

VOLUNTEER MANAGEMENT INFORMATION SYSTEM (VMIS) QUICK START GUIDE

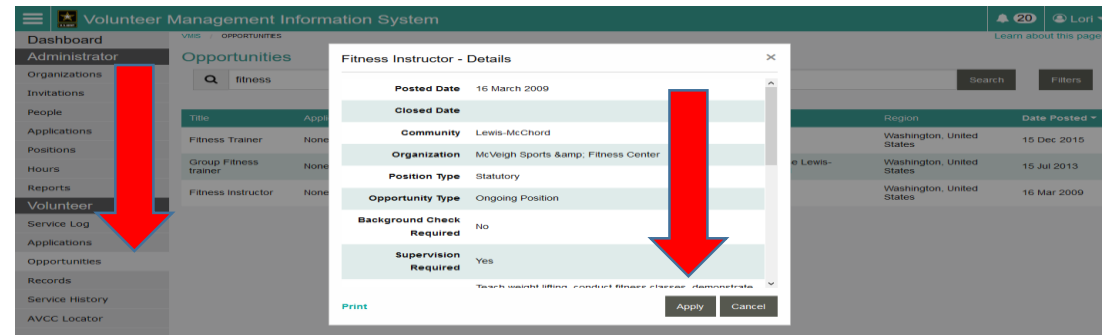
STEP 1 – REGISTER (for 1st TIME USERS)

1. Go to vmis.armyfamilywebportal.com
2. Click 'Register an account and enter required information / select Register to finish.
 - a. An automated email will be sent to the email entered in Step 2 with a link and a token number.
 - b. Select the link in the email to verify the account
 - c. On the page that appears, enter the email address and the token number
 - d. Select Verify Email
 - e. Once you've successfully registered you may use the mobile VMIS website @ <https://m.vmis.armyfamilywebportal.com/>



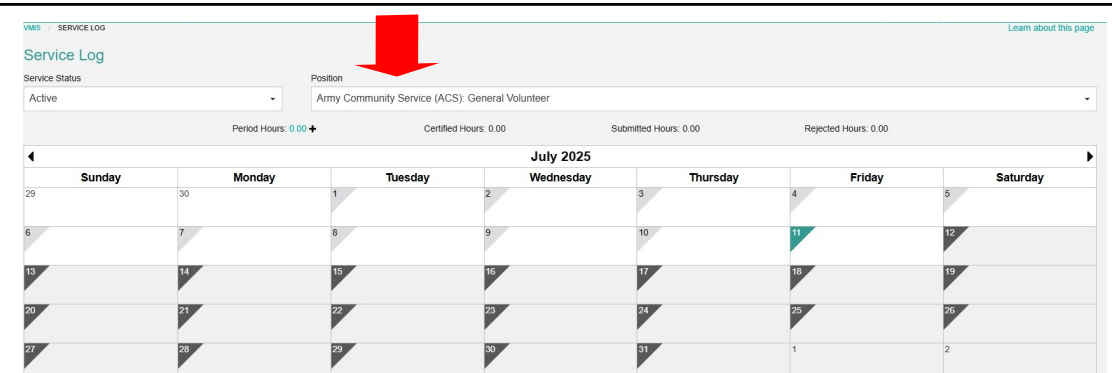
STEP 2 – SEEK OPPORTUNITIES

1. Select Opportunities on the left-hand Dashboard.
2. Use the 'SEARCH' box at the top of the page to search for opportunities using the Title or FILTER using Community, Organization Group, or Organization.
3. Select the position, view the details and APPLY
4. The Organization Point of Contact (OPOC) must approve your application before you can begin logging volunteer hours.
5. Follow-up with contact to the volunteer organization.



STEP 3 – LOG YOUR HOURS

1. Select Service Log on the left hand dashboard.
2. Select the position you are entering hours for. (You must have applied to and been accepted to a position prior to logging hours.
3. Click on the date you would like to log the hours for and enter the hours and note if you need to specify how you spent the time. Alternatively, you may also enter your time under period hours (please attach memo certifying you have served the hours for that period of time).
4. Enter the hours volunteered, with a 0.25-hour minimum. Your hours will automatically be submitted upon entry.



For more information, contact the Army Volunteer Corps Coordinator – USAGFS-HAAF_ACS_AVC@army.mil