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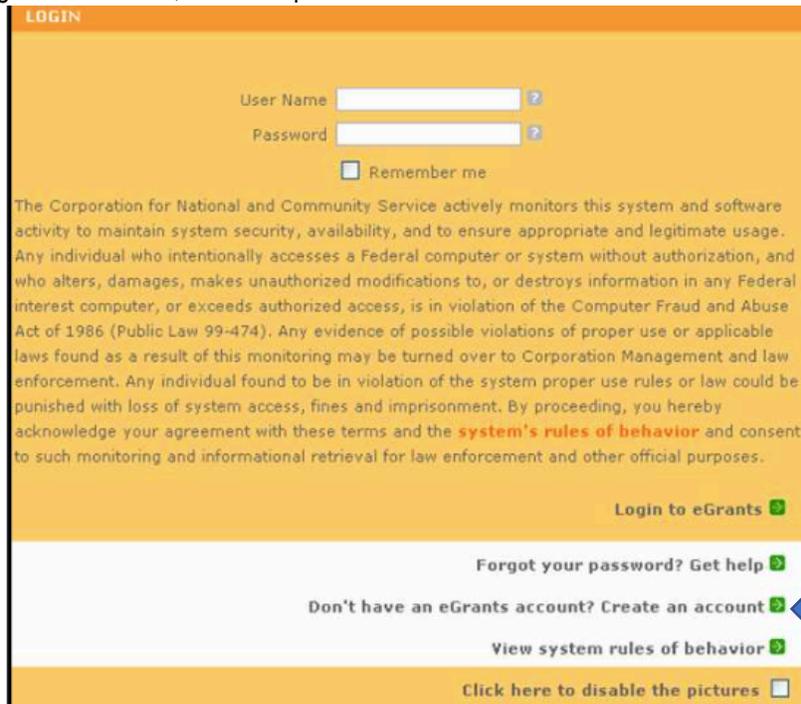
Please note that all host campuses will share **one common account** hosted by Campus Compact of New York & Pennsylvania and linked to all the other host campuses for the CCNYPA*VISTA program. This account **is not related** to any other eGrants you or your institution may have.

https://egrants.cns.gov/espan/main/login.jsp
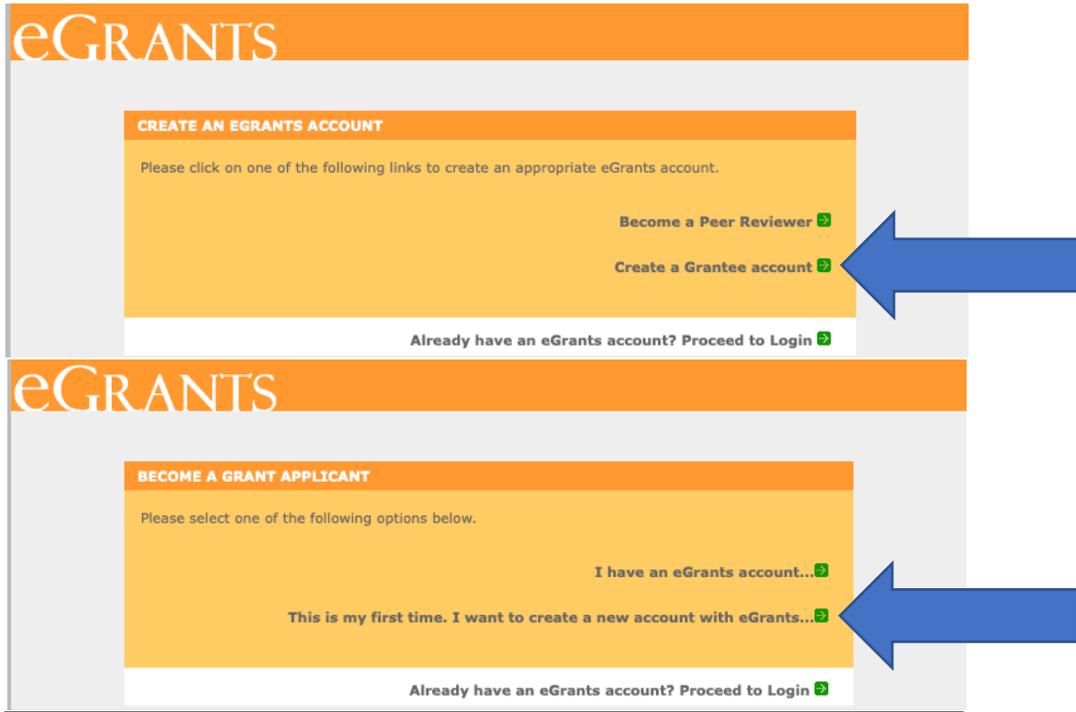
Create an eGrants Account

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

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.

4. Accept Rules of Behavior

5. Enter CCNYPA's **EIN # which is 251811897**

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

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"**

8. Enter your work phone number in the designated space for "Grantee Phone Numbers," then press "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
Create New Profile Menu	submit
Login Information	
Rules of Behavior	**Please review and submit your information**
Enter EIN#	Please review your information and click on the "edit" to make any changes.
Select an Organization	**Organization:** Campus Compact of New York & Pennsylvania
Organization Information	**EIN #:** 251811897
Indirect Cost Rate	**DUNS #:** 058220398-
Grantee Phone Numbers	**Organization Type:** Non-Profit
Review and Submit	**Organizational Characteristics:** Statewide Association
	change
	Rules of Behavior: Acknowledged
	edit
	Username: lperez2
	Password Question: City of birth
	Answer: March
	Email: luciop@compactnypa.org
	edit