

Follow the steps below to log your hours.

If you've never logged hours...

- Go to www.MyArmyOneSource.com and log in.
- Click on Volunteer Tools tab in the upper right hand corner.
- Click on Service History.
- Click on the Hours button (highlighted in blue) next to your position.
- To enter for the current month, select Day, & Add for Open Dates.
- When you are finished entering hours, be sure to scroll to the bottom and click SAVE!

If you've previously logged hours....

- Log on to www.MyArmyOneSource.com.
- Click on Log In at the top of the page.
- Click on Volunteer Tools tab in the upper right hand corner.
- Click on Service History.
- Click on the Hours button (highlighted in blue) to the right of the position you want to log hours for.
- To enter for the current month, select Day, & Add for Open Dates.
- When you are finished entering hours, be sure to scroll to the bottom and click SAVE!

Follow the steps below to update your profile.

- Go to www.MyArmyOneSource.com and log in.
- Click on Update Profile Box in upper right corner.
- Click on Edit Profile.
- 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.***



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. All installation volunteers are now required to register in this system and document hours 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 with Technical Support located at the top of the page.



How do I register in the VMIS???

Follow the easy steps below to register.

If you do not have an email address, see the AVCC to register as a Non-User.

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

- Go to www.MyArmyOneSource.com.
- Click on the Volunteer Tools tab in the upper right corner.
- Click on Online Opportunity Locator.
- Use the drop down box & select the Military Community, Fort Bragg (located under IMCOM Southeast Region).
- Use the drop down box & select the organization in which you would like to volunteer.
- Click on Search.
- Select the position you are interested in, and click on Apply at the bottom of the page. Click on the Register for this Site link on the right.
- Click here to Register Now, and complete the registration information.
- Click continue.
- Verify information and click Register at the bottom right hand corner.
- Screen will show "Registration Complete" and "Thank You for Registering". You have been pre-approved and logged into the site.
- Click continue (returns you to homepage).

If you are registered on the website, START HERE.

- Go to www.MyArmyOneSource.com and log in.
- Click on the Volunteer Tools tab in the upper right corner.
- Click on Opportunity Locator.
- Use the drop down box & select the organization in which you would like to volunteer.
- Click on Search.
- Select the position you are interested in, and click on Apply at the bottom of the page.
- Position description will open on the screen.
- Review to ensure this is the position you are looking for. Scroll to the bottom and click on Submit.
- Screen will say Volunteer Application Sent.
- Screen will say "What would you like to do next?"
- Follow instructions based on your desired goals.

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.