



# Volunteer Management Information System (VMIS)



**Volunteer Training** 



Our mission is to provide Soldiers, Civilians and their Families with a quality of life commensurate with the quality of their service.

We are the Army's Home



## **Volunteer Tools**



# Agenda

- Registering as an Army OneSource member
- Searching for volunteer opportunities
- Applying for a volunteer position
- Submitting your volunteer hours
- Updating your volunteer service history

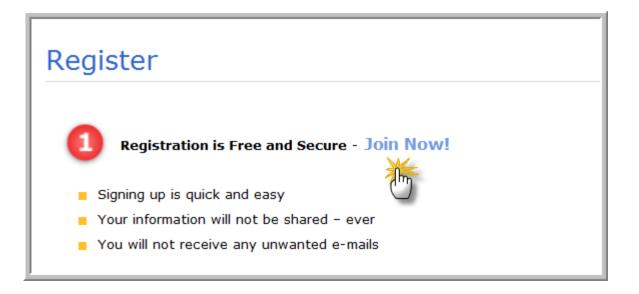


## **Register on Army OneSource**



- 1. Access http://www.myarmyonesource.com.
- 2. Click **Register** located in the black bar at upper right hand corner for your window.
- 3. Click **Join Now** to begin the registration process.



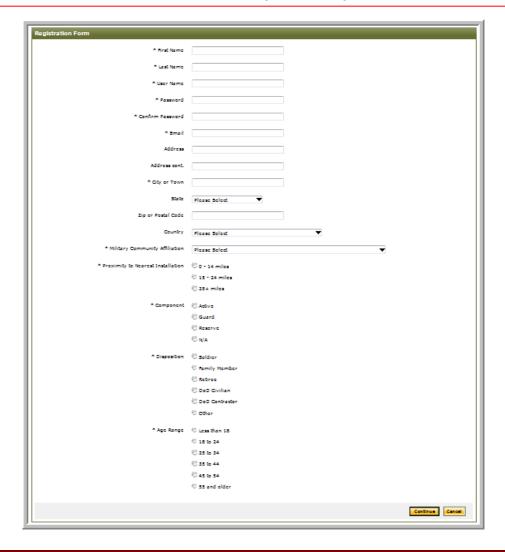




# **Site Registration Form**



- 1. Complete the registration form. Required fields are noted with an asterisk (\*). Your username cannot be changed later. Select a nearby Military Community from the list.
- 2. Click the **Continue** button located at the bottom right of the registration form.

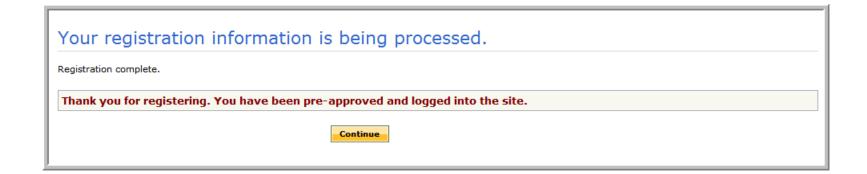




# **Completing the Site Registration**



- 1. Verify your site registration
- 2. Click the **Register** button.
- 3. After receiving your pre-approval message, click the **Continue** button.
- 4. You will be successfully logged in.



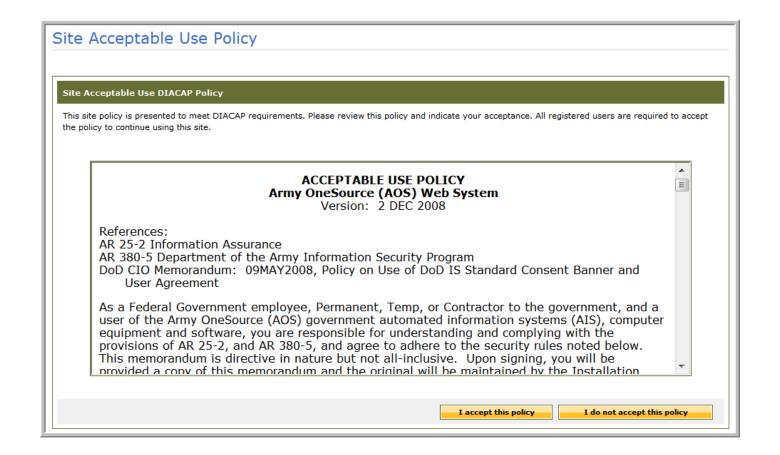




## **Site Acceptance Policy**



- 1. The next time you log in, a Site Acceptable Use Policy will be displayed.
  - If you agree, click the I accept this policy button.
  - If is do not agree, click the I do not accept this policy button.





## **Volunteer Tools Button**



- 1. Access http://www.myarmyonesource.com.
- 2. Login is not required to search for Volunteer positions.
- 3. Click the Volunteer Tools button located at the upper right of the window.





# **Continental US (CONUS) Volunteer Map**



- 1. To search for volunteer positions, click on the state's name or area.
- 2. Click **Switch to OCONUS** to view the Outside Continental U.S. map.





## **OCONUS Volunteer Map**



- 1. To search for volunteer positions, click on the country, state, or region's name or dot.
- 2. Click **Switch CONUS** to view the Continental U.S. map.





# **Selecting a Community**



- 1. To search for volunteer positions in your region, select a Community from the list.
- 2. To contact a Volunteer Coordinator, note the phone number for that Community.

