



# eGrants Enrollment Training Manual

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## Enrollment Step-By-Step Instructions

AmeriCorps member enrollments must be completed in eGrants by day 8 of their service start date. Below are the steps to complete a member enrollment in eGrants.

All member management activities can be accessed by clicking “portal home” from the eGrants home screen.

The screenshot shows the eGrants home interface. On the left, under 'eGRANTS MESSAGES', there is a 'Welcome Jennifer' message. On the right, under 'VIEW MY GRANTS/APPLICATIONS', there is a list of application statuses: View All, 3 Awarded, 1 Closed, 1 Concept Papers, 1 Subapplication rejected by prime, and 1 Under CNCS review. Below this list, a red box highlights the 'VIEW MY AMERICORPS PORTAL' section, which contains a 'Portal Home' link.

The “S & N Workbasket” pending applications is the first open screen when accessing the portal.

The screenshot shows the 'Workbasket' screen. On the left, a sidebar menu lists various actions, with 'S&N Workbasket' highlighted by a red box. The main content area shows a table of pending applications. The table has columns for Applicant, Listing, Date Submitted, Status, Date Available, and a print link. There are four rows of data, with the first row for Eason Graham and the others for Daniel Coles. The status of the applications is either 'Submitted' or 'Under Review'.

Applicant	Listing	Date Submitted	Status	Date Available	
Eason Graham	XYZ AmeriCorps – Full-Time	12/27/2021	Submitted	05/09/2022	print
Daniel Coles	XYZ AmeriCorps – Full-Time	12/04/2021	Under Review	05/18/2022	print
Daniel Coles	XYZ AmeriCorps – Full-Time	12/04/2021	Under Review	05/18/2022	print
Daniel Coles	XYZ AmeriCorps – Half-Time	12/30/2021	Submitted	05/18/2022	print

The next steps of enrollment in eGrants depends on whether your program utilizes the national My AmeriCorps application or their own program-developed application.

## My AmeriCorps Application

There are two options to open the candidates My AmeriCorps application.

### Option 1

- Click “Search Submitted Applications” from the left menu
- Enter the applicable information
- Click “search”
- Select applicant from search results

Welcome Jennifer

Portal Home

- Search Potential Applicants
- Search Submitted Applications**
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports

### Search Applicant Submissions

#### Applicant Submission Search

To search for an applicant submission use the fields below and click the search button. You do not need to enter full names to find applicant submissions. For example, searching for "J" as the first name and "Smith" as the last name will give results for John Smith, Jane Smithson, and so on.

Applicant ID:

First Name:

Last Name:

Listing:

Status:

Date between:  (mm/dd/yyyy) and:  (mm/dd/yyyy)

[Click here for advanced applicant search options.](#)

**search**

### Option 2

- Click “S&N Workbasket” from the left menu
- Click “pending applications” tab if not already selected
- Select applicant from results

Welcome Jennifer

Workbasket

Portal Home

- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Programs
- Manage Service Locations
- Manage Users
- S&N Workbasket**
- S&N Reports

**Pending Applications** Pending Invitations Pending Enrollments Group Enrollments Status Change Requests Pending Exits

Results 1 Through 10 1 | 2 Next Last

Your search returned 14 results.

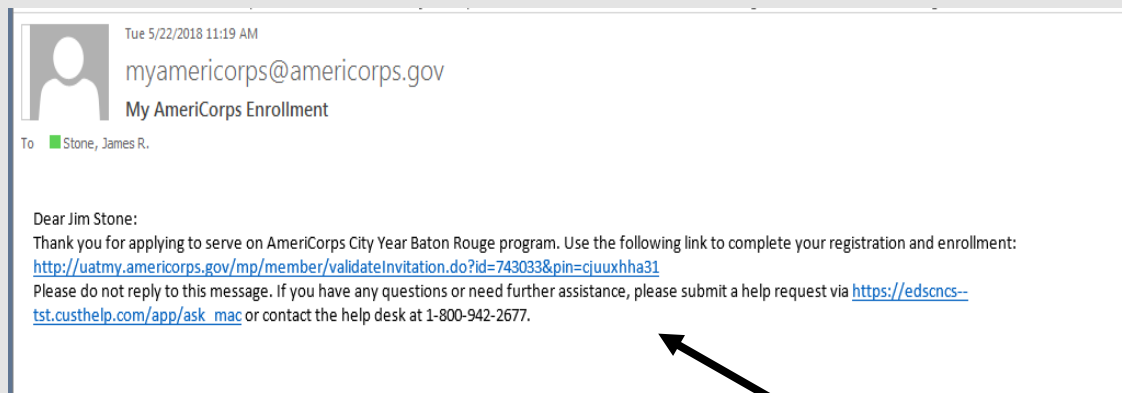
Applicant	Listing	Date Submitted	Status	Date Available	
Eason Graham	XYZ AmeriCorps – Full-Time	12/27/2021	Submitted	05/09/2022	print
Daniel Coles	XYZ AmeriCorps – Full-Time	12/04/2021	Under Review	05/18/2022	print
Daniel Coles	XYZ AmeriCorps – Full-Time	12/04/2021	Under Review	05/18/2022	print
Daniel Coles	XYZ AmeriCorps – Half-Time	12/30/2021	Submitted	05/18/2022	print

1. Click on the "selection" tab
2. Select the "selected" or "rejected" buttons
3. Select the certification
4. Click "submit"

The screenshot shows the eGrants application interface. On the left is a sidebar with a 'Portal Home' section containing links like 'Search Potential Applicants', 'Search Submitted Applications', 'Manage Members', 'Invite Members', 'SSN & Citizenship Status', 'Manage Programs', 'Manage Service Locations', 'Manage Users', 'Recruitment Workbasket', 'SSN Workbasket', and 'SSN Reports'. The main content area is titled 'View Application' and has a tabbed interface. The 'Selection' tab is highlighted with a red box and the number 1. Below the tabs, there is a text box explaining that to extend an offer, all required fields must be completed, and an asterisk (\*) denotes a required field. Below this, there are two radio button options: 'The above-listed applicant is selected for service with this AmeriCorps program.' and 'The above-listed applicant is rejected for service with this AmeriCorps program.' The first option is selected with a red box and the number 2. Below these options is a certification section with a red box and the number 3 around a checkbox and the text: 'I certify that before this individual is enrolled to serve as an AmeriCorps member with my organization, eligibility documentation for this applicant will have been reviewed against the grant requirements and the above listed applicant will be eligible to serve as an AmeriCorps member. When the applicant accepts the service position, the applicant's information provided in this application is automatically sent to the Social Security Administration for verification. If there is an issue with the applicant's information, your organization will receive an email from the Corporation for National and Community Service within three business days of the individual's acceptance requesting additional information. It is your organization's responsibility to follow up with the individual, review this information (documentation for this issue is to be made available in the member's file), and have this information provided to the Corporation before this individual is enrolled.' At the bottom right, there is a 'submit' button highlighted with a red box and the number 4, and a 'print application' link.

It is important to accept all incoming members as soon as possible, because the next step (verification process) is only triggered when the individual completes their portion of the enrollment form.

Below is the text of the invitation emailed to the candidate once their selection is submitted in eGrants.



This is a unique link for each applicant.

Once the candidate has clicked on the link in the email invitation or logged into their My AmeriCorps account they will need to accept the position and complete the enrollment form.

If you are not using a program-developed application, feel free to skip to the social security and citizenship verification section on page 9.

## Program-Developed Application

- Click “invite members” from the left menu
- Enter the individual’s information
- Click “save” or “add another”

It is important to invite all incoming members as soon as possible, because the next step (verification process) is only triggered when the individual completes their portion of the enrollment form.

## Batch Invitations

To invite a large number of individuals at one time, you can select “batch invitation form”.

**eGRANTS**

Welcome Alyson

**Invite Members**

**Invite Member**

After completing the following fields with member and program information, the member will receive an email with information for Portal registration and the ability to complete the member portion of the enrollment form. Click "add another" to send another invitation after this one; otherwise, click "save invitation" to just send this one invitation. [Click here for help.](#)

\* First Name:

Middle Name:

\* Last Name:

\* Social Security Number:

\* Verify Social Security Number:

\* Date of Birth:  mm/dd/yyyy

\* E-Mail Address:

\* Program Year:

\* Program Title:

Service Location:

**Batch Uploads**

If you would like to submit a batch of member information to receive invitations, you may upload a XML file via the [Batch Invitation Form](#).

- Ensure the file is in XML format and meets the specifications noted
- Select a program year and program title
- Choose the file to upload and click “upload”

**Batch Invitation via XML**

**Invite Member**

Please select the XML file that you would like to upload into the My AmeriCorps portal. By uploading this XML file, you are extending an invitation to each member included to register with the My AmeriCorps portal.

[Click here for help.](#)

The XML file uploaded must adhere to the specifications as defined in the [XML Schema Definition \(XSD\)](#).

\* Program Year:

\* Program Title:

Service Location:

\* Upload XML File:  No file chosen

Below is the text of the invite email sent to the candidate.

**From:** <epayments@americorps.gov>  
**Date:** July 5, 2018 at 3:28:26 PM CDT  
**To:** <americorpsmember@yahoo.com>  
**Subject: My AmeriCorps Enrollment**

\*\*\*PLEASE DO NOT REPLY TO THIS MESSAGE\*\*\*

Dear Jennifer Cowart:


Thank you for applying to serve on AmeriCorps XYZ AmeriCorps program. Use the following link to log onto My AmeriCorps to complete your enrollment:


<http://my.americorps.gov/mp>

Please do not reply to this message. If you have any questions or need further assistance, please submit a help request via [https://questions.nationalservice.gov/app/ask\\_macor](https://questions.nationalservice.gov/app/ask_macor) or contact the help desk at 1-800-942-2677.

The candidates will be asked to verify their information when they follow the link in the email.

← → ↻ Secure | <https://my.americorps.gov/mp/member/validateInvitation.do?id=613277&pin=5xp4n4od31>

Corporation for  
**NATIONAL &  
COMMUNITY  
SERVICE** 

 **My AmeriCorps**  
Your Place to Manage Your AmeriCorps Experience

Contact My AmeriCorps | Site Help | Logout  
FONT SIZE: Default | Large

### Invitation Verification

**Invitation Verification**

\* Last Name:

\* Date of Birth:  (mm/dd/yyyy)

\* SSN:  eg. 123456789

\* E-mail:

Please complete all required fields. An asterisk (\*) denotes a required field.  
By clicking on "login" you are agreeing to the terms and conditions outlined below:



Once the candidate has verified their information and created a My AmeriCorps account (if applicable) they will need to complete the enrollment form.

**AmeriCorps** Contact My AmeriCorps | Login  
FONT SIZE: Default | Large

**My AmeriCorps** Enrollment Form  
[Click here for help.](#)

Contact My AmeriCorps Thank you for verifying your invitation. Please complete your enrollment information below.

Your personal identifying information, such as name and Social Security Number, will be subject to verification through a government computer matching program administered by the Social Security Administration. If your information is not

**Invitation Information**

First Name: Middle Name/Initial: Last Name: Date of Birth: SSN: E-Mail:

**Enrollment Information**

\* Permanent Address Line 1: Permanent Address Line 2: Permanent City: Permanent State: Permanent Zip: Permanent Zip Plus: Permanent Home Phone: Mailing Address Line 1: Mailing Address Line 2: Mailing City: Mailing State: Mailing Zip Code: Mailing Zip Plus: Mailing Home Phone: Mailing Work Phone:

CNCS gathers information about sex, race, ethnicity, and other demographic information to ensure opportunities are provided to serve people of all conditions. This information will be held confidentially, and will solely be used for data analysis to assist us in ensuring we serve all Americans equally. The information you provide will not be used in any way to determine or affect any federal benefit. Your responses are required in order to be enrolled as an AmeriCorps member, but will be kept confidential.

\* Sex: \* Citizenship Status: \* What is the highest level of education you have completed?:

Please Select: All Honorably Discharged veterans qualify for Nomination for the Presidents Volunteer Service Award

\* What is your military, veteran, or family member status? (Check all that apply):

I am a veteran  
I am an active duty member of the U.S. Armed Forces  
I am a member of the National Guard or Reserve Component  
I am an immediate family member of a veteran  
I am an immediate family member of an active duty member of the U.S. Armed Forces  
I am an immediate family member of a National Guard Member or Reservist  
I am not in the military, a veteran or a family member of someone in the U.S. Armed Forces

The U.S. Armed Forces

\* Are you registered to Vote?:

\* Which of the following categories best describes your racial origin? (Check all that apply):

\* Which of the following options best describes your ethnic origin?:

\* How did you hear about this program? (Check all that apply):

I understand that a knowing and willful false statement on this form can be punished by one or more of the following: a fine or imprisonment or both under Section 1001 of Title 18, U.S.C., exclusion from participation in federal programs, and forfeiture of benefits I may receive as a result of my enrollment or other actions authorized by the Civil Fraud Remedies Act, 31 U.S.C. 3801-3812.

cancel save information

## Social Security and Citizenship Verification

Once a candidate submits their enrollment form it will be automatically sent to the Social Security Administration (SSA) who will provide a verification status update within 72 hours.

To check an individual's status.

- Click the "S & N Workbasket" from the left menu
- Select the "pending enrollments" tab
- Select the candidate's name

Welcome Jennifer Workbasket

Portal Home

Trainee Profile Search Potential Applicants Search Submitted Applications Manage Members Invite Members SSN & Citizenship Status Manage Events Manage Programs Manage Service Locations Manage Users Recruitment Workbasket S&N Workbasket SSN Reports

Pending Applications Pending Invitations **Pending Enrollments** Group Enrollments Status Change Requests Pending Exits

Click here for help. Results 1 Through 2

Your search returned 2 results.

Name	Program	Program Year	Role	Date Submitted	Request Type	Member Enrollment Status	
Kaitlyn Nicole Booth	Community Cares	2022		08/08/2022	invitation		Delete?
Alasia Divine Ettison	Community Cares	2022		09/15/2022	invitation		Delete?

There are 6 possible statuses that a candidate could have.



- Open – member has not completed the enrollment form
- Pending – sent to the SSA for verification
- Verified – eligible to serve
- Manually Verified – eligible to serve
- Returned – will need to be manually verified
- Cannot be Verified – ineligible to serve

**SSN, Citizenship, and Criminal History Verification**

Before an individual may be enrolled into the National Service Trust they must have: 1) their SSN and Citizenship status in a Verified or Manually Verified status; and 2) for individuals ages 18 and up, certification of a completed and adjudicated National Service Criminal History Check, including all National Sex Offender Public Website (NSOPW), State of Residence, State of Service and FBI checks required for that individual.

SSN Status: Verified - 05/25/2021  
Citizenship Status: Verified - 05/25/2021

By entering a date into this field, I certify that I or my organization conducted, reviewed, and adjudicated the results of a nationwide NSOPW.gov check (with all jurisdictions on NSOPW.gov reporting), the state of service and state of residence (if different) check(s) required for this individual, and the FBI check required for this individual on or before the date I have entered. This certification is not required for individuals who are under 18 years of age as of the start date recorded in the Portal (i.e., the NSCHC Certification date field may be left blank).

NSCHC Certification:   

**Jennifer Cowart - 05/28/2021**

\* Please click "save information" after entering the NSCHC Certification date in this section.

**Placement Information**

A member's start date may not be earlier than the date that the member's SSN and citizenship eligibility are confirmed. For members 18 years and older, the start date must also be later than the date entered in the NSCHC Certification field. Member enrollments should be certified within 8 days of the member's start date.

If the candidate's status is returned, then you will need to complete the manual verification process by contacting the National Service Hotline via the web-form or chat at <https://questions.nationalservice.gov> to request:

1. a secure transfer link to upload files
2. a help desk ticket number for the returned status of the member(s)
3. the help desk operator's name
4. note the date and time of your communication.

In your communication, indicate that you are a State/National program enrolling current members and need a secure file link to submit SSN/Citizenship verification documentation.

The files should be named as follows:

LASTNAME\_FIRSTNAME\_REQUESTTYPE\_NEWENROLLMENT. For example,  
Smith\_John\_CitizenshipVerification\_NewEnrollment

## National Service Criminal History Check (NSCHC) Certification

This step is completed after the last component of the candidate's national service criminal history check has been adjudicated by your program.

- Click the "S&N Workbasket" from the left menu
- Select the "pending enrollments" tab
- Select the applicant's name to open their enrollment form

**Welcome Jennifer** | **Workbasket**

**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- S&N Workbasket**
- SSN Reports

**Pending Applications** | **Pending Invitations** | **Pending Enrollments** | **Group Enrollments** | **Status Change Requests** | **Pending Exits**

[Click here for help.](#)  
Results 1 Through 2

Your search returned 2 results.

Name	Program	Program Year	Role	Date Submitted	Request Type	Member Enrollment Status	
Kaitlyn Nicole Booth	Community Cares	2022		08/08/2022	invitation		Delete?
Alasia Divine Ettison	Community Cares	2022		09/15/2022	invitation		Delete?

- Scroll down the enrollment form to the "SSN, Citizenship, and Criminal History Verification" section
- In the "NSCHC Certification" field add in the date that the last NSCHC component was adjudicated
- Click "save"
- Date added certifies all checks have been adjudicated by the program
- All checks must be adjudicated by the program at least **ONE** day prior to the member start date

**SSN, Citizenship, and Criminal History Verification**

Trust they must have: 1) their SSN and Citizenship status in a Verified or Manually Verified status; and 2) for individuals ages 18 and up, certification of a completed and adjudicated National Service Criminal History Check, including all National Sex Offender Public Website (NSOPW), State of Residence, State of Service and FBI checks required for that individual.

SSN Status: Verified - 05/25/2021  
Citizenship Status: Verified - 05/25/2021

NSCHC Certification: 05/28/2021

By entering a date into this field, I certify that I or my organization conducted, reviewed, and adjudicated the results of a nationwide NSOPW.gov check (with all jurisdictions on NSOPW.gov reporting), the state of service and state of residence (if different) check(s) required for this individual, and the FBI check required for this individual on or before the date I have entered. This certification is not required for individuals who are under 18 years of age as of the start date recorded in the Portal (i.e., the NSCHC Certification date field may be left blank).

**Jennifer Cowart** - 05/28/2021

\* Please click "save information" after entering the NSCHC Certification date in this section.

## Enroll Member

Once all of the above steps are completed and the member has begun their first day of service then you can complete the final enrollment step.

Please note that this step can only be completed between days 1-8 of a member's service term.

- Click the "S&N Workbasket" from the left menu
- Select the "pending enrollments" tab
- Select the applicant's name to open their enrollment form

Welcome Jennifer

Workbasket

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- S&N Workbasket**
- S&N Reports

Pending Applications Pending Invitations **Pending Enrollments** Group Enrollments Status Change Requests Pending Exits

Click here for help.  
Results 1 Through 2

Your search returned 2 results.

Name *	Program	Program Year	Role	Date Submitted	Request Type	Member Enrollment Status	
Kaitlyn Nicole Booth	Community Cares	2022		08/08/2022	invitation		Delete?
Alasia Divine Ettison	Community Cares	2022		09/15/2022	invitation		Delete?

Scroll down the enrollment form to the "Placement Information" section

1. Enter the member's start date. This has to match their member service agreement start date and their first day of service.
2. Ensure the "program year" is correct
3. Ensure the "program title" is correct
4. Select the "service location". Please note that service locations must be updated prior to enrolling members.
5. Select the "slot type". Only available slot types will appear.
6. Click the certification button
7. Select "enroll member"

**Placement Information**

A member's start date may not be earlier than the date that the member's SSN and citizenship eligibility are confirmed. For members 18 years and older, the start date must also be later than the date entered in the NSCHC Certification field. Member enrollments should be certified within 8 days of the member's start date.

1 \* Start Date:

2 \* Program Year: 2022

3 \* Program Title: Community Cares AmeriCorps\*State - Morristown, TN

4 Service Location: A Place to Stay

5 \* Slot Type:

6 \* ☐ I, JJEFTSTCAC, certify this form as of 02/22/2023.

I understand that a knowing and willful false statement on this form can be punished by one or more of the following: a fine or imprisonment or both under Section 1001 of Title 18, U.S.C., exclusion from participation in federal programs, and forfeiture of benefits I may receive as a result of my enrollment or other actions authorized by the Civil Fraud Remedies Act, 31 U.S.C. 3801-3812.

cancel save information **enroll member**

## Group Enrollment

Group enrollment allows programs to enroll up to 20 members at a time, but only if the program is utilizing a program-developed application.

	Group Enrollment	Individual Enrollment
Number of applicants enrolled at a time	Up to 20	Only 1
Program year and program title	Pre-populated from member invitation	Selected manually on enrollment screen
Member candidate applied through My AmeriCorps	Cannot be used	Must be used
Member candidate invited under different program year/program title	Cannot be used	Must be used
SSN/Citizenship	Members will not appear on Group Enrollment tab until they have been verified	Verification status and dates visible on individual enrollment screen
NSCHC certification	Certified by entering date on or before which all required NSCHCs were completed and adjudicated (ages 18+)	

- Click the “S&N Workbasket” from the left menu
- Select the “Group Enrollments” tab

The screenshot displays the S&N Workbasket interface. On the left, a sidebar menu lists various options, with "S&N Workbasket" highlighted in a red box. The main area is titled "Workbasket" and contains several tabs: "Pending Applications", "Pending Invitations", "Pending Enrollments", "Group Enrollments" (highlighted with a red box), "Status Change Requests", and "Pending Exits". Below the tabs, there are input fields for "Program Year:", "Program Code:", "Program Title:" (a dropdown menu), and "Slot Type:" (a dropdown menu). A message "No matches" is displayed, along with a link "Click here for help." and a status "Your search returned 0 results." At the bottom, a table header is visible with columns: "Name", "NSCHC Certification", "Select to Enroll", "Service Location", and "Start Date".

1. Select the program title
2. Select the slot type
3. Enter the NSCHC certification date
4. Select the member's service location

Welcome Jennifer
Portal Home
Search Potential Applicants
Search Submitted Applications
Manage Members
Invite Members
SSN & Citizenship Status
Manage Programs
Manage Service Locations
Manage Users
Recruitment Workbasket
S&N Workbasket
S&N Reports

Workbasket

Pending Applications
Pending Invitations
Pending Enrollments
**Group Enrollments**
Status Change Requests
Pending Exits

Program Year: 2020
Program Code:
1 Program Title:
2 Slot Type:

Results 1 through 1
4
Your search returned 1 results.

Name	NSCHC Certification	Select to Enroll	Service Location	Start Date
A. Member	05/28/2021	<input type="checkbox"/>		06/01/2021

By entering a date into this field, I certify that I or my organization conducted, reviewed, and adjudicated the results of a nationwide NSOPW.gov check (with all jurisdictions on NSOPW.gov reporting), the state of service and state of residence (if different) check(s) required for this individual, and the FBI check required for this individual on or before the date I have entered. This certification is not required for individuals who are under 18 years of age as of the start date recorded in the Portal (i.e., the NSCHC Certification date field may be left blank).

\* ☐ I, JCOWART certify this form as of 06/21/2021

save information enroll

5. Enter the member's start date
6. Check the "select to enroll" box
7. Certify the form
8. Click enroll

Welcome Jennifer
Portal Home
Search Potential Applicants
Search Submitted Applications
Manage Members
Invite Members
SSN & Citizenship Status
Manage Programs
Manage Service Locations
Manage Users
Recruitment Workbasket
S&N Workbasket
S&N Reports

Workbasket

Pending Applications
Pending Invitations
Pending Enrollments
**Group Enrollments**
Status Change Requests
Pending Exits

Program Year: 2020
Program Code:
Program Title:
Slot Type:

Results 1 through 1
6
Your search returned 1 results.

Name	NSCHC Certification	Select to Enroll	Service Location	Start Date
A. Member	05/28/2021	<input type="checkbox"/>		06/01/2021

By entering a date into this field, I certify that I or my organization conducted, reviewed, and adjudicated the results of a nationwide NSOPW.gov check (with all jurisdictions on NSOPW.gov reporting), the state of service and state of residence (if different) check(s) required for this individual, and the FBI check required for this individual on or before the date I have entered. This certification is not required for individuals who are under 18 years of age as of the start date recorded in the Portal (i.e., the NSCHC Certification date field may be left blank).

7 \* ☐ I, JJEFTSMPCA, certify this form as of 06/21/2021

save information enroll



## Partial Education Award Acknowledgement

If a red message appears at the top of the screen then the member is **NOT** enrolled. The message may state that the member has to acknowledge a partial education award. As such, their enrollment status will be “pending partial award acknowledgment”.

**eGRANTS**

Welcome Alyson

Workbasket

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- SSN & Citizenship Status
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket

Please note:  
An email notification was sent to member applicant to acknowledge partial award.

Pending Applications   Pending Invitations   **Pending Enrollments**   Status Change Requests   Pending Exits

Click here for help.  
Results 1 Through 1

Your search returned 1 results.

Name ▾	Program ▾	Program Year ▾	Role ▾	Date Submitted ▾	Request Type ▾	Member Enrollment Status ▾
A. Member	City Year New Orleans	2018		04/22/2019	invitation	Pending Partial Award Acknowledgment

When the member needs to acknowledge a partial education award they will automatically be sent an email. The email will prompt them to login to their My AmeriCorps account and select the “enrollment form”. At the bottom of the enrollment form, the member needs to accept or decline the partial education award and then select “save information”.

**Partial Award Acknowledgment**

☐ I Accept, I wish to enroll in a term of service, and understand that upon successful completion of this term, I will receive a partial education award.

☐ I Decline, I do NOT wish to enroll in a term of service, and understand that upon successful completion of this term, I will receive a partial education award.

I understand that a knowing and willful false statement on this form can be punished by one or more of the following: a fine or imprisonment or both under Section 1001 of Title 18, U.S.C., exclusion from participation in federal programs, and forfeiture of benefits I may receive as a result of my enrollment or other actions authorized under the Federal Acquisition Remedies Act, 31 U.S.C. 3801-3812.

cancel   **save information**

After the member accepts the partial education award their enrollment status will change to “partial award acknowledged”. To complete the member’s enrollment, select the member and continue with the steps outlined in the “enroll member” section.

Name ▾	Program ▾	Program Year ▾	Role ▾	Date Submitted ▾	Request Type ▾	Member Enrollment Status ▾
A. Member	City Year New Orleans	2018		04/22/2019	invitation	Partial Award Acknowledged