



**Volunteer  
Management  
Information System  
(VMIS)**



**Fort Carson  
ACS Army  
Volunteer Corps  
Website**

# Fort Carson Volunteer VMIS Quick User Guide

Your quick guide to tracking your  
volunteer hours and building your official  
volunteer record!

<https://vmis.armyfamilywebportal.com>

## Questions?

**Army Community Service  
Army Volunteer Corps (AVC)  
1517 Ellis Street, Building 1201  
Fort Carson, Colorado 80913  
719-526-1082/8303**

**Like us on Facebook at Ft Carson AVC**



# Where to start...

## REGISTRATION

Enter and confirm your email address

Enter and confirm your password

Passwords are case-sensitive and must contain

- \* At least 15 characters
- \* At least 2 special characters
- \* At least 2 numbers
- \* At least 2 upper case letters
- \* At least 2 lower case letters

Once you've logged in, build your profile. Complete each section and Save.

Go to the menu button, select Volunteer Management Information System

## TRANSITION YOUR LEGACY ACCOUNT

Using your username from VMIS in MyArmyOneSource, go to <https://vmis.armyfamilywebportal.com> and click "transition your account".

Check your email for the verification email and follow the link to create your account.

Once you've finished registering, return to your inbox for a 2nd email verification.

Return to <https://vmis.armyfamilywebportal.com> and log in!

# Once inside...

## VOLUNTEER DASHBOARD

**Service Log:** Log and track your hours.

**Applications:** View all of your applications in VMIS.

**Opportunities:** *Your starting point!*

View all volunteer opportunities in the community

**Records:** Enter all volunteer awards & special recognitions, trainings, and orientations here. View background checks status and volunteer documents here.

**Service History:** View your volunteer positions and annual hours. Download your DA Form 4713, **Daily Service Record** and DA Form 4162, **Volunteer Service Record**

## VOLUNTEER HOURS

Click on Service Log

Select correct volunteer position

Click on the date to enter volunteer hours

Use the series of pull downs to enter hours and minutes

Enter your volunteer duties for that day in the Submitter Note

Attach photos, documents, social media posts in the attachments

Click submit!

## CAC ACCESS

When using your @army.mil email address in VMIS, you can use your CAC to log in. Complete your first log in and your profile, then log out. Log in, click on your name in the top right corner, select Account Management and enable your CAC access.

## PASSWORD

Users will reset passwords every 60 days. You can request a reset on the log in page or access Account Management to reset your password.