

Steps to Member Enrollment (Applicant’s Perspective)

Step 1: Potential applicant visits <http://mtcampuscorps.org> and clicks the “Apply Now!” link to initiate the My AmeriCorps invitation process.

Step 2: Within 24 hours, the applicant will receive an email invitation to create an account with the My AmeriCorps Portal.

Sample of text from the invitation email from my.americorps.gov:

Dear [Name of member]:

Thank you for applying to serve with the Campus Corps AmeriCorps program. Use the following link to complete your registration and enrollment: <https://my.americorps.gov/mp/>. Please do not reply to this message. If you have any questions or need further assistance please click on "Contact My AmeriCorps" on the My AmeriCorps website or call 1-800-942-2677.

Step 3: Following the link provided in the invitation email, the applicant will be directed to the online enrollment form (contact and demographic information) as well to set up a username and password in the AmeriCorps Member Portal. ***NOTE: Individuals who have previously registered with the My AmeriCorps Portal will first be asked to sign into their profile in order to complete a new AmeriCorps Enrollment Form.***

Step 4: From <http://mtcampuscorps.org>, the applicant clicks “Get Oriented!” and completes a Pre-Service Orientation. *This must be completed prior to paper enrollment.*

Step 5: From <http://mtcampuscorps.org>, the applicant clicks “Get Enrolled!” and downloads the Campus Corps Enrollment Packet, to be filled out by hand.

Step 6: Once the Enrollment Packet is completed, the applicant attends an in-person Member Training at his/her local campus, where he/she submits originals of all enrollment paperwork and legible copies of citizenship documents:

- 1) Passport
-OR-
- 2) Birth Certificate AND Government-Issued Photo ID (driver’s license, tribal ID, or state university institution ID—*UM or MSU campuses ONLY*)
-OR-
- 3) Government-Issued Photo ID AND Other acceptable proof of citizenship*

* Please see part A of Section V “Member Eligibility” in the Member Agreement online at <http://mtcampuscorps.org> for more information about acceptable documentation.

Step 7: Once the applicant has submitted a complete paper enrollment packet (including Criminal Background Check Authorization Form) and his/her identity and citizenship have been verified, the Coordinator may initiate a Criminal Background Check through <http://www.volunteersselectplus.com>.