

## 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.

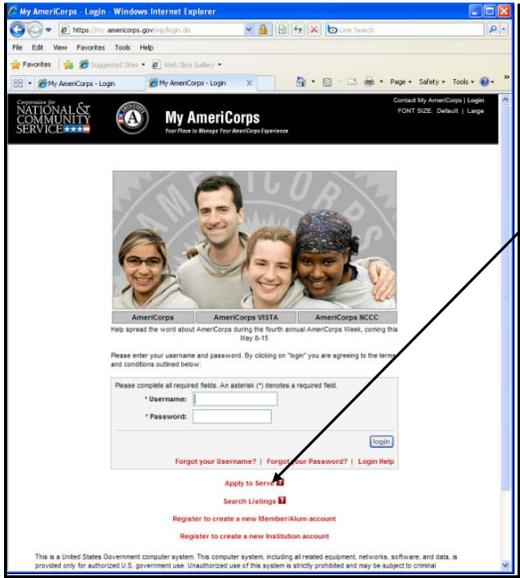
You will use the portal to search for and apply to programs in which you would like to serve. If you become a member, you will also use the portal to track important information related to your service year, find training events, and access important contacts and resources.

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
	<p>To create a portal profile, click the “Apply to Serve” link on the portal landing page.</p>

## IMPORTANT ZIP CODE INFORMATION

The Zip + 4 field is required. If you do not know your +4 on your zip code, enter 0000 then check the circle where it says "Your address could not be verified: Suite/Apt Missing. Are you sure you want to save the address." You will need to do this wherever they request the Zip +4 on any of the AmeriCorps forms.



The form contains the following errors:

- The street name or number or zip code appears to be invalid. Please review recomm

### Create Profile: Step 3 of 4

[Click here for help.](#)

To create a profile you must provide a current mailing address. If you move, please update y

**Current Mailing Address:**

**Is this a foreign (non-US) address? [Click here.](#)**

\* **Street address 1:**

**Street address 2:**

\* **City:**

\* **State:**

\* **Zip code:**  -

Your address could not be verified: Suite/Apt Missing Are you sure you want to save the address.

- Keep your address
- Enter new address

\* **Preferred Phone:**  (e.g. 555-555-5555)

**Is this an international phone number? [Click here.](#)**

**Other Phone:**  (e.g. 555-555-5555)

**Is this an international phone number? [Click here.](#)**



## What You Will See

The screenshot shows the My AmeriCorps registration page in Internet Explorer. The page title is "My AmeriCorps - Registration". The header includes the AmeriCorps logo and the text "Your Place to Manage Your AmeriCorps Experience". The main content area is titled "Create Profile: Step 1 of 4" and includes a "Click here for help." link. Below this, there is a form with the following fields: "Prefix" (a dropdown menu), "First Name", "Middle Name", "Last Name", "Suffix", "SSN" (with a red asterisk and a sample number "123456789"), "Date of Birth" (with a red asterisk and a sample date "mm/dd/yyyy"), "E-mail Address", and "Re-enter E-mail Address". At the bottom of the form are "cancel", "previous", and "next" buttons. The footer contains contact information and a copyright notice for 2010.

## 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."

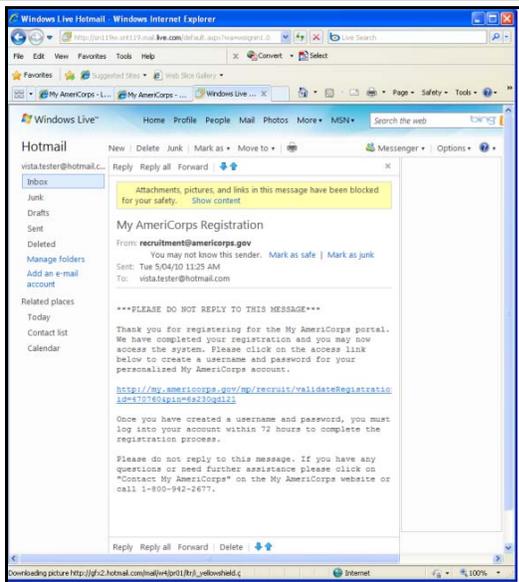
The screenshot shows the My AmeriCorps registration confirmation page in Internet Explorer. The page title is "My AmeriCorps - Thank You". The header includes the AmeriCorps logo and the text "Your Place to Manage Your AmeriCorps Experience". The main content area is titled "Registration Confirmation" and includes the text "Applicant Information" and "Thanks for your registration, VISTA Tester. An e-mail has been sent to you at vista.tester@hotmail.com with further instructions." The footer contains contact information and a copyright notice for 2010.

The portal will confirm your registration.

The screenshot shows a Hotmail inbox in Internet Explorer. The inbox is titled "Hotmail" and shows a list of emails. The selected email is from "recruitment@americorps.gov" with the subject "My AmeriCo..." and a timestamp of "11:25 AM". The email content area shows a "Free phones" advertisement and a "Get it Now" button. The footer contains contact information and a copyright notice for 2010.

Next, check your e-mail for a message from [recruitment@americorps.gov](mailto: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.

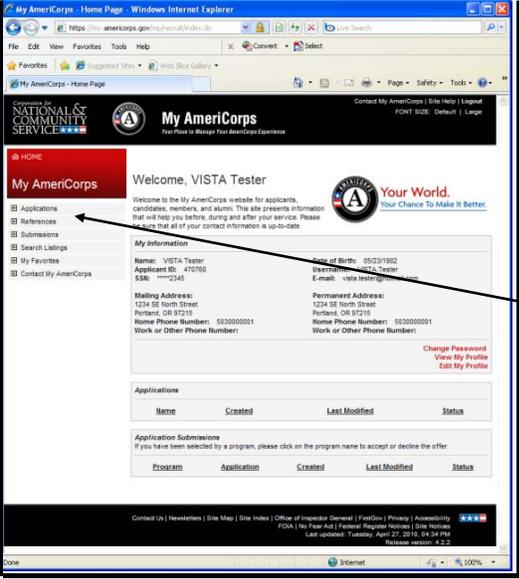
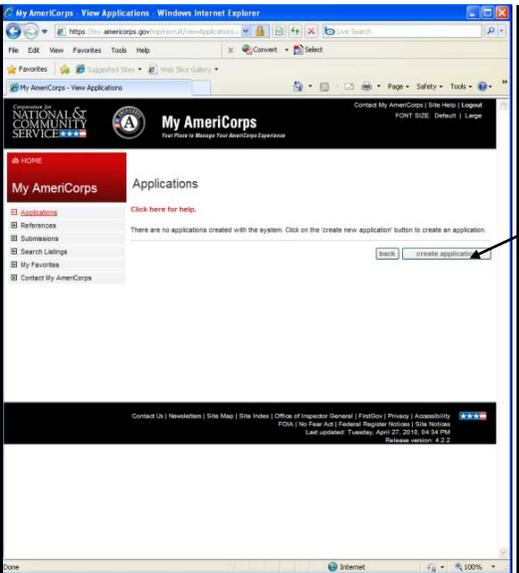
## What You Will See



## 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
 <p>A screenshot of the My AmeriCorps website in Internet Explorer. The page title is "My AmeriCorps - Home Page". The URL is "https://my.americorps.gov/external/". The page features a navigation menu on the left with links for Applications, References, Submissions, Search Listings, My Favorites, and Contact My AmeriCorps. The main content area is titled "Welcome, VISTA Tester" and displays user information, including name, application ID, SSN, date of birth, and addresses. There are also sections for "Applications" and "Application Submissions". A red arrow points from the "Applications" link in the navigation menu to the "Applications" section on the page.</p>	<p>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.</p>
 <p>A screenshot of the My AmeriCorps website in Internet Explorer, showing the "View Applications" page. The page title is "My AmeriCorps - View Applications". The URL is "https://my.americorps.gov/external/viewapplications". The page displays a message: "There are no applications created with the system. Click on the 'create new application' button to create an application." Below the message is a "back" button and a "create application" button. A red arrow points from the "create application" button to the text in the adjacent column.</p>	<p>Next, click "create application."</p>

## What You Will See

## What to Do

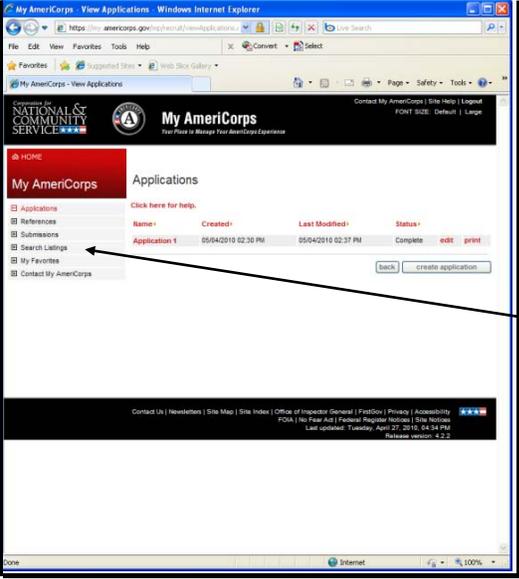
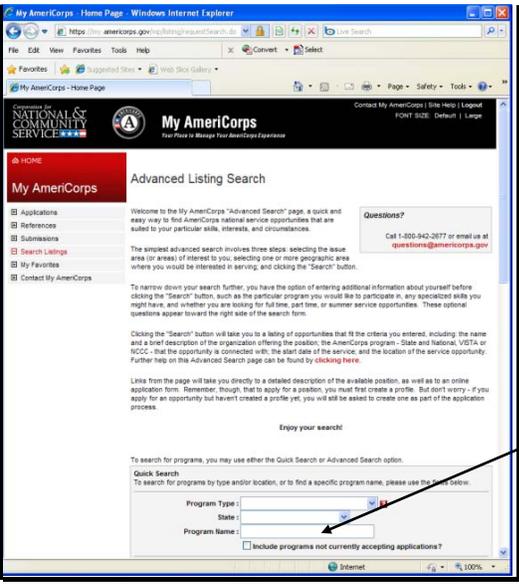
The application has several sections. As you complete each section, its box will be checked off at the top of the page. You can work on the application all at once or over time, saving and returning to it as needed. You will be asked to provide the following information:

- 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
	<p>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.</p>
	<p>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.”</p>

# IDPH PROGRAM LISTING

When in the Listing Search, select Iowa and then select one of the following Iowa Department of Public Health Mentoring Programs:

**Full Time:** [AmeriCorps IDPH Mentoring Program](#)

OR

**Part Time:** [Iowa Department of Public Health Mentoring Program](#) (You will need to scroll through the pages since the listings are alphabetical—sample follows.)



## Search Results

Following is a listing of opportunities that fit the criteria you entered, including: the name and a brief description of the organization offering the position; the AmeriCorps program - State and National, VISTA or NCCC - that the opportunity is connected with; the start date of the service; and the location of the service opportunity.

Links from this page will take you directly to a detailed description of the available position, as well as to an online application form. Remember, though, that to apply for a position, you must first create a profile. But don't worry - if you apply for an opportunity but haven't created a profile yet, you will still be asked to create one as part of the application process.

[Click here for help.](#)

**Accepting Applications Now**

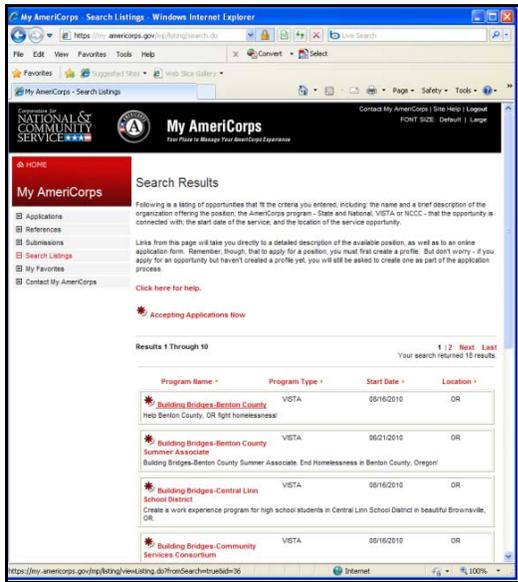
Results 31 Through 40

First Previous **1** | 2 | 3 | 4 | 5 Next Last  
Your search returned 43 results.

Program Name ▾	Program Type ▾	Start Date ▾	Location ▾
<b>Habitat for Humanity Mason City - Program Coordinator</b> Habitat for Humanity AmeriCorps members build and repair safe, decent, affordable housing, recruit and manage volunteers, and help partner families navigate HFH programs.	SN	09/01/2015	IA
<b>Iowa College AmeriCorps Program</b> Iowa College AmeriCorps Program seeks to build capacity in Iowa's nonprofit community through building strong partnerships between Iowa's Colleges and Universities and their local communities.	SN	09/01/2015	IA
<b>Iowa Community Health AmeriCorps Member</b> Iowa Community Health AmeriCorps program (ICHAP) is a program to increase the health and wellness of Iowans.	SN	10/29/2015	IA
<b><a href="#">Iowa Department of Public Health AmeriCorps Mentoring Program</a></b> The Iowa Department of Public Health AmeriCorps Mentoring Program focuses on building youth serving mentoring programs and creating ways to sustain them.	SN	11/23/2015	IA
<b>Iowa Energy Independence AmeriCorps</b> Put your green inspirations to work and help us transform the community of Bloomfield, Iowa into an energy independent community.	SN	11/23/2015	IA
<b>Iowa Reading Corps AmeriCorps Program</b> AmeriCorps members, trained as Elementary Literacy Tutors, needed in the Iowa schools of West Liberty, Sioux City and Mason City to provide one-on-one literacy tutoring to students in K-3rd grade.	SN	01/04/2016	IA
<b>Part Time Elementary Tutor - Youth Achievement AmeriCorps</b> Youth Achievement AmeriCorps elementary tutors provide tutoring and engagement support in elementary schools in Cedar Rapids, Iowa.	SN	01/11/2016	IA
<b>RefugeeRISE Outreach/Case Management AmeriCorps</b> RefugeeRISE (Rebuild Integrate Serve Empower) AmeriCorps members will serve diverse refugee communities across Iowa, enhancing organizations ability to assess and remove refugees' barriers.	SN	10/05/2015	IA

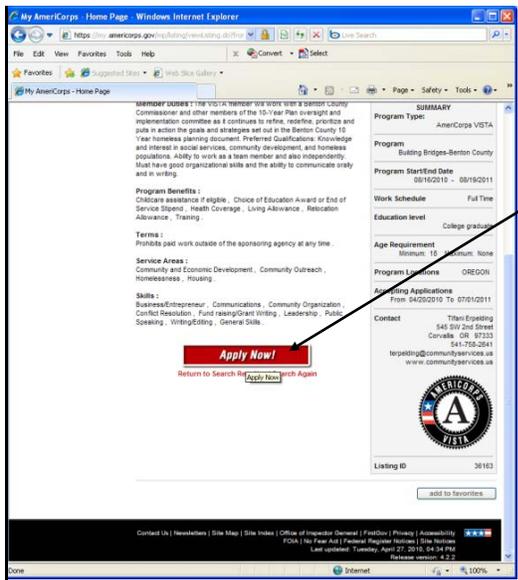
<https://my.americorps.gov/mp/listing/viewListing.do?id=64322&fromSearch=true>

## What You Will See

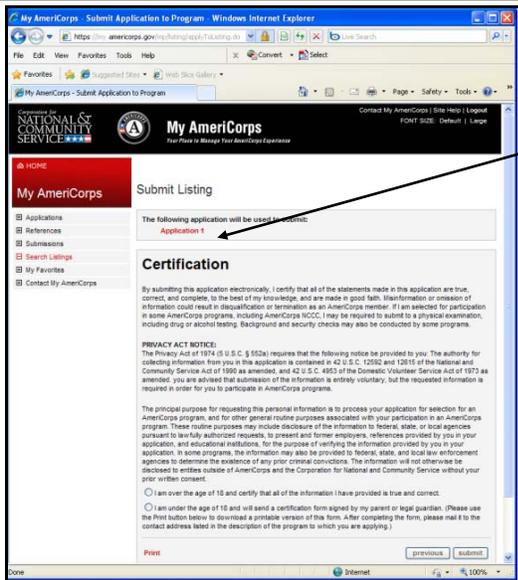


## What to Do

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.



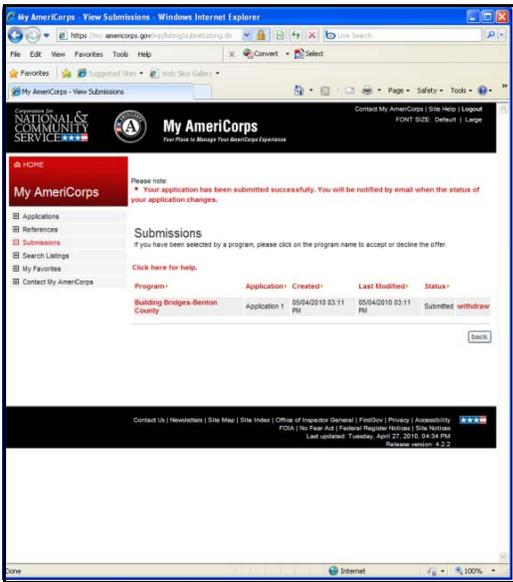
If you wish to apply to this program, click the "Apply Now" button.



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."

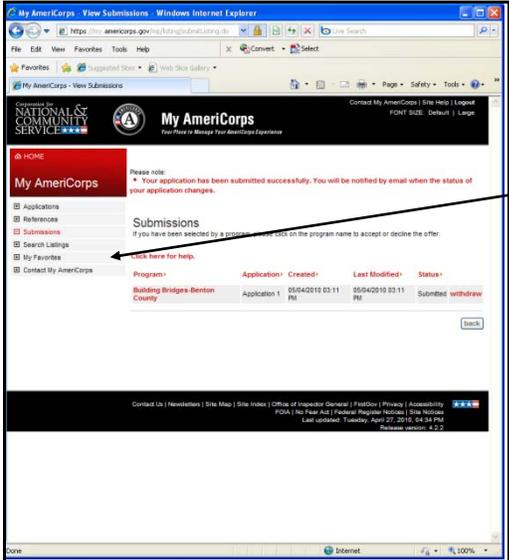
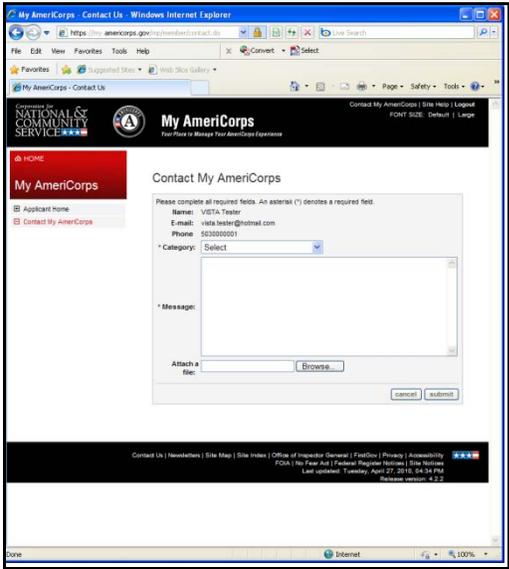
## What You Will See



## 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
 <p>The screenshot shows the My AmeriCorps website in Internet Explorer. The page title is "My AmeriCorps - View Submissions". The main content area is titled "Submissions" and contains a table with columns: Program, Application, Created, Last Modified, and Status. A row is visible for "Building Bridges-Benton County" with Application ID "056A2010 03 11". A red arrow points from the "Contact My AmeriCorps" link in the left navigation menu to the "Contact My AmeriCorps" link in the top navigation bar.</p>	<p>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.</p>
 <p>The screenshot shows the My AmeriCorps website in Internet Explorer. The page title is "My AmeriCorps - Contact Us". The main content area is titled "Contact My AmeriCorps" and contains a form with fields for Name, E-mail, Phone, Category, and Message. There is also an "Attach a file" section with a "Browse" button. The "Submit" button is at the bottom right of the form.</p>	<p>Provide a detailed description of the help you need and click "Submit."</p>