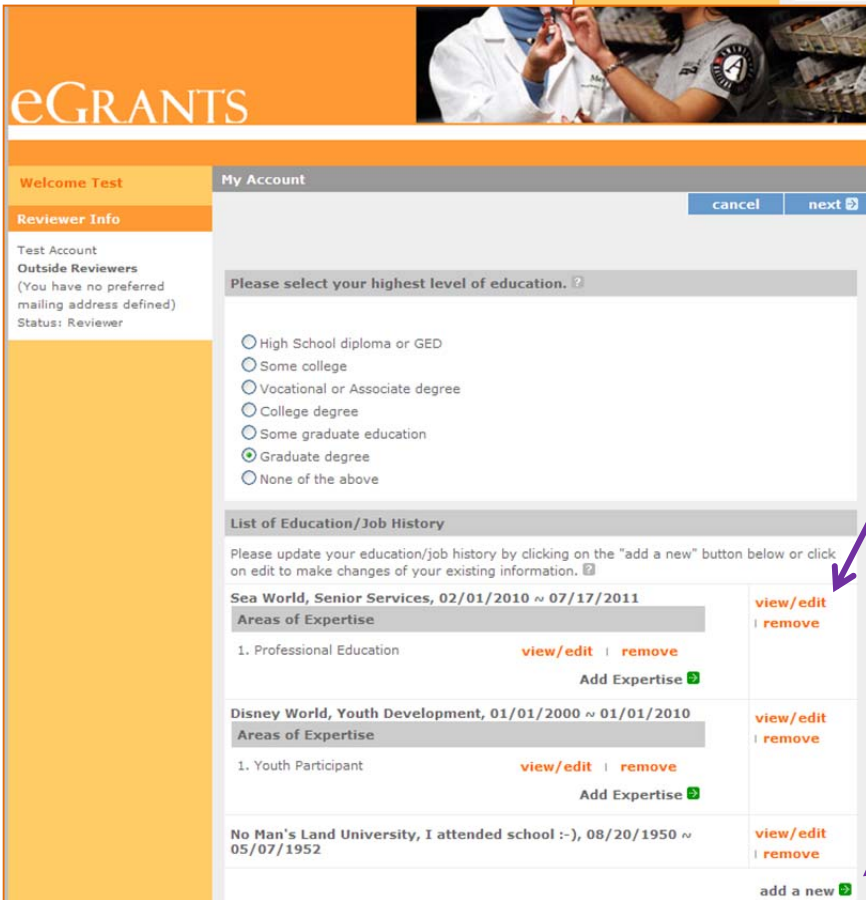


Instructions: Updating your Reviewer Profile

Once you enter eGrants, click on **My Account** at the top of the screen.

Under **Update My Resume Info...** in the lower right corner, click on **'Update My Education/Job History'**.



Update!
For each relevant education or job history entry, click on **'View/Edit'**.

To add a new entry to your employment or education history, click on **'add a new'**.

Updating your Reviewer Profile (cont.)

7/18/2011, 8:22 AM, EDT

home my account help logout

Education/Job History - Microsoft Internet Explorer provided by CNCS

Corporation for NATIONAL & COMMUNITY SERVICE eGRANTS

My Account
Education/Job History

cancel save & close

Education Job

Start Date 08 / 20 / 1950

End Date 05 / 07 / 1952

College/Employer No Man's Land University

Organization Type Higher Education

Area(s) of study/Degree/Job Description (Max: 4000 chars)

I attended school :-)

cancel save & close

08/20/1950 ~ 05/07/1952

add a new

Update!

A pop-up screen will appear for each entry. Select the radio button that applies (**Education** or **Job**) and complete the information for that entry. You will need to do this to update all previous entries (select the current start/end dates and add any relevant details for the entry.) When complete, select '**Save & Close**'.

10/5/2011, 11:21 AM, EDT

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Expertise History - Microsoft Internet Explorer provided by CNCS

Corporation for NATIONAL & COMMUNITY SERVICE eGRANTS

Become a Peer Reviewer
Expertise History

cancel save & close

Job Information

Employer: Disney World

01/01/2000 ~ 01/01/2010

Job Description: Youth Development

Select Area of Expertise

Category: HUMAN SERVICES

Expertise: HIV/AIDS

Years as a Professional 1-2 yrs

Years as a Volunteer None

cancel save & close

Areas of Expertise

1 Professional Education view/edit remove

Update!

**NOTE: this portion does not apply to your level of Education. Areas of Expertise can only be added to your Employment and Volunteer experience.*

You will then be asked to select the **Area of Expertise** under each entry as well as the years of experience, either as a professional or volunteer, for that position.

You will be allowed to enter up to four expertise areas per job/volunteer entry.

When complete, click '**Save & Close**'.

You're done!

We thank you for your cooperation in submitting this important information. We are confident that these changes will benefit the overall review process and improve your review experience in matching your qualifications with the proper applications.

We look forward to working with you in the coming review season!