

Illinois Campus Compact AmeriCorps*VISTA Program Online Application Instructions

Before you begin filling out the online application, please quickly look over the entire application so that you are aware of what information you will need to complete it. You should already have at least two references in mind, along with their contact information and e-mail address, as the application requires a minimum of two references.

It is easiest to complete the application in one sitting as the AmeriCorps* application system often has glitches, and make sure to save the application in the event you need to come back to it later. Some people have found it helpful to type their responses in a word document and then copy and paste them in the online portal upon completion. The sooner you complete your online application and submit it to us, the better. Then we will be able to more quickly organize interview schedules and discuss your potential VISTA placements.

***** To apply, please meticulously follow these steps in order: *****

1. Go to MyAmeriCorps (<https://my.americorps.gov/mp/login.do>). This will be your one-stop website for requesting loan forbearance, accessing tax information, using your education award if you selected one, and more.
2. Click on "**Apply to Serve**" at the bottom of the page.
3. Complete the requested profile information.
4. Once you receive your account information via email, log into the MyAmeriCorps portal (use the link in step #1). Using the navigation pane on the left, click on the "**Application**" link and create your application with at least two references included.
5. After all steps of the application are complete, click on "**Finish Application.**" When your application is complete, click "**Search Listings**" from the navigation pane on the left.
6. Scroll down and find the "Program Name" box. Type in "**Illinois Campus Compact**" (ignore all the other fields).
7. Click "**Search.**"

8. Click the listing in red to view program information.
9. Read the program information and then click "**Apply Now**" at the bottom of the page to submit your application to Illinois Campus Compact.
10. Erin Wethern, Illinois Campus Compact VISTA Leader, will email once your application has been submitted and reviewed in order to schedule a preliminary interview.

Problems that often occur, and ways to avoid them

- “200 word limit” really means 200 character limit, which includes spaces and punctuation. The application system may tell you that you have exceeded the limit, but it will not tell you in which section you have exceeded it. Often times, answering the questions in Microsoft Word helps this process because you have your answers saved and Word will tell you how many characters you have used.
- Too much inactivity on the website causes it to time out, and it will not save your information. When completing the application, the best option is to write down all of the questions and answer them in Word so you can copy and paste them into the application and you will not have to worry about system inactivity.
- No matter how many references you list in your application, AmeriCorps* only allows you to submit two of them to us. You must check two boxes (click on the boxes) next to the names of the two references you would like to be included in your application. Please check ahead of time to see that you have their current email address and phone number.
- After completing the application, many applicants wonder why they have not heard anything from the organization to which they applied. Make sure that after you complete your application, you then click on “search listings,” find “Illinois Campus Compact.” Click “Apply Now” to submit the application to us. If you do not do that, your application will be saved in your MyAmeriCorps* account but will not be submitted to us.

I do anticipate you having questions about the application process. You may certainly contact me regarding the job description, details of the position, etc. If your question specifically relates to gaining access to the online system or problems with the online AmeriCorps*VISTA application, you should direct your questions to the “MyAmeriCorps Support” line at 1-800-942-2677. The contact website is: <http://www.americorps.gov/about/contact/index.asp>. Feel free to let me know of any problems you encounter along the way. You can reach me by phone (312-362-7693) or email (ewethern@depaul.edu).

-Erin

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