

# HOW TO REGISTER ON VMIS



# Volunteer Management Information System (VMIS)

This is how the Army tracks volunteers and their service.

[www.myarmyonesource.com](http://www.myarmyonesource.com)

The screenshot shows the Army OneSource website interface. At the top, there is a navigation bar with links for "Logout", "Live Chat Support", "Home", "Update Profile", and "Help". Below this is the "ARMY OneSource" logo and a search bar. A navigation menu includes "Family Programs and Services", "Child, Youth and School Services", and "Education, Careers, and Libraries". The main content area features a large image of football players with the text "What makes the ARMY STRONG?". An "ANNOUNCEMENTS" section highlights "Army advances PTSD, other cognitive research through latest partnership". A "FEATURED PROGRAMS, LINKS AND TOOLS" section includes "iSALUTE", "Money Matters Mobile", "ACTIVE ARMY", "ARMY RESERVE", and "OPERATION UNITED ASSISTANCE 2014 EBOLA OUTBREAK".

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**ARMY OneSource** Commander's Page Online Training

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Family Programs and Services Child, Youth and School Services Education, Careers, and Libraries

What makes the **ARMY STRONG?**

**ANNOUNCEMENTS**  
Army advances PTSD, other cognitive research through latest partnership  
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**FEATURED PROGRAMS, LINKS AND TOOLS**

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LEARN MORE +

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# CLICK 'REGISTER' ↓

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### What makes the

# ARMY-STRONG?



#### ANNOUNCEMENTS

**Preventing Traumatic Brain Injury in your child**

When it comes to traumatic brain injury (TBI), you can't have too much information. [Learn More...](#)

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#### FEATURED PROGRAMS, LINKS AND TOOLS



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**NOTE:** If you have a VMIS account and you're new to Carson make certain you click **'Update Profile'** to edit your info to reflect current duty station. VMIS is used Army-wide, so there is no need to re-register after each PCS. Simply **CLICK 'Update Profile'**, change contact info and detach from previous installation & attach to the new installation, this allows you to continue your volunteer work seamlessly.



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FEATURED PROGRAMS, LINKS AND TOOLS



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## Profile information

View and edit your registration profile.


### Profile Options

- View your profile**  
View your address and other registration information.
- Edit your profile**   
Update your address and other registration information.
- Email preferences**  
Update your email preferences.
- Change your password**  
Update your password to keep your account secure.



# CLICK 'JOIN NOW'—YELLOW BUTTON OR LINK

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## Register



### 1 Registration is Free and Secure - [Join Now!](#)

- Signing up is quick and easy
- Your information will not be shared - ever
- You will not receive any unwanted e-mails

### 2 Access to Resources Only Available to Registered Users

- Track and record your volunteer hours
- Take online training courses
- Browse Library Resources



# COMPLETE ALL FIELDS (\*REQUIRED FIELDS)

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[Family Programs and Services](#) | [Health Care](#) | [Soldier and Family Housing](#) | [Child, Youth and School Services](#) | [Education, Careers, and Libraries](#) | [Recreation, Travel and BOSS](#) | [Communities and Marketplace](#) | [Community Support](#)

## Site Registration

Register for this site.

**Registration Form**

\* First Name

\* Last Name

\* User Name

\* Password

\* Confirm Password

\* Email

Address

Address cont.

\* City or Town

State



# CONTINUE TO COMPLETE ALL FIELDS

UNCLASSIFIED

Home - Canva | Race for the Cure | ACS-Volunteer | (8) Fort Carson Army Commu... | Registration: Update Profile

https://www.myarmyonesource.com/skins/aos2/display.aspx?ModuleID=aba02c03-9648-4334-acf5-c6a7b6bde25&action=update\_profile&Mode=Use

\* First Name

\* Last Name

\* Email

Address

Address cont.

\* City or Town

State

Zip or Postal Code

Country

\* Military Community Affiliation

\* Proximity to Nearest Installation

\* Component

\* Disposition

\* Age Range

- Fort Carson
- USAG Alaska - Greely
- USAG Alaska - Wainwright
- USAG Camp Casey
- USAG Daegu
- USAG Hawaii
- USAG Humphreys
- USAG Japan - Camp Zama
- USAG Japan - Torii Station
- USAG Yongsan
- IMCOM R
- Camp Parks - US Army Combat Support Training Center
- Dix/Devens
- Fort Bliss
- Fort Bragg
- Fort Buchanan
- Fort Campbell
- Fort Carson
- Fort Drum
- Fort Hood
- Fort Irwin

35 to 44

45 to 54

55 and older

Login Information

Last Login Date 9/11/2019 10:20 AM

Quick Links | My AOS Links | My Preferences

Type here to search

11:26 AM 9/11/2019



Select Fort Carson under 'Military Community Affiliation'





\* Password

\* Confirm Password

\* Email

Address

Address cont.

\* City or Town

State

Zip or Postal Code

Country


\* Military Community Affiliation

\* Proximity to Nearest Installation  0 - 14 miles  
 15 - 24 miles  
 25+ miles

\* Component  Active  
 Guard  
 Reserve  
 N/A

\* Disposition  Soldier  
 Family Member  
 Retiree  
 DoD Civilian

 **Your Current Duty Station**

 **Component—is asking about your Soldier (or Self if you are Active Duty)**

 **Disposition—is asking about you/registrant**



# WHAT HAPPENS AFTER I REGISTER ON VMIS?

You will 'CLICK' on the VOLUNTEER TOOLS tab to do the following:

- Apply for Volunteer Opportunities
- Enter/Maintain Volunteer Hours
- Input/Upload Awards, Trainings and Orientation
- Apply for/Add Volunteer Service Positions
- Enter and Maintain Work History





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## What makes the ARMY STRONG?



### ANNOUNCEMENTS

**Preventing Traumatic Brain Injury in your child**

When it comes to traumatic brain injury (TBI), you can't have too much information. [Learn More...](#)

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### FEATURED PROGRAMS, LINKS AND TOOLS



**When you log in, the system will default to this screen highlighting (in gold) the 'VOLUNTEER OPPORTUNITIES' tab. This is how/where you apply for your volunteer position.**

**See filters below:**

Pull down each drop down menu and set the filters

**Volunteer Opportunities**

The Volunteer Opportunity displays available volunteer positions for a selected community. Volunteer positions may be viewed, printed, or applied for by the logged in registered user.

← **Back to Map**

Community  
Type in your community search or click arrow to view all  
---Fort Carson

Organization Group  
All

Organization  
All

Select State/Region  
All

Postal Code (i.e. 99999 or A1B 2C3)

**Search** **Clear Search Filters**

Position	Organization	Community	City	State/Region
----------	--------------	-----------	------	--------------

**If you're attached (Military Community Affiliation) to Fort Carson, this will populate when you log in. If you are not at Fort Carson, then you will need to 'Update Profile.'**

**NOTE: Do not enter the postal code**

**Click Search, then scroll down**





Community  
Type in your community search or click arrow to view all

----Fort Carson

Organization Group

FRG

Organization

FRG: 4ID, 1BCT, 4th BSB, A Co.

Select State/Region

All

Postal Code (i.e. 99999 or A1B 2C3)

Search

Clear Search Filters

If you leave this filter on 'All' it will bring up every volunteer opportunity on post, to include 'Fort Carson: Operation Good Samaritan', (for all off post, non profit orgs) for you to select.

Scroll down to select the position you are applying for, click the active link—see below:

## Volunteer Opportunities

Position	Organization	Community	City	State/Region
<a href="#">Activities Coordinator</a>	FRG: 4ID, 1BCT, 4th BSB, A Co.	Fort Carson	Fort Carson	Colorado, United States
<a href="#">Care Team Additional Family Support Member</a>	FRG: 4ID, 1BCT, 4th BSB, A Co.	Fort Carson	Fort Carson	Colorado, United States
<a href="#">Care Team Call Support Member</a>	FRG: 4ID, 1BCT, 4th BSB, A Co.	Fort Carson	Fort Carson	Colorado, United States
<a href="#">Care Team Childcare Support Member</a>	FRG: 4ID, 1BCT, 4th BSB, A Co.	Fort Carson	Fort Carson	Colorado, United States
<a href="#">Care Team Home Care Assistance</a>	FRG: 4ID, 1BCT, 4th BSB, A Co.	Fort Carson	Fort Carson	Colorado, United States



# Volunteer Opportunities

[← Back to Map](#)

The Volunteer Opportunity displays available volunteer positions for a selected community. Volunteer positions may be viewed, printed, or applied for by the logged in registered user.

[Cancel](#) **Activities Coordinator**

[Apply](#)

Posted 9/2/2009

Community Fort Carson

Organization 4ID, 1BCT, 4th BSB, A Co.

Position Type Permanent Job

Purpose Unspecified

Position Summary Provides personal contact to keep FRG spouses informed

- Duties
- Solicit ideas, interests through newsletter, at coffees and newcomer orientations and at pre-deployment briefings
  - Coordinate location, date, and time with FRG leadership.
  - Establish committees for each activity.
  - Recruit other workers through all publicity channels and motivate them.
  - Be familiar with the unit training schedule (timing is essential).
  - Coordinate financial needs with treasurer and FRG leadership



# HOW TO LOG VOLUNTEERS HOURS



# WHEN YOU LOG IN--CLICK 'VOLUNTEER TOOLS'

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# Volunteer Tools

## Access Role Selector

AVC Volunteer ▾

- Volunteer Opportunities
- Volunteer Coordinators
- Volunteer Activity**
- Service Record (VSR)
- Annual Summary
- Profile
- Hours History
- Application History

## Volunteer Activity

← Back to Map

Log your volunteer hours and manage your volunteer trainings, awards, and other volunteer services.

### Open Services – Current Army volunteer positions

### Closed AVC Services – Past Army volunteer positions

Started ▾	Position	Organization	Status	Total Hours	
02/22/2013	<a href="#">Lay Eucharistic Minister (Catholic services)</a>	Fort Carson Catholic Services	Finished	23.00	<a href="#">Hours</a>
01/06/2008	<a href="#">Altar Server/Acolyte (Catholic services)</a>	Fort Carson Catholic Services	Finished	191.00	<a href="#">Hours</a>
01/06/2008	<a href="#">Usher / Greeters</a>	Fort Carson Catholic-Ushers/Greeters	Finished	70.00	<a href="#">Hours</a>
10/01/2006	<a href="#">ACS Volunteer Program Manager</a>	Adminstrative	Finished	120.00	<a href="#">Hours</a>
Total Submitted and Certified Hours (day and period)				404.00	

Click on link to enter hours



# SEE 'VOLUNTEER ACTIVITY' TAB



Volunteer Opportunities | Volunteer Coordinators | **Volunteer Activity** | Service Record (VSR) | Annual Summary | Profile | Hours History | Application History

## Volunteer Activity

Log your volunteer hours and manage your volunteer trainings, awards, and other volunteer services.

[← Back to Map](#)

**Enter hours under:**

[Add For Open Dates](#) [Add For Day](#) ~~[Add For Period](#)~~ [Return](#)

**Do not enter hours under 'Add for Period'**



## WHAT HAPPENS NOW?

You've registered on VMIS and you've applied for the position you will hold with the organization/unit/agency you are volunteering with--

### What happens next:

- The organization/unit/agency Organization Point of Contact (OPOC)/volunteer coordinator, needs to accept your online application before you can enter any hours.
- Typically, a front-end conversation takes place between the prospective volunteer and the organization/unit/agency to first determine if they will pick you up as a volunteer and in what capacity. Then apply for the position with the organization/unit/agency.
- Once you've registered and applied on VMIS follow up with the OPOC/Volunteer Coordinator of the organization/unit/agency.
- The organization/unit/agency OPOC does receive an email alert notifying them of the application you submitted. This alert includes your name and contact info.

