How do I log my hours???

Follow these steps to log your hours.

- Log on to **www.MyArmyOneSource.com**
- Click on **Log In** at the top of the page.
- Click on **Family Programs & Services.**
- Place the cursor on **Volunteering** and then click on **Volunteer Management Information System** to the right.
- Click on **AVC Volunteer** located at the top right on the screen, below the site banner.
- Click on **Service History.**
- Click on **Hours**, located at the far right of each position you are registered for.
- To enter for the current month, select **Day**, and then **Add for Open Dates**.
- To enter historical hours, select **Period**, and then **Add for Period**.
- When you are finished entering hours, be sure to scroll to the bottom and click on **Save**.

HOURS MUST BE SUBMITTED BY THE 5 TH OF THE MONTH TO ENSURE CERTIFICATION BY THE 15TH. Historical hours input for previous months must still be certified by the OPOC. Please inform your OPOC when these hours are input.

Please contact your OPOC for assistance. All technical issues should be addressed thru the "Feedback" located in the Support Quick Link at the bottom of the page. If you don't know who your OPOC is, contact the AVCC at 396-8160.

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. 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 on the site and document hours.

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.

- Log on to www.MyArmyOneSource.com
- Click on **Family Programs & Services.**
- Click on **Volunteering.**
- Click on **Online Opportunity Locator.**
- Use the drop down box & select the **Military Community**, Fort Bragg (located under 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 then click on **Apply** at the bottom of the page. Click on **Register For This Site** link on the right.
- Click here to register now.
- Complete the registration information.
- Click **Continue**.
- Verify information, 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.

- Click on **Family Programs & Services.**
- Click on **Volunteering.**
- Click on **Online Opportunity Locator.**
- Use the drop down box & select the **Military Community**, Fort Bragg (located under Southeast Region)
- Use the drop down box & select **Organization** in which you would like to volunteer.
- Click on **Search.**
- Select the position you are interested in, and then click on **Apply** at the bottom of the page.
- Position description will open on the screen.
- 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 steps.

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 log your hours. Hours must be input by the 5th of the month for the previous month - see instructions on the back page.