**Completing the MyAmeriCorps Application for VISTA**

The link to the Homes for All VISTA application is – https://my.americorps.gov/mp/listing/viewListing.do?id=79415&fromSearch=true

**STEPS:**

1. Click on the **APPLY NOW** button.
2. A prompt will pop up saying "*To apply for this opportunity you must be registered with the system. Would you like to register*?" Click “OK”. (Since this is a popup, if you are using popup blocking software turn it off or make sure that americorps.gov has been white-listed)
3. This takes you to the page for setting up your AmeriCorps Profile. You will need to review the *Rules of Service* before completing your profile.
4. Once you have completed this, you will receive a message like this with your information in it:

|  |
| --- |
| ***Applicant Information*** |
| |  | | --- | | Thanks for your registration, (your name). An e-mail has been sent to you at (your email address) with further instructions. | |

1. In your email you will get a message:  
   *Please click on the access link below to create a username and password for your personalized My AmeriCorps account.*

*Once you have created a username and password, you must log into your account within 72 hours to complete the registration process.*

1. Create a username and password and click SAVE.
2. Once it is saved, it will take you to a page that says “Welcome” and your name. This is your “My AmeriCorps” portal page. This is where you can manage your AmeriCorps account and where you will be able to manage your education award after you complete your service.
3. On the left you will see a list of menu items.
4. First, choose references and fill out the forms for at least 2 references. At the bottom, you must click on the link to send the reference request to the person you listed. **The references you select MUST complete their form before we can nominate you to the CNCS state office.**
5. After creating at least 2 references, go to the menu at the left and choose Application. Fill out every box on the form. If it does not apply to you, write NA. When you get to the reference section, there should be the two references that you did in step #9. Click on the box to select each of two references. (**The application will not be complete without this step**!)
6. Hit the complete button. CONTINUE ON THROUGH STEP 16.
7. On the menu at the left, choose search listings. From the drop down menus choose: AmeriCorps State/National; then Kentucky; in the third box type in Homes for All. Hit SEARCH.
8. Click on the name of the program Homes for All.
9. Scroll down and click on APPLY NOW!
10. Certify that you are 18 or older and click **SUBMIT. You are finished!**