Creating a Service Opportunity Listing in eGrants
Login to eGrants

Enter in User Name and Password

Then click Login to eGrants
Login to Portal Home

Click on the Portal Home link under View My AmeriCorps Portal
Navigate to Recruitment Workbasket

Click on the Recruitment Workbasket from Portal Home menu
## Navigate to Service Opportunities

Click on **Service Opportunities** from the top tab selection.

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### Recruitment Workbasket

#### Pending Applications

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Listing</th>
<th>Date Submitted</th>
<th>Status</th>
<th>Date Available</th>
<th>Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damaris Jara</td>
<td>Literacy Volunteers of IL - VOCAL AmeriCorps</td>
<td>08/07/2013</td>
<td>Selected</td>
<td>09/10/2012</td>
<td>print</td>
</tr>
<tr>
<td>Kathryn Norregaard</td>
<td>Literacy Volunteers of IL - VOCAL AmeriCorps</td>
<td>08/01/2013</td>
<td>Selected</td>
<td>09/02/2013</td>
<td>print</td>
</tr>
<tr>
<td>Nancy Ochoa</td>
<td>Literacy Volunteers of IL - VOCAL AmeriCorps</td>
<td>07/24/2013</td>
<td>Selected</td>
<td>07/24/2013</td>
<td>print</td>
</tr>
<tr>
<td>Shanicka Burdine</td>
<td>Literacy Volunteers of IL - VOCAL AmeriCorps</td>
<td>10/24/2013</td>
<td>Selected</td>
<td>08/02/2010</td>
<td>print</td>
</tr>
<tr>
<td>Delvin Mason</td>
<td>Literacy Volunteers of IL - VOCAL AmeriCorps</td>
<td>09/26/2013</td>
<td>Selected</td>
<td>09/25/2013</td>
<td>print</td>
</tr>
<tr>
<td>Will Hagle</td>
<td>Literacy Volunteers of IL - VOCAL AmeriCorps</td>
<td>01/07/2014</td>
<td>Submitted</td>
<td>09/16/2013</td>
<td>print</td>
</tr>
<tr>
<td>Paul Ritt</td>
<td>Literacy Volunteers of IL - VOCAL AmeriCorps</td>
<td>01/03/2014</td>
<td>Under Review</td>
<td>05/15/2014</td>
<td>print</td>
</tr>
</tbody>
</table>
To create a new Service Opportunity Listing, click on Create Opportunity Listings at the top of the page.

To modify an existing Service Opportunity Listing, click Edit on the desired listing.
Input the following **required information**, as indicated by a **red asterisk** or by CNCS policy:

- Project Name
- Project Type
- Program Code
- Start and End Dates
- Term of Service
- Contact Information
- State(s) or Territories of service

Optional information:

- Listing availability (default “Yes”)
- Metropolitan areas

Click **Next**

**Note:** Information **cannot** be saved until final submission.
Input the following **required information**, as indicated by a red asterisk* or by CNCS policy:

- Two line description headline
- Program description
- Accepting applications (Yes/No)
- Application deadlines
- Alternate applications (Yes/No)
- Member benefits

Optional information:
- Alternate application information
- Terms and conditions

Click **Next**
Input the following required information, as indicated by a red asterisk* or by CNCS policy:

- Minimum Age
- Maximum Age
- Member activities
- Modification comment – if editing a listing
- Submitter name

Optional information:

- Desired education level
- Member skills
- Language requirement
- Service areas
- Submitter contact information

Click **Save** to submit to CNCS
After clicking **Save**, the screen will display your newly submitted Service Opportunity Listing.

Review the Service Opportunity Listing and if changes are required, navigate back to the **Service Opportunities** in the **Recruitment Workbasket** to edit.
Service Opportunity Listings Status:

- **Pending** – awaiting to be viewed by CNCS
- **Approved** – viewed by CNCS and approved submission. Listing is now viewable, if indicated by submitter
- **Denied** – viewed by CNCS and disapproved submission. Listing needs to be edited and resubmitted

**Note:** Every time a listing is **edited**, it is resubmitted with a new timestamp and listings are reviewed chronologically by CNCS. If you do not wish to edit and adjust the timestamp, select **view**.
Resources

Resources for drafting compliant Service Opportunity Listings are available at:

https://www.nationalservice.gov/resources/americorps/member-assignment-listings