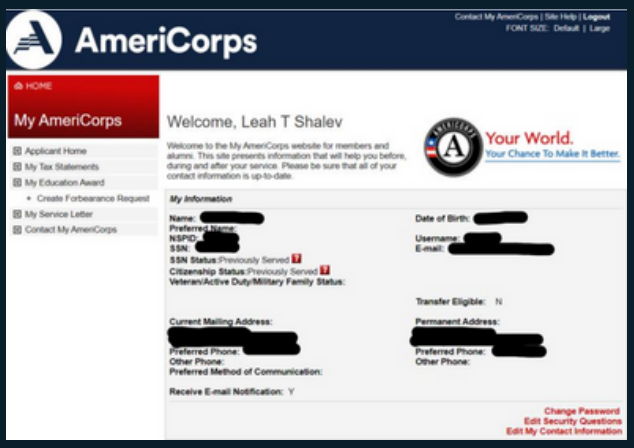
Teach For America

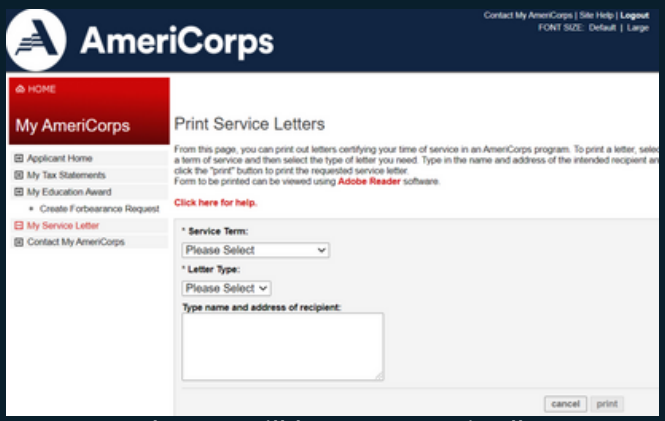
How to Access AmeriCorps Service Verification Letters

Step 1: Login to your MyAmeriCorps portal at https://my.americorps.gov/mp/login.do

Step 2: On your home screen, you should see a link for “My Service Letter” in the left sidebar.



Step 3: After clicking on the “My Service Letter” link, you should see the screen pictured below. Fill in the appropriate information in the drop down options (you should be able to select “Certification of Service” under Letter Type), and enter the name and address of the intended recipient of the letter and click “Print.”



Step 4: A letter will be automatically generated, which you can download or print for electronic or physical forwarding to the intended recipient.