



# EMBARC



## Exiting from AmeriCorps

At the end of everyone's term of service, he or she will need to exit from our program and my.americorps.gov. Even for those exiting early, these steps must be completed.

1. Open Internet Explorer. The my.americorps.gov website prefers and interacts better with internet explorer.
2. Go to my.americorps.gov and sign in.

 This is a screenshot of the "My AmeriCorps" login portal. At the top left, it says "Cooperates with NATIONAL & COMMUNITY SERVICE" with a small American flag. The main header includes the AmeriCorps logo and the text "My AmeriCorps Your Place to Manage Your AmeriCorps Experience". On the top right, there are links for "Contact My AmeriCorps" and "FONT SIZE: Default". Below the header, there is a notice about assistive technology. A central image shows four smiling people. Below the image are three tabs: "AmeriCorps", "AmeriCorps VISTA", and "AmeriCorps NCCC". A message states that 2016 tax forms are available online. A recommendation from CNCS is provided. The login section includes a note about required fields, a "Username" field with the value "zellmerk1", and a "Password" field with masked characters. A "login" button is present. At the bottom, there are links for "Forgot your Username?", "Forgot your Password?", and "Login Help". Further down are links for "Apply to Serve", "Search Listings", "Register to create a new Member/Alum account", and "Register to create a new Institution account".

3. At the top of the screen in the middle, you should see two forms for exiting.

The screenshot shows the My AmeriCorps dashboard. On the left is a navigation menu with options like 'Applicant Home', 'My Tax Statements', 'My Education Award', 'Create Forbearance Request', 'My Service Letter', and 'Contact My AmeriCorps'. The main content area includes a welcome message, a table of 'Close of Service Forms', and a 'My Information' section. A yellow arrow points to the 'Exit Form' row in the table.

Form	Status
Exit Form -(EMBARC 2016-2017)	Incomplete
Member Exit Survey -(EMBARC 2016-2017)	Incomplete
Completion Certificate -(EMBARC 2016-2017)	Not Available

a.

4. Select "Exit Form"

5. Complete the exit form by answering the questions provided. Please answer accurately and know that staff of RefugeeRISE will not be able to see these results.

- This can take up to 20 minutes. If you need to leave the survey, please remember to click save at the bottom of the page and return later.
- At the click submit.

The screenshot shows the 'Exit Form' page. It includes a navigation menu on the left and a main content area with the following sections:

- Name:** [Input field]
- NSP ID:** [Input field]
- Mailing Address:** Please verify that your contact information below is correct. Enter any updates as necessary.
  - \* Street Address 1: [Input field]
  - Street Address 2: [Input field]
  - \* City: [Input field]
  - \* State: [Input field]
  - \* Zip code: [Input field]
- Disclaimer:** CNCS gathers information about education and disability status to ensure opportunities to serve are provided for people of all conditions. This information will be held confidentially, and will solely be used for data analysis to assist us in ensuring we serve all Americans equally. The information you provide will not be used in any way to determine or affect any federal benefit. Your responses are required in order to successfully certify your service. Under the Rehabilitation Act (Act) information on your disability status can only be used in connection with non-discrimination and affirmative action obligations. The information will be kept confidential in accordance with the Act's provisions and the information will be used only in accordance with the Act.
- Next Steps:** The next questions address disability and serious health conditions. Your responses will ensure that our outreach and recruitment policies are reaching a wide range of individuals with physical or mental...

information to an AmeriCorps Alumni Association.

**\* Post Service Opportunities**

The Corporation for National and Community Service would like to provide you with information and resources to help you stay engaged in service and connect with educational, professional, and alumni opportunities. Please check all that apply.

- I am interested in connecting with other AmeriCorps alumni.
- I am interested in learning more about educational opportunities and how to use my education award.
- I am interested in professional development trainings, resume-writing resources, and career opportunities.
- I am interested in information about serving again through AmeriCorps or the Peace Corps
- I am not interested in this information and resources

**Certification of Service**

Please check the boxes below to agree to the following statements:

- I certify that the time I reported as program service hours is true and correct and did not include any service activities prohibited by law, regulation, or grant provision.
- I agree, by submitting this form, to provide, if asked, documentation to verify the accuracy of the information I have provided in this form.
- I understand that a knowingly false statement on this form can be punished by one or more of the following: a fine or imprisonment under 18, U.S.C.; exclusion from participation in Federal programs; forfeiture of participation in this program; or other actions authorized by the Civil Fraud Act, 38 U.S.C. 3801-3812.

**Motivations for Joining**

Question 1  
People join AmeriCorps for a variety of reasons. How much do you agree that each of the following reasons motivated you to join?

* a. To gain general skills or competencies that would be useful in school or work.	Strongly Agree <input checked="" type="radio"/>	Agree <input type="radio"/>
* b. To have a chance to work with people who share your ideals.	Strongly Agree <input type="radio"/>	Agree <input type="radio"/>
* c. To fulfill your duty as a citizen.	Strongly Agree <input checked="" type="radio"/>	Agree <input type="radio"/>
* d. To receive an education award.	Strongly Agree <input type="radio"/>	Agree <input type="radio"/>
* e. To gain direct experience in a specific career and/or future profession.	Strongly Agree <input type="radio"/>	Agree <input type="radio"/>
* f. To help in solving a community need or challenge.	Strongly Agree <input type="radio"/>	Agree <input type="radio"/>
* g. To make friends and meet people.	Strongly Agree <input type="radio"/>	Agree <input type="radio"/>
* h. To do something while also enrolled in school.	Strongly Agree <input type="radio"/>	Agree <input type="radio"/>
* i. To do something during a break in school or work.	Strongly Agree <input type="radio"/>	Agree <input type="radio"/>

**Make selections based on the questions**

When you are finished your account will no longer have surveys and exit forms available for you to click.

The screenshot shows the My AmeriCorps website interface. On the left is a red navigation menu with the following items: HOME, My AmeriCorps, Applicant Home, My Tax Statements, My Education Award, + Create Forbearance Request, My Service Letter, and Contact My AmeriCorps. The main content area features a 'Welcome' message with a placeholder box for the user's name. Below this is a paragraph of introductory text and a 'Please note' section containing a red bullet point: 'Your Member Exit Survey has been successfully submitted.' A large yellow arrow points from the right towards this notification. To the right of the welcome text is the AmeriCorps logo and the slogan 'Your World. Your Chance To Make It Better.' Below the notification is a 'My Information' section with a form containing fields for Name, Preferred Name, NSPID, SSN, SSN State, and Citizenship. At the bottom of this section is a 'Veteran/Active Duty/Military Family Status' field with the text 'I am not in the military, a veteran or a family member of someone in the U.S. Armed Forces'.