LOG YOUR HOURS…

1. Go to **www.MyArmyOneSource.com** and log in.
2. Click on Volunteer Tools tab in the upper right hand corner.
3. Click on Volunteer Activity.
4. Click on the Hours button (highlighted in blue) next to your position.
5. To enter for the current month, select Day, & Add for Open Dates.
6. When you are finished entering hours, be sure to scroll to the bottom and click SAVE!
7. Historical hours may be added to ensure your volunteer service record is accurate. Please see your OPOC for assistance.

UPDATE YOUR PROFILE (EMAIL, ADDRESS, PHONE #, ETC.)…

1. Go to **www.MyArmyOneSource.com** and log in.
2. Click on Update Profile Box in upper right corner.
3. Click on Edit Profile.
4. Click on SAVE when done.

HOURS MUST BE ENTERED INTO THE SYSTEM BY THE 5TH OF THE MONTH FOR THE PREVIOUS MONTH TO ENSURE CERTIFICATION.

Updated 9/3/14

Department of Army
Volunteer Management Information System
(VMIS)

How to Guide for Volunteers

The Volunteer Management Information System (VMIS) is the Army's new online volunteer management tool located at www.MyArmyOneSource.com. The system provides a standardized system across the Army for volunteers to document their service history. It also allows for reporting of volunteer activity and statistics at the installation, region, and Department of Army levels. The system will allow you to document your entire volunteer history as you move from installation to installation. Per Army Regulation 608-1, all installation volunteers are required to register in this system and document hours by day each month.

Each organization has an Organization Point of Contact (OPOC) who manages the volunteers and hours within the system. If you don't know who your OPOC is, contact the AVCC at 396-8160. All technical issues should be addressed through the ***Chat Online*** link with Technical Support located at the top of the page.

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How do I register in the VMIS???

Follow the easy steps below to register. If you do not have an email address, see your OPOC or AVCC to register as a Non-User.

If you are not registered on the website, START HERE.

1. Go to www.MyArmyOneSource.com.
2. Click on the ***Register*** link In the upper right corner.
3. Click on ***Join Now*** and complete the registration information.
4. Click ***Continue***.
5. Verify information and click ***Register*** at the bottom right hand corner.
6. Screen will show ***"Registration is Being Processed"*** and ***"Thank You for Registering"***. You have been pre-approved and logged into the site.
7. Click ***Continue*** (returns you to homepage).
8. Click on the ***Volunteer Tools*** tab in the upper right corner.
9. Click on North Carolina (NC) on the map.
10. Click on Fort Bragg community.
11. Select an Organization Group and then the Organization, then click the Search button; OR scroll through the volunteer opportunities listed at the bottom of the page.
12. Click on the Position title (position description will open - review to ensure this is the position you are looking for).
13. Click on ***Apply*** in the right hand corner, complete any required fields, then click on ***Submit*** in the bottom right corner.

If you are registered on the website, START HERE.

1. Go to www.MyArmyOneSource.com and log in.
2. Click on the Volunteer Tools tab in the upper right corner.
3. Already a Volunteer? Click on ***Click Here*** tab.
4. Click on Fort Bragg community.
5. Select an Organization Group and then the Organization, then click the Search button; OR scroll through the volunteer opportunities listed at the bottom of the page.
6. Click on the Position title (position description will open - review to ensure this is the position you are looking for).
7. Click on ***Apply*** in the right hand corner.
8. Scroll to the bottom and click on ***Submit***.
9. The screen will return to home page.

An email will go to your Organization Point of Contact (OPOC). The OPOC will then approve or reject your application. Once approved, you may then begin to log your hours. Hours must be input by the 5th of the month for the previous month – see instructions on the back page.