

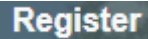


HOW – TO GUIDE for volunteers Volunteer Management Information System (VMIS)


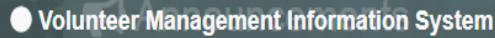


Open up your internet browser & go to www.ArmyFamilyWebPortal.com


Register (for 1st time users):


1. Click on “Register” (Upper right hand corner) 
2. Complete registration information (Email & Password)
3. Verify information & then click “Register”
4. Screen will show “Thank you for signing up” (which will trigger for an email to be sent out)
5. You will need to verify your email and then you will be able to Log In

Access the VMIS site/Logon to:


1. Click on “Log In” 
2. Enter in your Email & Password
3. Click on the three lines (Upper left hand corner)
4. Click “Volunteer Management Information System” (VMIS) 
5. Click on “Log In” (This should prompt an automatic login)
6. This should open up VMIS at the “Dashboard”

Apply for Volunteer Position (Once Registered or Logged In)

1. Under “Volunteer” (on the left hand side), Click on “Opportunities”
2. You should now be able to type in keywords to find positions
 - a. click on "Filters" 
 - b. search for your desired organization under "Organization"
 - c. click "ok"
 - d. see example ----->

3. Select a position you are interested in
4. The position description will open up
5. If you want to apply, simply click “Apply” 
6. After you click “Apply”, the “Volunteer Application” will come up
7. Verify your information and click “Apply”
8. After submitting a message will pop up saying “Application Received”
9. A notification will be sent out to the Organization Point of Contact (OPOC), and they must approve or deny your application in VMIS in order for you to be able to begin logging any hours

Log in your hours

1. Click on “Service Log” under the “Volunteer” section
2. Here a calendar along with all of the positions you applied (& got approved for) will appear
3. Select under “Position” which Organization you are wanting to input hours for
4. To input hours for the current month, find the correct date and double click on it
5. “Enter daily hours” will pop up, enter in your hours and a description (if applicable) or attachments
 - a. OR
6. To input hours in a lump sum for an entire month, select “Period Hours” (above the calendar on the left hand side) 
7. “Enter Period Hours” will pop up, enter in your hours and a description (if applicable) or attachments
8. Click “Submit” and a notification will be sent out to the OPOC, where they will either approve or deny your hours