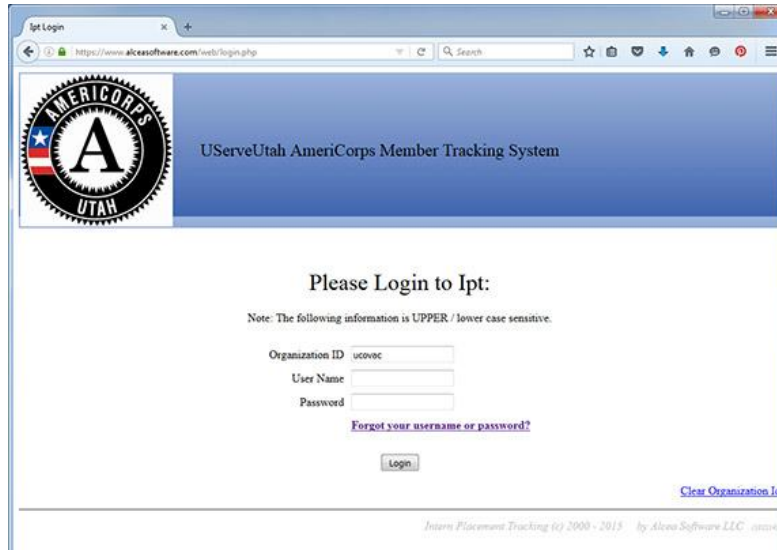


UServeUtah IPT AmeriCorps Tracking System Basic Member User Guide



Using the System

Welcome to the UServeUtah AmeriCorps Member Tracking System. If you are new to a Utah AmeriCorps program, congratulations, you are now part of a movement of over 775,000 Americans that have served as AmeriCorps members. You will use this tracking system frequently to record hours and track your AmeriCorps term progress.

Logging In

Prior to logging in the first time, you will receive an email with the following:

To access the AmeriCorps tracking system:

www.runipt.com

ORG ID: ucovac

First Time Username: ABC0101D

First Time password: ipt

Welcome to the UServeUtah AmeriCorps Member Tracking System. Please use the login information listed above to access the required forms for this program. Please bookmark the site runipt.com and our organization id: ucovac.

Federal Regulations require a unique username and password for every AmeriCorps member and supervisor. Sharing username and password information is in violation of federal regulations and may be reason for removal from the program. If you have been asked to share your username or password contact the state AmeriCorps program administrator immediately at 1-888-755-8824.

You may be receiving this message instead because your password has been reset on the Utah AmeriCorps Member Tracking System. If you did not initiate this reset, please contact your AmeriCorps Program Director as soon as possible.

After logging in for the first time, using the default Login Name and Password you will be asked to create a new Login Name and Password. These are case sensitive and must be kept confidential. Be sure to create a Login Name and Password that you can remember.

Change account login information

<p>Login Name <input type="text"/></p> <p>New Password <input type="password"/></p> <p>Confirm New Password <input type="password"/></p> <p>Password Strength ■ ■ ■ ■</p>	<p>Password Strength Requirements: A password must contain characters from 3 of the following:</p> <ul style="list-style-type: none">- Upper Case Letters- Lower Case Letters- Numbers 0 - 9- Special Characters ! % & @ # \$ ^ * , ? _ ~ <p>A password must meet the minimum length requirement:</p> <ul style="list-style-type: none">- At least 8 characters long
--	--

Please note that there are multiple IPT login URL's. If your address bar says <http://www.runiptca.com/web/login.php>, or you do not see the AmeriCorps Utah logo, you have reached the Canada IPT system and your login credentials will not work. Always use <http://www.runipt.com>

Expiring Passwords

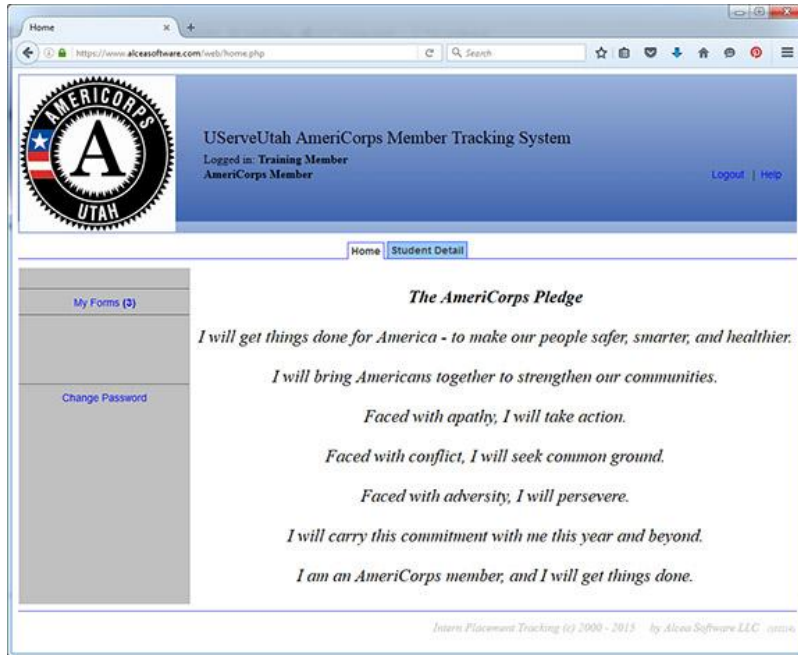
Your password will expire every 60 days. You will receive a warning from IPT six days before your password is set to expire. Once it has expired, you will receive a warning in red text. Click the "forgot password" link and follow the steps. When you are prompted to change your password, you will need to input your current password.

Home Screen

Once you have logged in, you will see your home screen. The home screen contains all of the links and tabs you will need within the tracking system throughout your time with AmeriCorps. In the heading you will notice that your name and your Login role are listed on the left. On the right are the Logout button and a help button.



Across the top of the home screen, below the heading there are two tabs: Home and Student Detail (see the student detail on the next page, to view tabs). **Home**, will bring you back to the home screen. **Student Detail** will take you to your personal information. All fields are required on the student detail page and it is your responsibility to keep this page up to date.



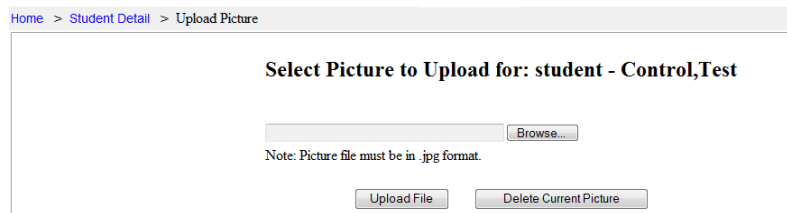
Home Screen Features

On the left side of the screen you will see two options: My Forms and Change Password. **My Forms** takes you to a list of all of the forms that have been assigned to you to complete. **Change Password** will open a page for you to create a new password. If you believe your password has been compromised you should change it immediately. Never share your password with anyone else. If you are asked to share your login information, please contact your program director immediately.

Student Detail

The first time you login, your student detail will probably look something like this. Many of the fields will be left blank. It is your responsibility as a member to input the information requested in each field. There is an option at the top left to Upload a Picture. Anyone can upload a picture but some programs may require a picture.

To upload a picture, click on the link. You will see a dialogue box which reads:
Select picture to upload for: YOUR NAME



Using the browse button, you will be able to locate an image on your computer to upload to your detail. Once you have selected the image, select upload file. To change the image, click on the link again and select Delete Current Picture.

There are three other options at the top of the detail page: Forms, Dashboard and Progress.

Forms

This link will take you to the same place as the My Forms button on the home screen. There will be a list of all of the forms that have been assigned to you. Each row is a separate form.

Home > Form List

Online Forms List For: Member Training

Hide Completed Forms

	[Template]	Batch Name	Form ID	Status	Signed	Waiting For	Schedule Date	Due Date
View	Service Hour Record	Test	✉ Training_Member	new **		Student	2012-08-06	
View	Service Hour Record	TEST FORM	✉ Training_Member	new **		Student	2012-08-20	
View	Member Service Agreement	test	✉ Training_Member	new		AmeriCorps Program Director	2012-08-06	
View	Member Service Agreement	Trial Contract	✉ Training_Member	new		AmeriCorps Program Director	2012-08-09	
View	Member Service Agreement	trial form	✉ Training_Member	new		AmeriCorps Program Director	2012-08-21	
View	Service Hour Record	July2012	✉ Training_Member	complete	12-		2012-07-26	2012-08-05

Each column designates a different part of the form. **Template** identifies which form type was assigned. **Batch Name** indicates information that

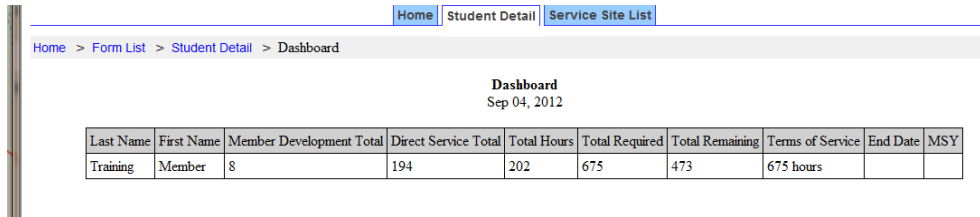
the program director wants you to know about the form. **Form ID** indicates who the form belongs to. **Status** describes whether the form is new, active, waiting for re-sign, or complete. **Signed** designates who has signed the form. A "1" means that the first person required to sign the form has signed it, this is usually the member. A "2" means that the second person required to sign the form has signed it. This is usually the site supervisor. Some programs may require more than two signatures; if this is the case for your program there will be space for additional signatures. The **Waiting For** column indicates who needs to complete the form next. The **Schedule Date** is the date that the form was sent out and the **Due Date** indicates the date the form is due. By selecting **View** next to any of the forms, you can view and/or complete the forms that are required by your program.

Once all required signatures are on a form and you no longer wish to see it in your list, you can select the box "Hide Completed Forms" at the top of your forms list. This will not erase your

forms, it will simply make it easier to see only the forms that still require signatures. You may also sort your forms list by any of the columns whose headings are in blue.

Dashboard

The dashboard is a feature of IPT which allows you to track your progress in the system for completing your AmeriCorps term.



Home > Form List > Student Detail > Dashboard

Dashboard
Sep 04, 2012

Last Name	First Name	Member Development Total	Direct Service Total	Total Hours	Total Required	Total Remaining	Terms of Service	End Date	MSY
Training	Member	8	194	202	675	473	675 hours		

Hours recorded in the dashboard reflect all hours entered into the system and may include hours that have not yet been approved. Please verify that your service hour records have all been signed and approved in order to get the most accurate reflection of your service on this dashboard.

Completion of your term requires that time and attendance record keeping be conducted by the individual who supervises the AmeriCorps member. This time and attendance record is used to document member eligibility for in-service and post-service benefits. Time and attendance records must be signed and dated both by the member and by an approved individual with oversight responsibilities for the member. Programs may differ in who the approver is and the number of required signatures.

Completing Forms

Utah AmeriCorps Enrollment/ Eligibility Verification Form

This form is the very first form you will be required to complete as part of your AmeriCorps term. Every field is required. Please complete this form as soon as you are given access to the AmeriCorps tracking system. If you are under 18 a parent or legal guardian is required to sign the form. Please use the printable version link at the bottom of the form and have a parent or guardian sign a paper version of the form. Your program director then will scan and save that form to your online member detail.

Member Service Agreement

The member service agreement is your contract with you and your AmeriCorps program. Your program director will enter all of the fields required. It is your responsibility to read and review the entire form and sign via an electronic signature, before beginning your term of service. You cannot begin counting hours until this agreement is signed. All terms must be in writing within the Member Service Agreement to be valid.

Member Service Hour Record

This is the timekeeping form used by all Utah AmeriCorps programs. Please check with your program director to determine the amount of detail required in your forms.

Only 15 minute increments should be counted, so please save your hours in the following format.

15 min = .25

45 min. = .75

30 min = .50

1 hour = 1

Please round up or down to the nearest 15 minute mark. Enter your time in the correct category as described on the form, either Member Development, Direct Service or Fund Raising.

You are required to enter time for every day. Enter a "0" in the direct service column for any day that you did not serve. You may enter your time at any point AFTER the service has been completed, before the due date. Do not enter time before you actually do that service. Early entry of time is considered to be fraud and can be grounds to terminate your AmeriCorps term. Save your work every day that you enter time.

In the daily description box, select the drop-down item that describes what you did that day in relation to your AmeriCorps service. If you did not serve that day, because it was a weekend or you aren't scheduled, please select "No Hours Served." It is required that you enter a description for every day, even if you did not serve. At the end of your service for that time period, you will submit your Service Hour Record. By selecting the submit button, you will be directed to the following dialogue box:

Day	SAVE WORK	Member Development	Direct Services	Fund Raising	Total
25	Description of Days Activities				

Sign this document by entering your name in the box below. Once you have signed here you will no longer be able to change fields in document.

SUBMIT SIGNATURE CANCEL

26					
----	--	--	--	--	--

By entering your name, you declare and affirm under penalty of perjury that the statements made herein are true and correct to the best of your knowledge, information and belief and that the time entered was completed by the member indicated on the dates indicated. You further declare that this time was spent performing allowable AmeriCorps activities.

Once you have submitted your Service Hour Record, it will go to your site supervisor for approval. If your site supervisor does not approve of your time, you will receive an email that will indicate that your service hour record signature has been cleared. You will then need to go back into that form and make appropriate revisions.

The reason the form was not approved is recorded at the bottom of the form. Once revisions are completed, re-submit the form.

Monthly Progress and Demographic Reporting Form

This form is used to record all of the narrative and demographic data that is required from the Corporation for National and Community Service, the federal agency with oversight responsibility for AmeriCorps. This information is very valuable for maintaining funding for your program. Please take this form very seriously and enter data that is accurate and paints a picture of the significant work you are doing to change your community.

The narrative portions of this form are program specific. Please be sure that you have entered the data required by your program director.

Questions about the system

If you have questions about how to use the AmeriCorps Tracking System, please contact your AmeriCorps program director. They have been trained on its use and should be able to answer your questions. If they are unable to assist you, they will contact UServeUtah to try to find the answer. You should not contact the Commission for any questions related to your term or the use of this system. All members will be directed back to their program director.