We are very pleased that you are interested in joining STEM-Corps East. STEM-Corps Eastis an AmeriCorps tutoring program that provides assistance to K-12 students who are struggling in math and science classes. Members work with classroom teachers and after school directors to help students master the NC Standard Course of Study for math and science courses. Through hands-on and problem-solving activities, tutors teach students how STEM concepts and knowledge are relevant in everyday life. The program operates during the school day and in after school programs in Pitt, Beaufort and Lenoir Counties. **To be considered for a STEM tutor position, you must complete the following step below:**

1. **Create a Profile On-Line:** If you are a first-time applicant, you will need to complete a simple registration process by creating a profile.  There are five main steps included in the profile process: Basic Information, Citizenship Information, Residence Information, Skills Information, and Username and Password set-up.  You must provide complete and accurate information for each step.

**\*NOTE –** You will be asked to provide a Zip Extension to go along with your zip code in several different places in your application. If you enter **four** 0’s in this block, and submit, the page will refresh and provide you with the correct zip extension. You will just need to select it.

You create a profile by first going to the <https://my.americorps.gov/mp/login.do>. On that page click on the link for "Apply to Serve" on the page.  Then enter the required information to complete your profile. **(Ensure that you hit the "Next" button at the bottom of the screen before proceeding to the next step, otherwise information entered will be LOST.)**

The final step in the process is the time at which you register for My AmeriCorps.  After you have completed and submitted Steps 1-4, you will receive an e-mail containing an access link.  Click on the link provided in the e-mail and it will connect you to the log-in page.  On this page, you will be asked to create a [username](https://my.americorps.gov/trust/help/applicant/Username.htm) and [password](https://my.americorps.gov/trust/help/applicant/Password_Setup.htm). Once you have completed those steps, click on the "Save" button.  You will then see your personalized homepage. **You must login and confirm within 72 hours**.

You are now registered.

1. **Submitting your Application:** The first step in applying to STEM-Corps East is to Log-in to create your application. You create an application in your My AmeriCorps portal. Sign in with your username and password. Click on “Applications” in the red menu found on the left side of the page. A “create application” link will appear on the right side of your screen. Click the link. Provide the information requested in each of the eight sections, remembering to hit the “Save” button at the bottom of each page until you reach the last page (References) where you will click “Finish Application.”

The final step in applying to STEM-Corps East is to submit your completed application to STEM-Corps East. You do this by clicking on “Search Listings” in the same red menu on the left side of your page. Scroll down to the section labeled “Quick Search.” Key in the words *STEM-Corps East* in the “Program Name” box and then click the “Search” button. You will be taken to the STEM-Corps East page. Click on “Apply Now,” complete the certifications (**don’t skip any**), and click on “Submit” at the bottom of that page. You have now applied to STEM-Corps East AmeriCorps at East Carolina University.