

AmeriCorps-How to apply

Official Link to AmeriCorps Website:
<https://my.americorps.gov/mp/login.do>

For Technical Assistance, use the National Service Hotline: 1-800-942-2677
or via webform:

<http://questions.nationalservice.gov/app/ask/session/L3RpbWUvMTUyMjc2NTAzNS9zaWQvTjJRWGRmSm4%3D>

Note: It is best to use a computer versus a handheld device to apply. Google Chrome is also the recommended browser.

If you have not currently served or created a profile/application, you must click the, "[Apply to Serve](#)" link.

The screenshot shows the My AmeriCorps website interface. At the top left is the logo for the Corporation for National & Community Service. In the center is the 'My AmeriCorps' logo with the tagline 'Your Place to Manage Your AmeriCorps Experience'. At the top right, there are links for 'Contact My AmeriCorps | Login' and 'FONT SIZE: Default | Large'. Below the header is a grid of eight photos showing various AmeriCorps members in different settings, with labels for 'AmeriCorps', 'AmeriCorps VISTA', and 'AmeriCorps NCCC'. A notice states '2019 Tax Forms will be mailed by 1/31/2020.' Below this is a browser recommendation: '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.' The main content area contains a login form with fields for '* Username:' and '* Password:', a 'login' button, and links for 'Forgot your Username?', 'Forgot your Password?', and 'Login Help'. Below the form are three prominent buttons: 'Apply to Serve' (highlighted in yellow), 'Search Listings', and 'Register to create a new Member/Alum account'. Below these are two more links: 'Register to create a new Institution account' and a disclaimer: 'This is a United States Government computer system. This computer system, including all related equipment, networks, software, and data, is provided only for authorized U.S. government use. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. The Corporation for National and Community Service may monitor or audit any activity or communication on the system and retrieve any information stored within the system. By accessing and using this computer, you are consenting to such monitoring and information retrieval for law enforcement and other purposes. Unauthorized use or policy infractions should be reported to the Corporation for National and Community Service.' At the bottom, there is a footer with links: 'Contact Us | Newsletters | Site Map | Site Index | Office of Inspector General | FirstGov | Privacy | Accessibility | FOIA | No Fear Act | Federal Register Notices | Site Notices'. It also includes the date 'Last updated: Friday, February 07, 2020, 02:25 PM' and the release version 'Release version: 6.14.1'.

Please utilize the directions on the following page to create a profile, application, and apply to an AmeriCorps Program.

1. Create Profile: Step 1 of 4

- A. Enter your information as requested in this step.
- B. Enter your name exactly as it appears on your government-issued identification.
- C. You must have a valid e-mail address.

2. Citizenship/Residency Status: Step 2 of 4

- A. Please supply your availability dates.

3. Current & Permanent Address: Step 3 of 4

- A. Enter addresses. If you have a current address that is separate from your permanent address, please enter both.
- B. Enter information in the format requested.
- C. Zip Code Extension is required. If you do not have this information, you will need to look it up.
 - i. Zip code look up website: https://tools.usps.com/go/ZipLookupAction_input

4. Skills & Experiences: Step 4 of 4

- A. You must select the **“Search for Institutions”** option to enter your college/university name.
- B. Once the information is entered in this step, select **“finish”**

Once you have completed step 1-4, select “finish” in step 4. You will receive a pop-up prompt to Login to the My AmeriCorps and create your application. Select OK

- You will receive an email with further instructions on how to apply. In this email, there will be a link to follow to create a username and password for your account.
- Once you have created a username and password, you must log into your account within 72 hours to complete the registration process.

1. Click the link in your email to log in for the first time.
2. Re-enter your Name and information and create a username & password.
 - A. Passwords cannot be less than 12 characters.
5. Select Security Challenge Questions and Answers.
6. Once you have created a username, password, and security questions, you have successfully completed the registration process!

You will now need to complete the steps to apply to an AmeriCorps program in the U.S.

1. Select “Applications” on the left side of the home screen.
 - A. Select “Create Application”
 - B. Complete Steps 1-8

It is recommended that you submit two references. Please ensure these individuals will respond to an online reference request promptly.

2. Once you create your application, select “References” on the left side of the home screen to complete this task.
3. Once the application creation and references are completed, you must apply to our program.
 - A. Select “Search Listings” on the left side of the home page.
 - B. Quick Search enter:
 - i. Program Type: AmeriCorps State / National
 - ii. State: West Virginia
 - iii. Program Name: Leave this section blank
 - iv. Select “Search”

4. There are a few AFHA / AFNHA options to apply for: (These will be updated soon for the 20.21 service year)
 - a. AFHA AmeriCorps Heritage
 - b. AFNHA AmeriCorps Community Development
 - c. AFNHA AmeriCorps Conservation
5. Once you select the program you would like to apply, select the link for more information about the positions and then click the “Apply Now” button.
6. Follow the directions and answer all questions on the next screens to formally create and submit your application to the program of your choosing.

For Technical Assistance, use the National Service Hotline:

1-800-942-2677

or

via webform:

<http://questions.nationalservice.gov/app/ask/session/L3RpbWUvMTUyMjc2NTAzNS9zaWQvTjJRWGRmSm4%3D>

- ❖ **In addition to submitting your application to the MyAmeriCorps.gov website. please email your resume and cover letter to: afnha@afnha.org**