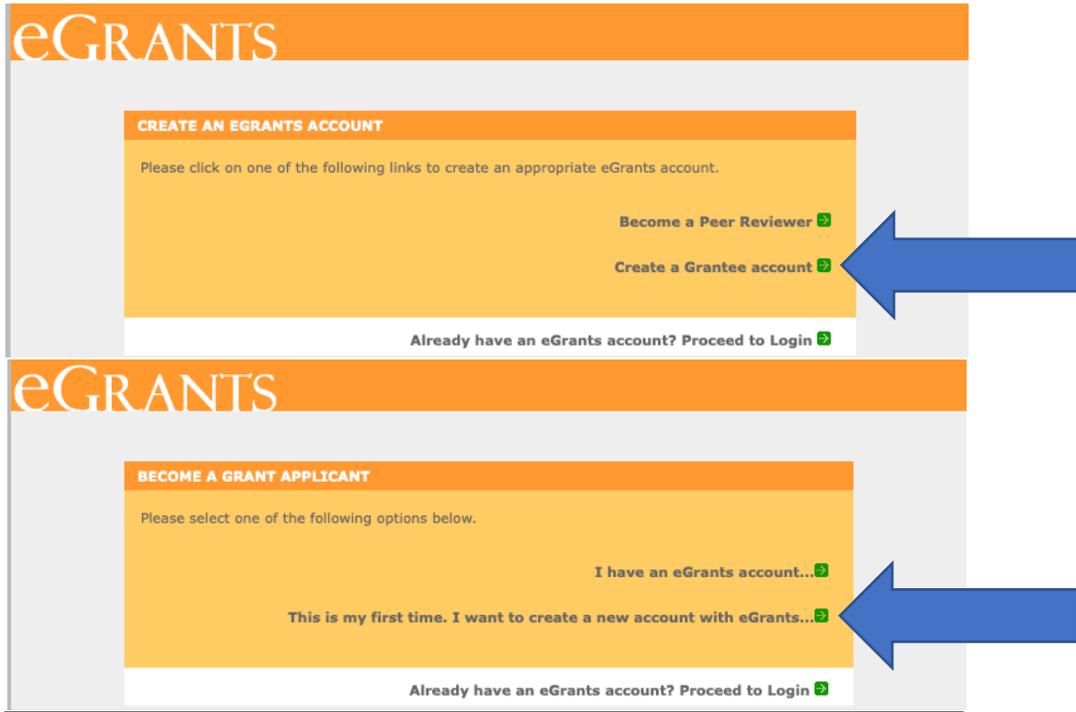
NOTE: All 20-21 projects will need to create an eGrants Account for Opportunity Listings.

1. Once you're logged into eGrants, click the option to create an eGrants Account



The screenshot shows the eGrants login interface. At the top, it says "LOGIN". Below that are input fields for "User Name" and "Password", each with a question mark icon. There is a "Remember me" checkbox. A large block of text provides a disclaimer about system security and legal consequences. At the bottom of the form, there are four links: "Login to eGrants", "Forgot your password? Get help", "Don't have an eGrants account? Create an account", and "View system rules of behavior". A blue arrow points to the "Create an account" link. At the very bottom, there is a link to "Click here to disable the pictures" with a checkbox.

2. Click “Create a Grantee Account” and then select the option “This is my first time. I want to create a new account with eGrants.”



3. Enter all of your **login information** here:

****Note:** Passwords must contain at least 12 characters, contain at least 1 number and 1 special character, but cannot begin with a number, cannot contain your username. Once this section is completed, press “next.” Write down your username and password somewhere. **eGrants only allows 3 attempts before they lock you out of the system** for a period of time so it’s important to have the correct information easily accessible for reference.

The image shows a screenshot of the 'Become a Grant Applicant' form. The form is titled 'Login Information' and has a subtitle 'Please enter your login information. Enter your name exactly as it appears on your government-issued identification. All questions marked with an asterisk (*) are required.' The form contains the following fields: 'Prefix' (a dropdown menu with 'select a prefix ...'), 'Preferred Name' (text input), '* First Name' (text input), 'Middle Name' (text input), '* Last Name' (text input), 'Suffix' (text input), '* User Name' (text input with examples 'rsmith,' and 'rsmith2004'), '* New Password' (text input), '* Retype New Password' (text input), '* Password Question' (dropdown menu with 'Choose Password Question ...'), '* Password Answer' (text input), '* Email' (text input), and '* Retype e-mail' (text input). On the left side of the form, there is a sidebar menu with the following items: 'Welcome Guest', 'Create New Profile Menu', 'Login Information', 'Rules of Behavior', 'Enter EIN#', 'Select an Organization', 'Organization Information', 'Indirect Cost Rate', 'Grantee Phone Numbers', and 'Review and Submit'. At the top right of the form, there are three buttons: 'cancel', 'save', and 'next'.

4. Accept Rules of Behavior

The screenshot shows the 'Rules of Behavior' screen. On the left is a navigation menu with 'Rules of Behavior' selected. The main content area has a header 'Rules of Behavior' and a paragraph: 'Before you can access your account please open and read the **System Rules of Behavior** for the CNCS eGrants application. After you have read the document please check the acknowledgement below and click next/submit. You must view or print the document before you can check the acknowledgement.' Below this is an 'Acknowledgement' section with four bullet points: 'I agree to not share my password with anyone.', 'I agree to protect Sensitive and Personally Identifiable Information.', 'I acknowledge that I am the account holder.', and 'I will access only the information for which I've been authorized, and have "need to know/access."' At the bottom, there is a checked checkbox and the text '*I accept and agree to abide by the System's Rules of Behavior'.

5. Enter CCNYPA's EIN # which is 251811897

The screenshot shows the 'Enter EIN #' screen. The navigation menu on the left has 'Enter EIN #' selected. The main content area has a header 'Enter EIN #' and the text 'Please enter your organization's EIN#.' Below this is a text input field with the value '251811897' entered.

6. When you get to the "Select an Organization" screen, select "Campus Compact of New York & Pennsylvania" under "List of Organizations with EIN# 251811897"

The screenshot shows the 'Select an Organization' screen. The navigation menu on the left has 'Select an Organization' selected. The main content area has a header 'Select an Organization' and the text 'Your EIN# already exists in our record of organizations. Please make a selection below, and click next to proceed, or back to try another EIN#.' Below this is a section titled 'List of Organizations with EIN# 251811897' with two radio button options: 'Create a new organizational profile for EIN# 251811897.' and 'OR select an existing org below'. Under the second option, there are two radio button options: 'Campus Compact of New York & Pennsylvania - Mechanicsburg, PA' and 'New - Harrisburg, PA'. A large blue arrow points to the 'Campus Compact of New York & Pennsylvania - Mechanicsburg, PA' option.

7. Once you select “Campus Compact of New York & Pennsylvania” and press “next,” there will be a screen with CCNYPA’s organization information. **Press “next” twice.** You do not need to answer anything about the “Indirect Cost Rate”

Welcome Lucio

Become a Grant Applicant

back save next

Create New Profile Menu

- Login Information
- Rules of Behavior
- Enter EIN#
- Select an Organization
- Organization Information**
- Indirect Cost Rate
- Grantee Phone Numbers
- Review and Submit

Organization Information

Please review your selected organization's information. Click on the "next" button to proceed to the login information.

Please return to the "Select an Organization" page to select another organization. You can also start new by entering a new EIN# in the "Enter EIN#" page.

Campus Compact of New York & Pennsylvania: EIN# 251811897

DUNS #: 058220398-

Organization Type: Non-Profit

Organizational Characteristics: Statewide Association

Address: c/o Messiah College, Mechanicsburg, PA 17055

Phone: 717-796-5072

Email: laurie@compactnypa.org

8. Enter your work phone number in the designated space for “Grantee Phone Numbers,” then press “Next.”

eGRANTS

Welcome PACC

Become a Grant Applicant

back save next

Create New Profile Menu

- Login Information
- Enter EIN#
- Select an Organization
- Organization Information
- Indirect Cost Rate
- Grantee Phone Numbers**
- Review and Submit

Grantee Phone Numbers

Please enter your phone/fax information below. All questions marked with an asterisk (*) are required.

A valid daytime phone number is required.

* Daytime Phone: . . ext. ?

Evening Phone: . . ?

Fax: . . ?

Cell: . . ?

508 Approved | Contact Help Desk | enable the pictures
Release version: 6.1.2

back save next

9. You will be taken to a final screen to review and submit your information. Once you **click “submit,”** you will receive a confirmation email from “eGrants Administrator.” As the Administrator, the Program Director must complete the registration process by adding the “Grantee” role to your account. Once this is done, you will be able to access eGrants and begin the recruitment process by adding your Position Description and VISTA Assignment Description.

Welcome Lucio	Become a Grant Applicant	submit
Create New Profile Menu		
Login Information		
Rules of Behavior		
Enter EIN#		
Select an Organization		
Organization Information		
Indirect Cost Rate		
Grantee Phone Numbers		
Review and Submit		
	Please review and submit your information	
	Please review your information and click on the "edit" to make any changes.	
	Organization: Campus Compact of New York & Pennsylvania	
	EIN #: 251811897	
	DUNS #: 058220398-	
	Organization Type: Non-Profit	
	Organizational Characteristics: Statewide Association	
	change	
	Rules of Behavior: Acknowledged	
	edit	
	Username: lperez2	
	Password Question: City of birth	
	Answer: March	
	Email: luciop@compactnypa.org	
	edit	