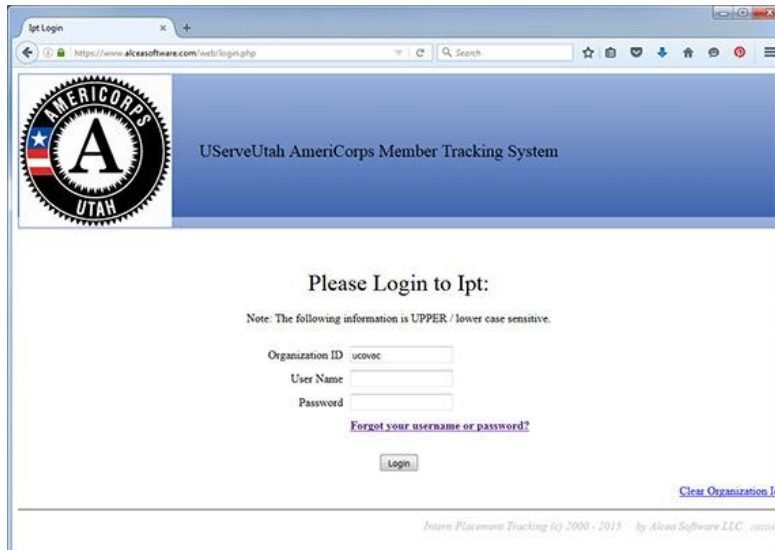


UServeUtah IPT AmeriCorps Tracking System Basic Site Supervisor User Guide



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:</p> <p>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
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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>

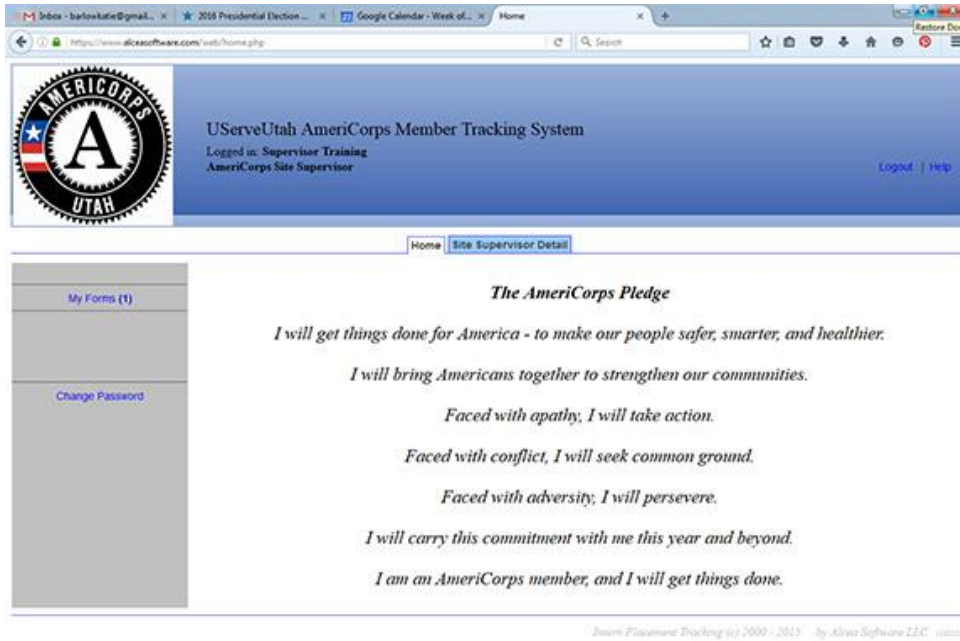
Expiring Passwords

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.

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 Site Supervisor Detail (see the site supervisor detail on the next page, to view tabs). **Home**, will bring you back to the home screen. **Site Supervisor Detail** will take you to your personal information and will show members assigned to you at the bottom under "Internship Assignments." If any fields on this page are inaccurate, please contact your program director to make changes.



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.

Site Supervisor Detail

Home > Form List > Site Supervisor Detail
[Upload Picture](#) | [Forms](#)

Site Supervisor Detail: Supervisor Training

Last Name: Phone:

First Name: Fax:

Street Address: Title:

City, State Zip:

Email:

Nonprofit
 Government Agency/School

Service Site:

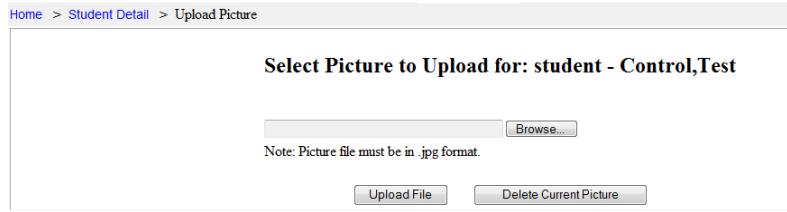
Attach AmeriCorps Site Supervisor Agreement

Internship Assignments			
Semester	Student Name	Phone Number	Student Group
view	Quarter 1 Person, Amanda	801-555-0000	Test Group
view	Quarter 1 System, Sally		Test Group
view	Quarter 1 Training, Member		Test Group

The first time you login, your site supervisor detail will probably look something like this. Many of the fields will be left blank. It is your responsibility as a site supervisor 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.

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 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

Members should 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.

Members are required to enter a "0" in the direct service column for any day that they did not serve. At the end of their service for that time period, they will submit their Service Hour Record. The member may enter time at any point AFTER the service has been completed, before the due date. They should not enter time before they actually do that service and as a site supervisor you must ensure that you are not approving hours that have not already been performed. Early entry of time is considered to be fraud and can be grounds to terminate an AmeriCorps term.

In the daily description box, members will select the drop-down item that describes what they did that day in relation to their AmeriCorps service. If they did not serve that day, because it was a weekend or weren't scheduled, they should select "No Hours Served." It is required that the member select a description for every day, even if they did not serve.

At the end of the member's service for that time period, they will submit their Service Hour Record. By selecting the submit button, you will be directed to the following dialogue box:

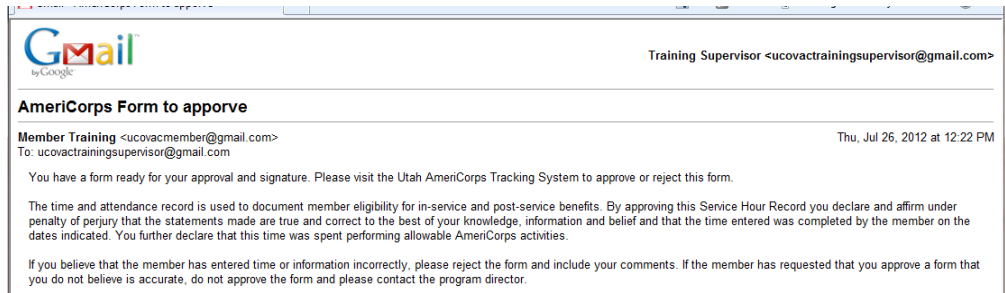
Day	SAVE WORK	Member Development	Direct Services	Fund Raising	Total
25	Description of Days Activities				

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.

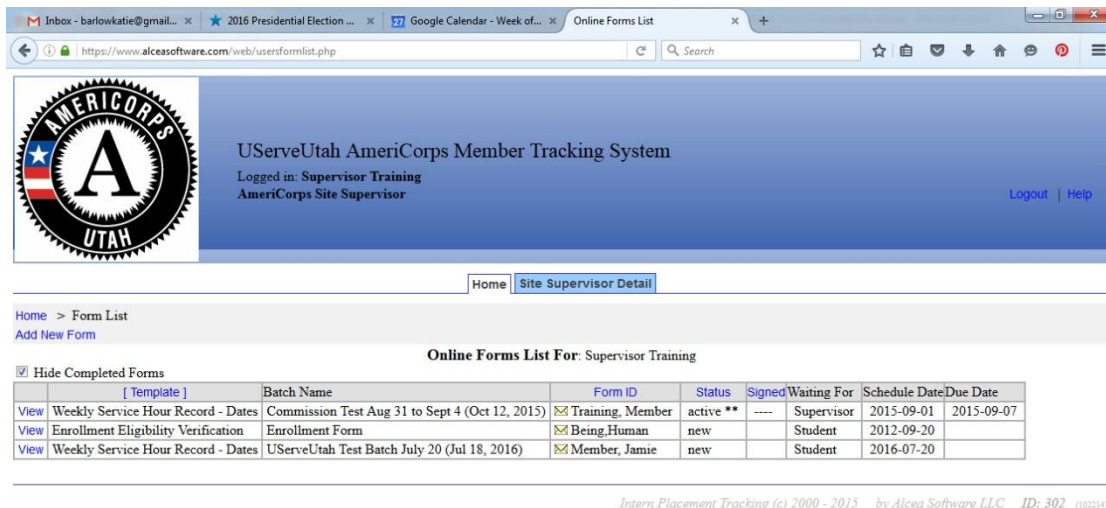
SUBMIT SIGNATURE CANCEL

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When the member enters their name, they declare and affirm under penalty of perjury that the statements made herein are true and correct to the best of their knowledge, information and belief and that the time entered was completed by the member indicated on the dates indicated. They further declare that this time was spent performing allowable AmeriCorps activities. Once they have submitted their Service Hour Record, an automated email will be sent to the site supervisor responsible for overseeing the member’s hours for approval.



When you receive this email, log in to IPT and select “My Forms.” You will be shown a list of forms that are in progress.



Select the View link to the left of the form. Look over each date on the form and check it for accuracy. Do not approve any service hour record for which you were not a direct supervisor to the member. Do not approve any service hour records that are not complete with all required fields entered. This form is a federal form and is subject to regulations regarding fraud. If the member has filed any time for which you cannot verify, you should indicate the discrepancies in the box at the bottom of the service hour record and then clear the member signature.

If you do not approve the members time, they will receive an email that will indicate that their service hour record signature has been cleared. They will need to return to that form in IPT to review the reason that you, as site supervisor did not approve the service hour record at the bottom of the form. The member can then make the corrections to the form and re-sign it. Another email will then be sent to you to approve the member’s service hour record.

When you are ready to approve the service hour record, you will select "Click to sign completed document".

29	Teaching		5		5
30	Teaching		3		3
31	Teaching		2		2
Totals			143		143

Member Electronic Signature: (Training,Member): [Training Member](#) Sep 17, 2012 12:23 PM

Supervisor Electronic Signature: (Training, #2 Supervisor): [Click to sign Completed Document](#)

Office Reviewer Signature: (Test Program Director):

Clear Student Signature [Clear](#)

Supervisor - reason signature was cleared:

Note: You must click on the SAVE button to save any information entered or changed on this page before closing or printing the page, or your information will be lost.

This will pull up a dialogue box where you will enter your full name and select submit signature.

Day	Description of Days Activities	Member Development	Direct Services	Fund Raising	Total
25					
<p>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.</p> <input type="text"/> <p>SUBMIT SIGNATURE CANCEL</p>					
28					

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.