

How to Submit a Great Story using OnCorps

1. Log in to your OnCorps account in the same way you do to complete your timesheets.

Welcome to Keystone SMILES AmeriCorps OnCorps Web Page

Login to OnCorps Reports
OnCorps Reports™
On task. On time. Online.

Username:

Password:

Login

Forgot your password?
Enter your e-mail address below and your login name and password will be e-mailed to you.

Email:

Send

OnCorps Reports™ 2009

2. Click on "Reporting" from the menu, then select "Submit Reports, then "Great Story."

OnCorps Reports™
On task. On time. Online.

Logged in as: AmeriCorps Mem

HOME REPORTING ▾

Home

Submit Reports

View Reports

Great Stories

3. Click on "Add a New Great Story"

The screenshot shows the OnCorps Reports website interface. At the top left is the logo "OnCorps Reports™" with the tagline "On task. On time. Online." and a magnifying glass icon. To the right, it says "Logged in as: AmeriCorps Mem". Below the logo is a navigation bar with "HOME" and "REPORTING" (with a dropdown arrow). Underneath, a breadcrumb trail reads "Home > Reporting > Submit Reports > Great Stories". The "Great Stories" section has a button labeled "Add a New Great Story" which is circled in red. At the bottom right, there are links for "Program Web Site", "Calendar", "Resources", and "Help", along with the copyright notice "©2010 Settanni+Co., Inc."

4. Enter your Title, the date, select the Quarter from the drop down menu, then enter your narrative in the box provided. (Remember: Prepare your narrative in a separate program which spells and grammar checks the text.)

The screenshot shows the "Add a New Great Story" form on the OnCorps Reports website. At the top left is the logo "OnCorps Reports™" with the tagline "On task. On time. Online." and a magnifying glass icon. To the right, it says "Welcome Danielle McGrady" with links for "view/edit profile" and "logout". Below that, it says "Logged in as: AmeriCorps Member | Keystone SMILES Community Learning Center State & Program Year: Pennsylvania | 2012-2013". The navigation bar shows "HOME" and "REPORTING" (with a dropdown arrow). A breadcrumb trail reads "Home > Reporting > Submit Reports > Great Stories". On the right, there are buttons for "Page Tools", "Help", and "Create PDF". The "Great Stories" section contains the following form fields: "Great Story Title:" followed by a text input field, "Date:" followed by a date input field with the format "(mm/dd/yyyy)", and "Reporting Period:" followed by a dropdown menu labeled "Select One". Below these fields is a large text area with the prompt "Please describe your great story here...". At the bottom of the text area, it says "8000 characters left". At the bottom of the form, there are three buttons: "Save and Attach File", "Save", and "Cancel".

5. Click "Save and Attach File," Browse for your picture, upload it, and save. You're done!