# HOW TO REGISTER ON VMIS









## Volunteer Management Information System (VMIS) This is how the Army tracks volunteers and their service.

www.myarmyonesource.com









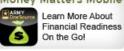
### CLICK 'REGISTER'







Money Matters Mobile







OPERATION UNITED ASSISTANCE 2014 EBOLA OUTBREAK







**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.











Rectangular Snip

### 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**



### Register



- 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
- Access to Resources Only Available to Registered Users
- Track and record your volunteer hours
- Take online training courses
- Browse Library Resources

JOIN NOW!







### **COMPLETE ALL FIELDS (\*REQUIRED FIELDS)**



### Site Registration

Register for this site.

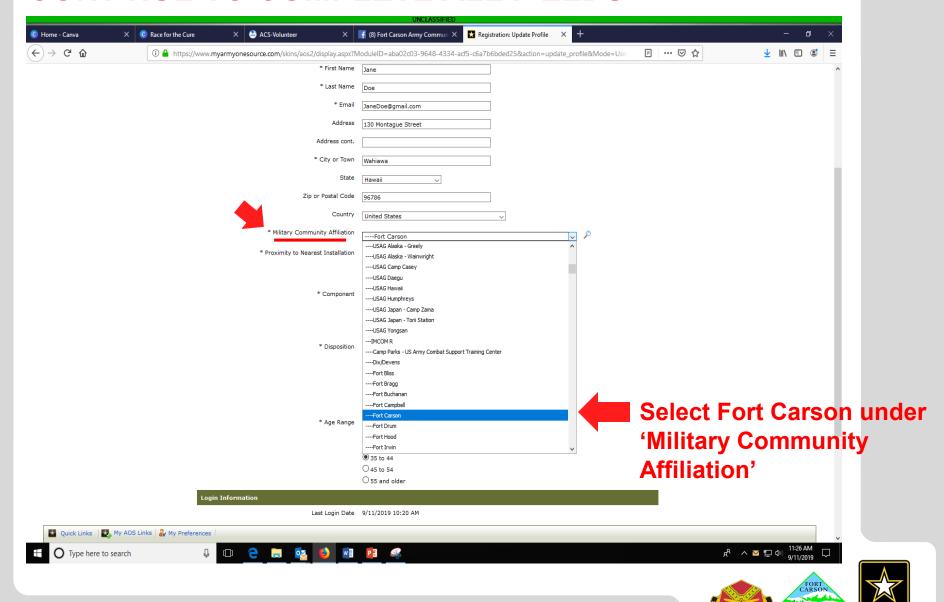
Registration Form	
* First Name	
* Last Name	
* User Name	
* Password	
* Confirm Password	
* Email	
Address	
Address cont.	
* City or Town	
State	Please Select V







### **CONTINUE TO COMPLETE ALL FIELDS**









## WHAT HAPPENS AFTER I REGISTER ON VMIS?

You will 'CLICK' on the <u>VOLUNTEER TOOLS</u> 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









#### FEATURED PROGRAMS, LINKS AND TOOLS











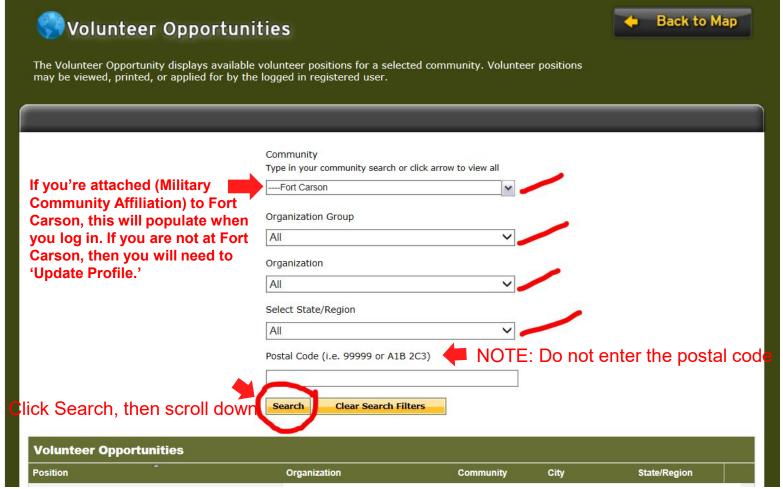






When you log in, the system will default to this screen highlighting (in gold) the 'VOLUNTEER OPPORTUNITIES' tab. This is how/where you apply for your volunteer position.

See filters below:









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:

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)	
Autoritis 130	

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







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Service Record (VSR) Annual Summary

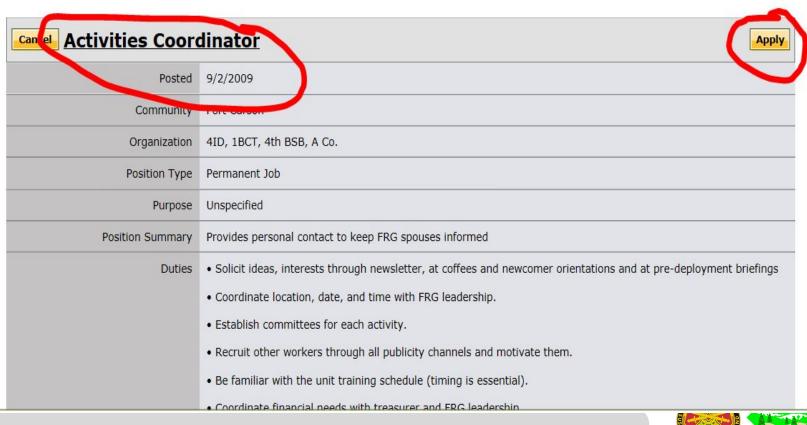
Profile

History





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.









### HOW TO LOG VOLUNTEERS HOURS









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





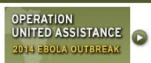










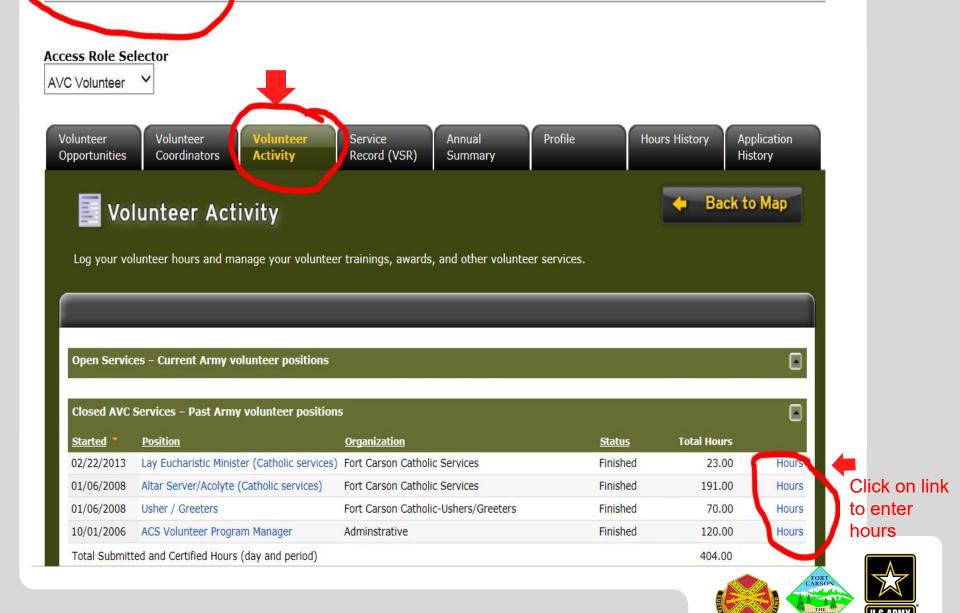








### Volunteer Tools



### **SEE 'VOLUNTEER ACTIVITY' TAB**



### **Enter hours under:**



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.

