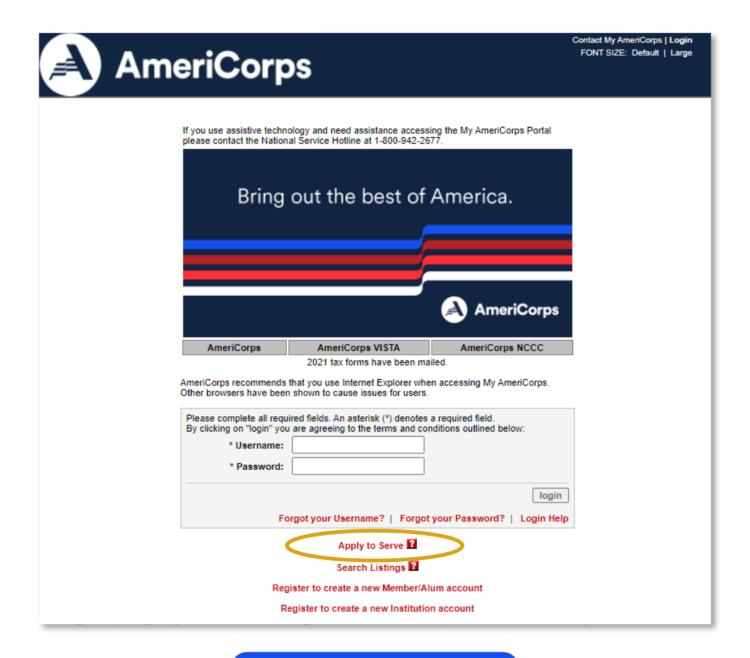
# PART 2: Register on the MyAmeriCorps Portal

#### **Apply to Serve**

Get started by navigating to the MyAmeriCorps Portal login screen at my.americorps.gov and then click the "Apply to Serve" link (circled in yellow below).



Click here to register

## **Create Profile - Step 1 of 4**

Start your profile by filling in your full name, social security number\*, date of birth, and your email address.

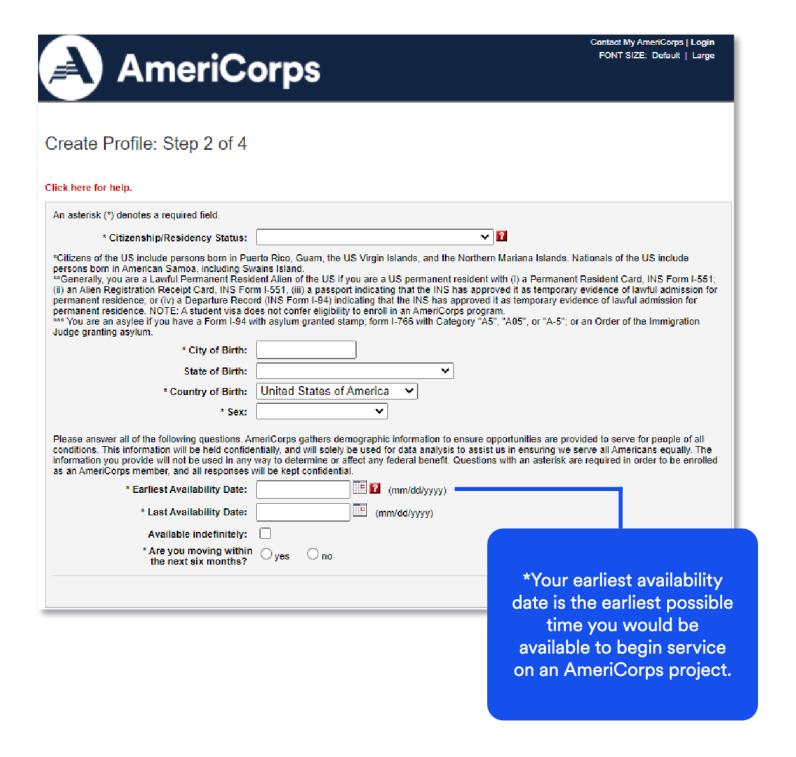
AmeriCorps   Login FONT SIZE: Default   Large	
Create Profile: Step 1 of 4	
Before you get started making a profile, learn m	ore about all of the AmeriCorps programs here.  Learn More (Opens a new window)
Click here for help.	
valid e-mail address. An asterisk (*) denotes a m Prefix:  Preferred Name:  * First Name:  Middle Name/Initial:  * Last Name:  Suffix:  * SSN:  This page of the form requests your SSN to (a) reported to the Internal Revenue Service using	e. Enter your name exactly as it appears on your government-issued identification. Also, you must have a equired field.  Please Select   eg. 123456789  confirm your citizenship status for eligibility purposes and/or (b) send you a payment that must also be your SSN. This request is voluntary, but not providing your SSN may affect your ability to become a Member nt to 42 U.S.C. Chapter 129 - National and Community Service, 42 U.S.C. Chapter 66 - Domestic Volunteer
Services, and Executive Order 9397, as amende	<u>ed.</u>
* Date of Birth:	[ (mm/dd/yyyy)
* Re-enter E-mail Address:	
Privacy Act Statement: AmeriCorps is required by the Privacy Act of 1974 (5 U.S.C. 552a) to tell you what personal information we collect via this website (e.g. name, contact information, demographics, education and employment history, criminal history, medical information) and how it will be used: Authorities – My AmeriCorps requests your personal information pursuant to 42 U.S.C. Chapter 129 - National and Community Service, 42 U.S.C. Chapter 66 - Domestic Volunteer Services, and Executive Order 9397, as amended. Purposes – It is requested to (1) manage your application, service, and post-service benefits and (2) evaluate how to enhance AmeriCorps. Routine Uses – Routine uses of this information may include disclosure to complete your background check, to process your payments, to manage and oversee your service, and other reasons consistent with why it was collected. Effects of Nondisclosure – This request is voluntary, but not providing the information may limit your ability to become a Member, continue being a Member, or receive Member benefits. Additional Information – The applicable system of records notice is CNCS-04-CPO-MMF-Member Management Files (MMF) available via https://inationalservice.gov/privacy.	
	cancel previous next

If the SSA cannot verify your statement in their records, you will be contacted to provide additional documentation.

<sup>\*</sup>Your social security number is required so we can check our records to determine if you have applied or served before and direct you to the appropriate information. Additionally, if you stated in your application that you are a citizen or national of the United States, we will use your SSN to verify your citizenship status with the Social Security Administration.

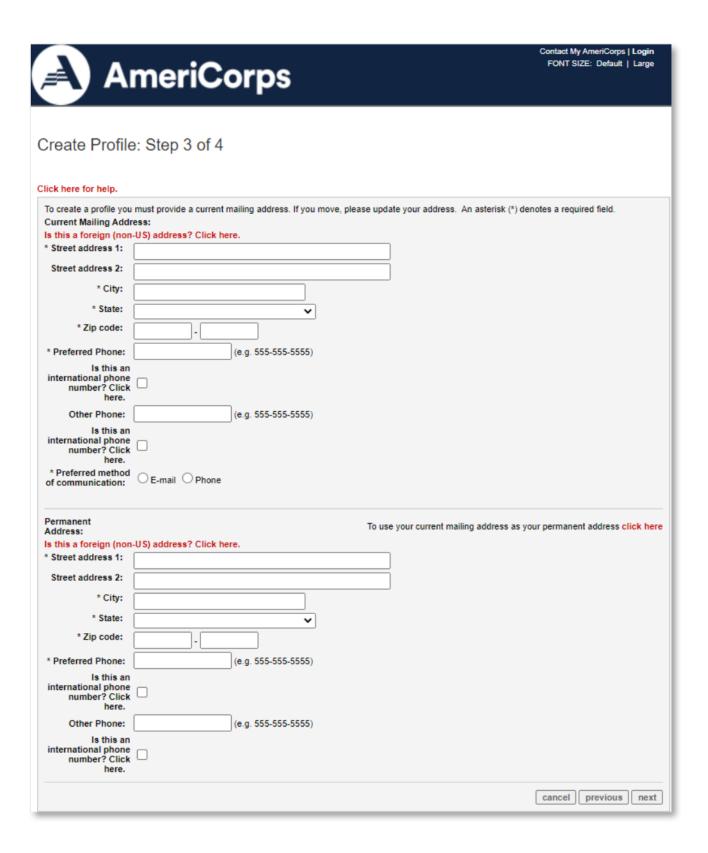
#### **Create Profile - Step 2 of 4**

Continue your profile by adding your citizenship/residency status; city, state, and country of birth; and your availability information\*.



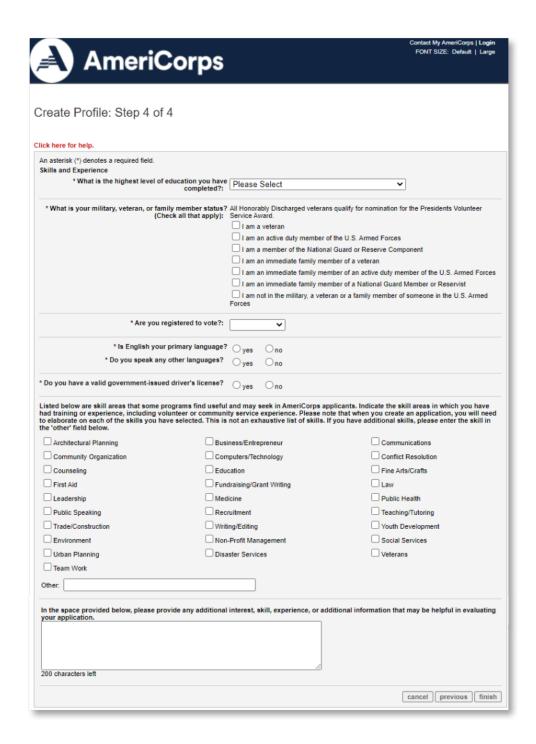
### **Create Profile - Step 3 of 4**

For the zip code field in this section, you are required to include the last four digits of your zip code. To find the last four digits to your zip code, use the USPS zip code lookup tool on USPS.com at tools.usps.com/zip-code-lookup.htm?byaddress.



#### **Create Profile - Step 4 of 4**

Complete your profile with your educational and military background, skills\*, and other background information. Remember to click the "finish" button once you've completed this section. You'll see a confirmation screen after you submit your profile with additional information.



<sup>\*</sup>Keep in mind, the skills you select on this page will show up later in the application process, where you'll be asked to provide brief explanations as to how you acquired each skill.

#### **Complete Your Registration**

Once you've submitted your profile, you'll receive a confirmation email from recruitment@americorps.gov (remember to check your spam folder if you don't find an email in your inbox) with a link to finalize your registration.

Click the link in that email to navigate to the Complete Your Registration page (as seen below) on the MyAmeriCorps Portal. Fill out this short form to complete the registration. Once you have created your username and password, you must log into your account within 72 hours to ensure access to the system. If you need help, call the AmeriCorps Hotline at **1-800-942-2677**.

