Corporation for
**NATIONAL &
COMMUNITY
SERVICE** ★★★

Applying to Serve Using My AmeriCorps

The My AmeriCorps portal is a one-stop-shop for AmeriCorps and VISTA applicants, members, and alumni. It can be found by searching for "My AmeriCorps" using your favorite search engine or by typing "my.americorps.gov" into the address bar of your favorite web browser.

You will use the portal to search for and apply to programs in which you would like to serve. If you become a member, you will also use the portal to track important information related to your service year, find training events, and access important contacts and resources.

When you are ready to apply, there are three things you will need to do within the portal (although you don't have to do them all at once):
- Create a profile
- Create an application
- Apply to programs

The following pages provide images and instructions that will help you accomplish these three steps.

Creating a Profile
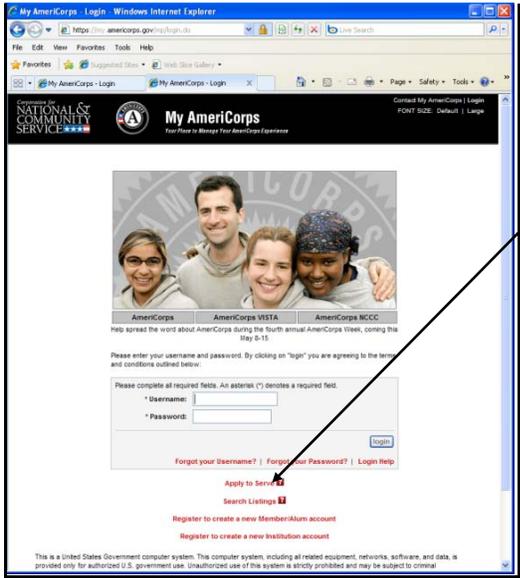
What You Will See	What to Do
	To create a portal profile, click the "Apply to Serve" link on the portal landing page.

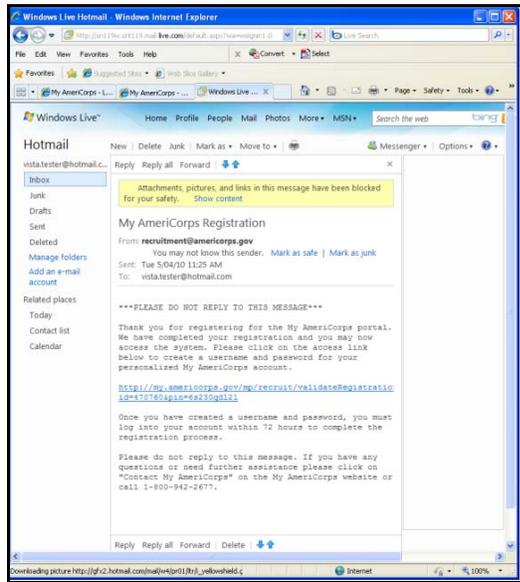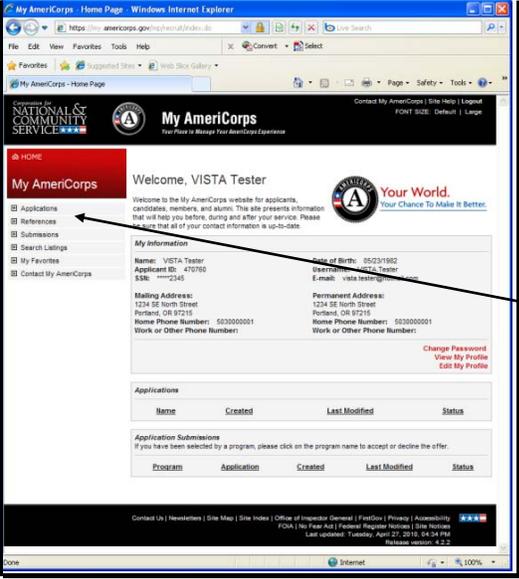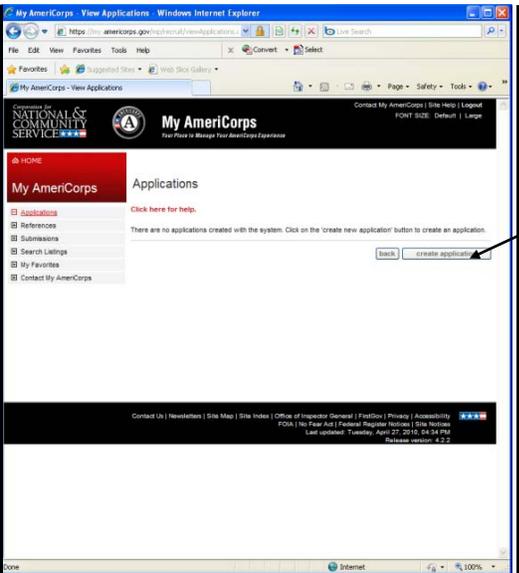| What You Will See	What to Do
	You will be prompted for your: • Name, Social Security Number, and e-mail address • Citizenship status, date and place of birth, and your availability to serve • Current and permanent addresses • Education and interests When done, click "Finish."
	The portal will confirm your registration.
	Next, check your e-mail for a message from recruitment@americorps.gov. If you don't see one, it may not have arrived, but check your junk mail or spam folder just in case. When you receive it, click to open.

What You Will See	**What to Do**
	Next, click the link provided in the e-mail, which will take you back to the portal. To complete your My AmeriCorps profile you'll be asked to create a username and password.

Creating an Application

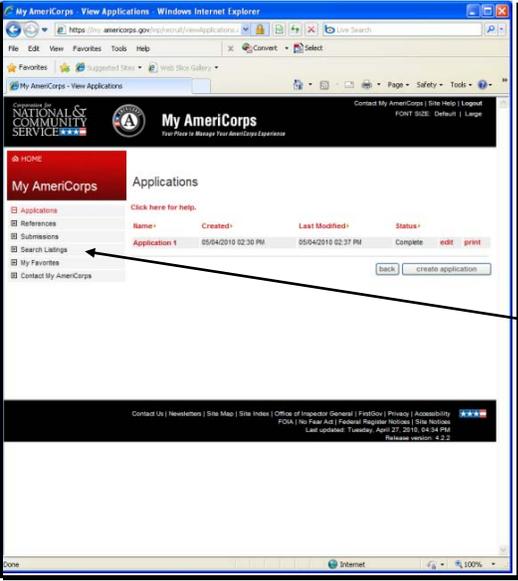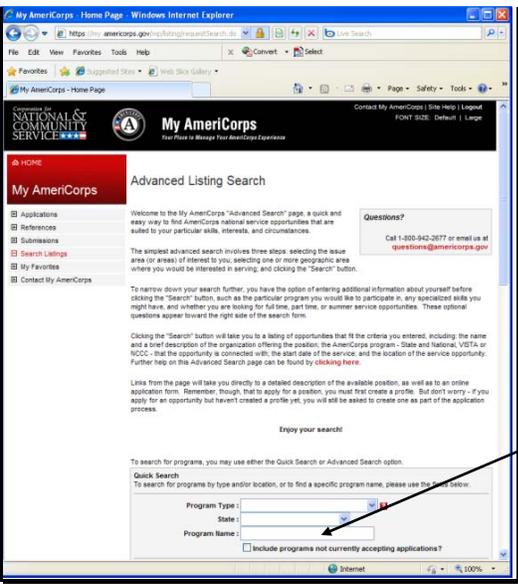| What You Will See	What to Do
	Once you have a profile and are logged in, you can create an application. You can save your work on your application to come back to later, and you can also create more than one application. To begin the application process, click the "Applications" link in the upper left navigation field.
	Next, click "create application."

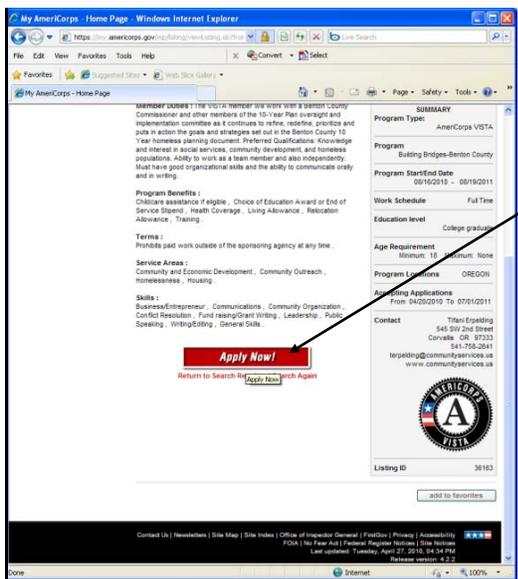| What You Will See	What to Do
	The application has several sections. As you complete each section, its box will be checked off at the top of the page. You can work on the application all at once or over time, saving and returning to it as needed. You will be asked to provide the following information: • Employment history • Skills and experience • Community service experience • Education • Why you are interested in serving with AmeriCorps or VISTA • Criminal history • Racial and ethnic background (optional)
	You'll also be asked to provide references. The portal allows you to list your references, contact them, and have them submit their references, all electronically. No need for paper! To add a reference, click "new reference" …
	… then fill out the form and click the link provided to send a request for a reference.

Applying to Programs

What You Will See	What to Do
	You can search for service opportunities in the portal at any time—even without creating a profile or completing an application. However, as previously mentioned, you must create both a profile and at least one application form in order to apply to a program. To get started on your search, click the "Search Listings" link in the upper-left navigation field.
	You can search for programs as broadly or as narrowly as you wish. For example, you can look for service opportunities by geographic area, national service program, or issue area. If you already know the name of the program you're interested in, you can look it up by name—simply type its name into the "Program Name" box and click "Search."
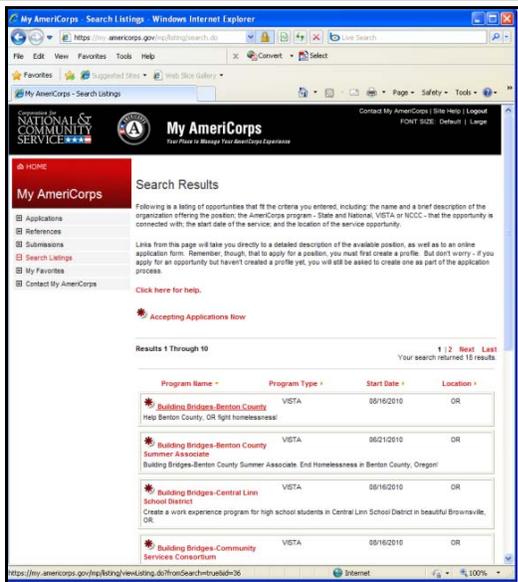
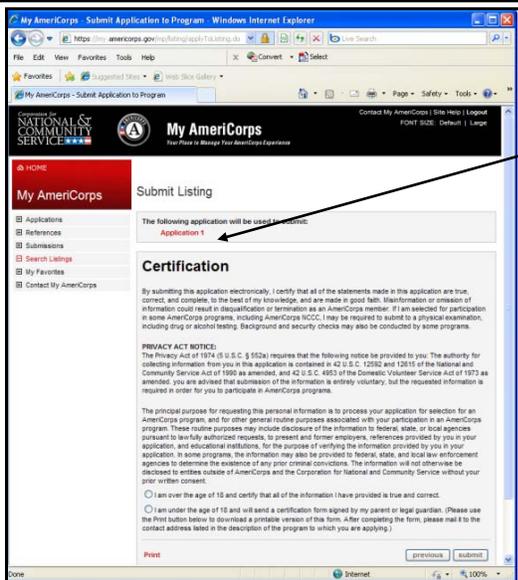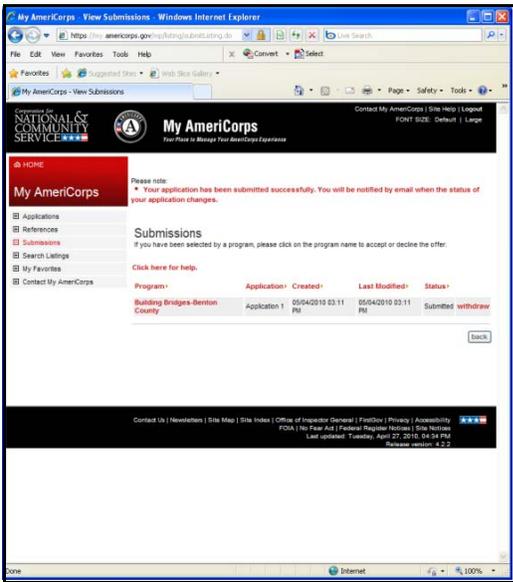| What You Will See	What to Do
	View the search results. If the program you are interested in is currently accepting applications, it will have red asterisks next to its entries. Click a listing to review it in detail.
	If you wish to apply to this program, click the "Apply Now" button.
	Select your application. It is listed below "Submit Listing" at the top of the page. If you have created more than one application, select the one you would like to use.

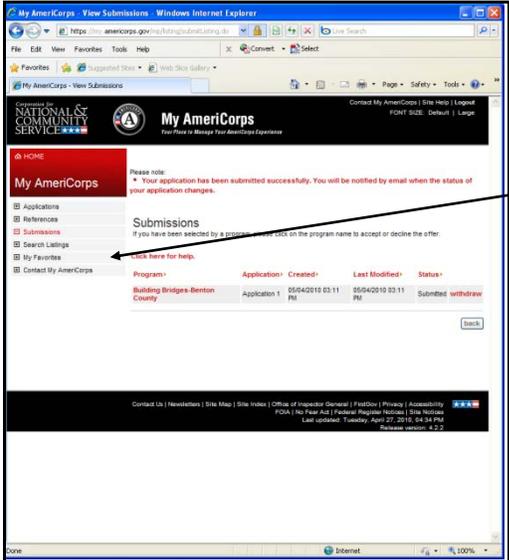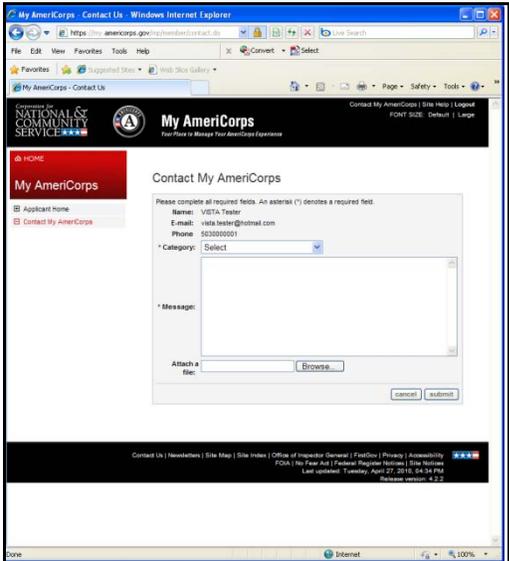Next, read the certification, select the appropriate option, and click "Submit." |

What You Will See	What to Do
	A message will appear at the top of the screen verifying that your application has been submitted. A representative from the program to which you have applied should get back to you within two weeks. If not, feel free to call or e-mail the program to check on the status of your application.

Getting Help

What You Will See	What to Do
	Should you need help applying to programs, you can contact My AmeriCorps staff for assistance. To do so, click the "Contact My AmeriCorps" link in the upper-left navigation field.
	Provide a detailed description of the help you need and click "Submit."