

# Volunteer Management Information System

Volunteer Management Information System Mobile |  
Version 1

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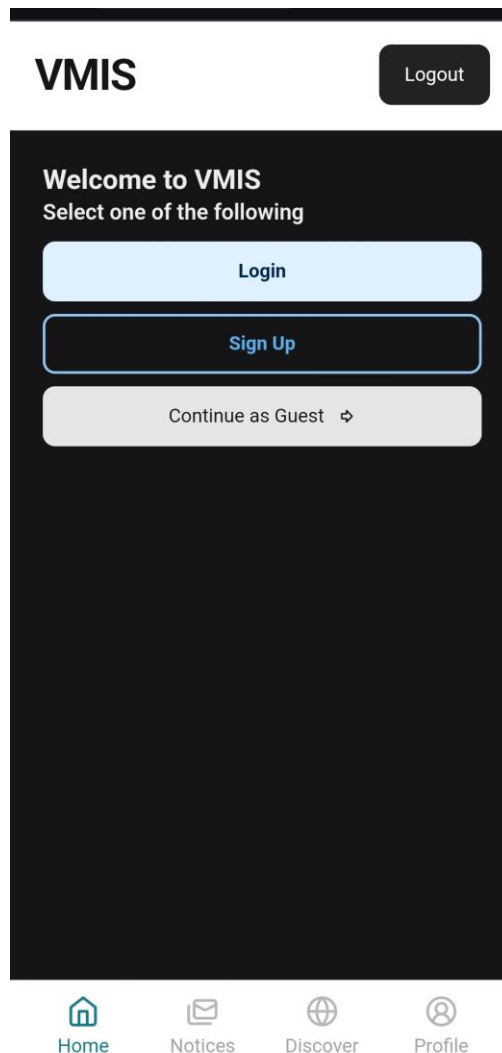
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# 1.0 - Welcome to VMIS Mobile

Welcome to the **Volunteer Management Information System (VMIS) Mobile**. VMIS Mobile is a web application that allows volunteers within the military community to find and apply for volunteer opportunities, record and track their volunteer hours, and manage their volunteer service record from their mobile device.

To access VMIS Mobile, visit the following website: <https://m.vmis.armyfamilywebportal.com/>



*VMIS Mobile Log in*

## 1.1 - Glossary

The following abbreviations are helpful to know as you are going through this guide:

- ▶ **OPOC: Organization Point of Contact** – Person in charge of a particular volunteer organization who typically approves volunteer applications and certifies or rejects volunteer hours within that organization.
- ▶ **AVC: Army Volunteer Corps** – Army Community Service (ACS) program that organizes and facilitates Army volunteering.
- ▶ **AVCC: Army Volunteer Corps Coordinator** – Person who runs a volunteer program at a garrison and manages one or more OPOCs.
- ▶ **VMIS: Volunteer Management Information System** – Web application that allows volunteers within the military community to find and apply for volunteer opportunities, record and track their volunteer hours, and manage their volunteer service record.

## 1.2 - Register for VMIS

Creating an **AFWP Account** is required to log in and use VMIS Mobile as a Volunteer. For more information about AFWP Accounts, see **Section 1.2.1 – Army Family Web Portal & AFWP Accounts**.

To create an AFWP Account and register for VMIS:

1. Select **Sign Up** on the **VMIS Home Page**.
2. Enter the required information into the **following data fields**:
  - *Email(Username)*
  - *Password(Password), Confirm Password(Password)*

**Note:** Passwords are case-sensitive and require a minimum of 15 characters, including at least 2 of each of the following: **uppercase letters, lowercase letters, numbers, and special characters (@!#\$%^+=).**

3. Select **Register** to finish creating an AFWP Account.

### 1.2.1 - Single Sign-On (SSO)

An **AFWP Account** is used to log in to VMIS, through the **Single Sign-On (SSO)** feature. This feature allows users to provide the same email and password as their AFWP Account when logging in to VMIS, reducing the number of usernames and passwords to remember between systems without any compromises of security.

Refer to Error! Reference source not found. for more information on creating an AFWP Account to log in to VMIS.

**Tip:** If you have ever created an **AFWP Account** for a different ACS system, you can log in to VMIS using the same credentials as those systems. See Error! Reference source not found..

Army Family Web Portal: Login

[Back](#)

Welcome to the AFWP Login page! Provide your AFWP email and password to access the suite of AFWP systems (for example, ARC and VMIS). For more information, FAQs, and access to the Help Desk, visit the [AFWP Resource Center](#).

**Enter your Email and Password**

[Don't have an account? Register here.](#)

Email:

Password:

[LOGIN](#) [Clear](#)

[Forgot your password?](#)

**ATTENTION:** When you are finished using all of your AFWP authenticated applications, please log out of this system and exit your browser to ensure you do not leave any of your applications open to other users of this machine.

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. At any time, the USG may inspect and seize data stored on this IS.

Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.

Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work products are private and confidential. See User Agreement for details.

Use of this system constitutes consent to monitoring for all lawful purposes.

By clicking the Login button, you agree to comply with the Terms of Use agreement.

Single Sign-On Login Page

### 1.2.2 - Army Family Web Portal (AFWP) & AFWP Accounts

The **Army Family Web Portal (AFWP)** is an online hub for Army Community Service (ACS). VMIS users can create an **AFWP Account** and use it to **log in to VMIS** and other permitted ACS systems.

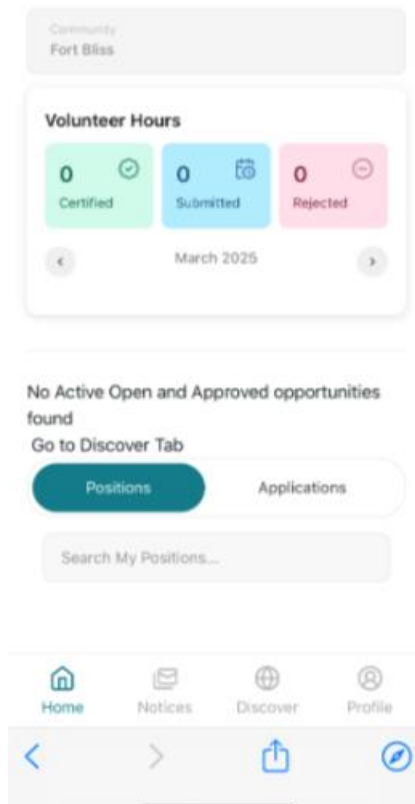
To create an **AFWP Account** that can be used to log in to VMIS, visit the following website: <https://www.armyfamilywebportal.com/>.

### 1.2.3 - Log In to VMIS

1. Select **Log In** from the **VMIS Home Page**.
2. Enter a valid, registered Username(**Email**) and **Password** into the respective fields on the Log In page.
3. Select **Log In**.
4. When you log in for the first time, you will need to create your **Volunteer Profile**. To do so, enter the required information into the **following data fields**:
  - *First Name, Middle Initial (optional), Last Name, Date of Birth, Military Community, Branch, Component, Disposition(s), Preferred Contact Method, Volunteer Email, Primary Phone, Secondary Phone (optional), Work Experience (optional), Volunteer Experience (optional), and Special Skills, Interests, and Hobbies (optional).*
5. Select **Save** to complete the Volunteer Profile and proceed to the **Volunteer Dashboard**.

## 2.0 - VMIS Mobile Home Page

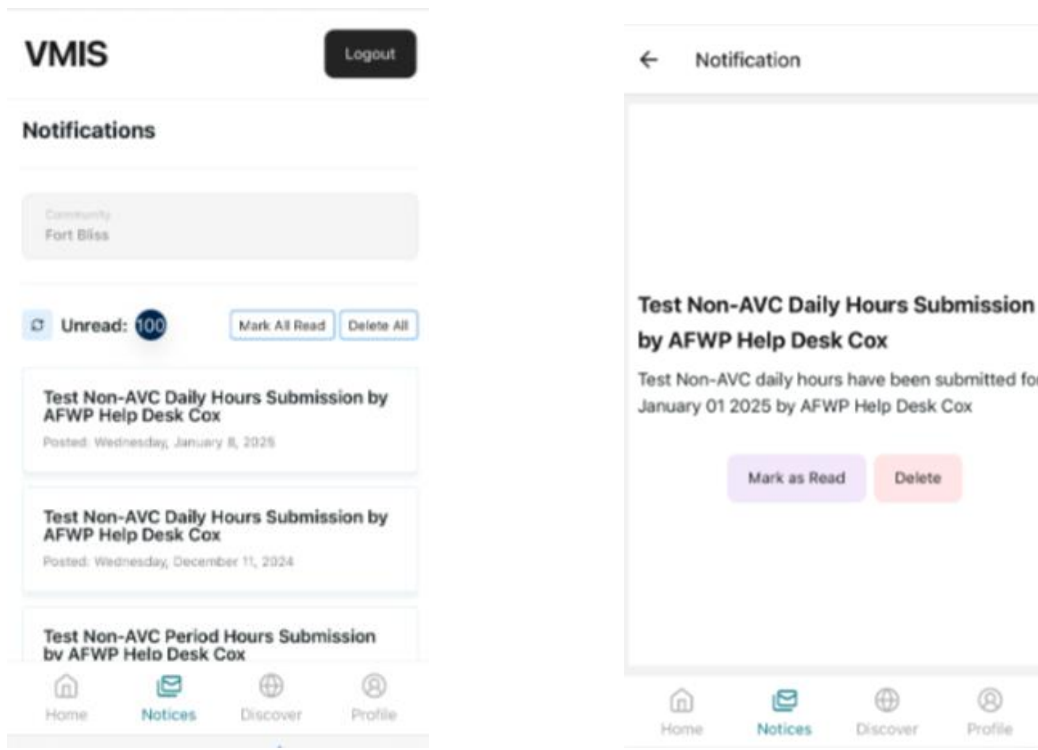
The **VMIS Mobile Home** Page provides several resources to volunteers that are useful on a daily basis. These resources include **Hours Certified, Hours Submitted and Hours Rejected** for the month. The volunteer will also be able to see their current **Positions** and current **Applications pending approval**.



*Volunteer Home*

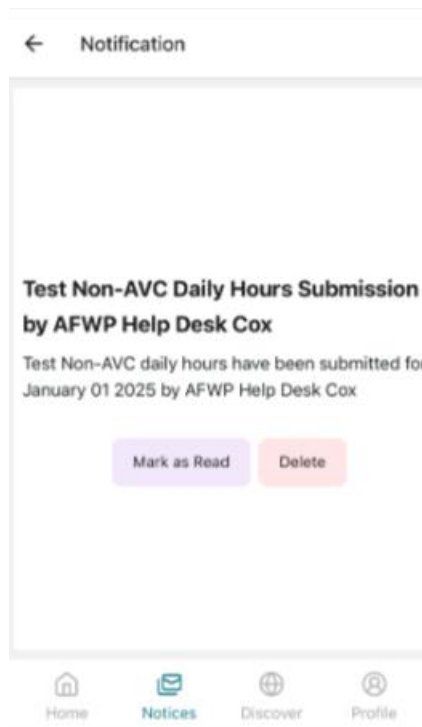
## 2.1 - Notices

Here are some important things to know about Notices.



- ▶ The **Notifications area** displays all of the user's current notifications, such as changes to submitted applications, hours that have been approved, and hours that have been rejected.
- ▶ Selecting a notification will display **additional information** about it.





- ▶ Select **Mark As Read** to mark the notifications as read.
- ▶ Select **Delete** to delete the notification from the Dashboard.

***Warning:*** Deleted notifications ***cannot be restored.***

## 2.2 - My Positions

**The Positions tab** is within the **Home** page offering a quick way to see all your active positions and update your volunteer hours.

Search My Positions...

**St James Veteran Volunteer**

434th FA BDE, 1-31st FA, A Battery  
620 North Jefferson Street St  
James Missouri 65559

Log It

**Resilience Risk Reduction Volunteers**

434th FA BDE, 1-31st FA, A Battery  
7105 NW 70th Ave Johnston Iowa  
50131

Log It


**Company FRG Leader**

434th FA BDE, 1-31st FA, A Battery  
10300 NW Prairie View Rd Kansas  
City Missouri 64153

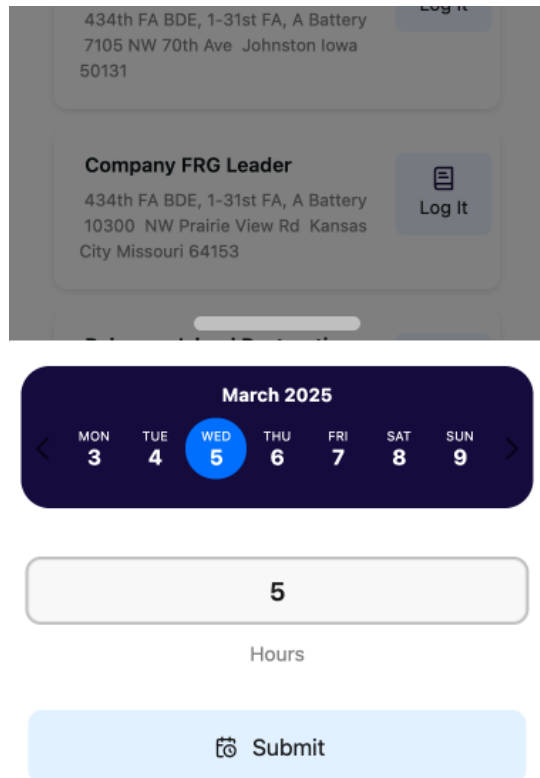
Log It

### List of positions

## 2.3 - Log Hours

To quickly enter hours into one or more Volunteer positions, use  that is next to the position.

1. Select the **Date** you want to record hours for.
2. Log hours into the hours area for the date selected.
3. Click Submit to save the hours you entered.



The screenshot shows a mobile application interface for logging volunteer hours. At the top, there are two position cards. The first card is partially visible, showing the address "434th FA BDE, 1-31st FA, A Battery, 7105 NW 70th Ave Johnston Iowa 50131". The second card is titled "Company FRG Leader" and shows the address "434th FA BDE, 1-31st FA, A Battery, 10300 NW Prairie View Rd Kansas City Missouri 64153". To the right of each card is a "Log It" button with a calendar icon. Below the position cards is a date picker for "March 2025". The date picker shows a calendar grid with days of the week (MON, TUE, WED, THU, FRI, SAT, SUN) and numbers (3, 4, 5, 6, 7, 8, 9). The date "WED 5" is selected and highlighted in blue. Below the date picker is a text input field containing the number "5". Below the input field is a "Submit" button with a calendar icon.

*Log Hours*

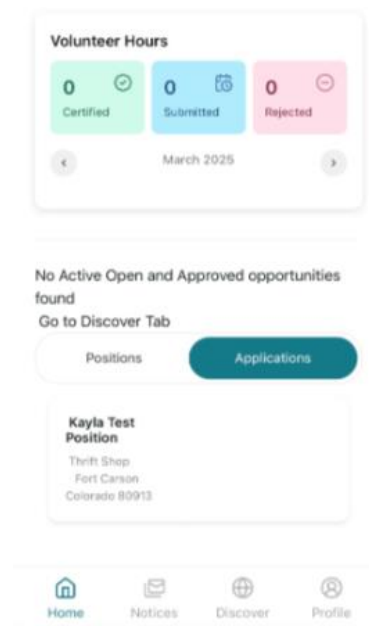
**Note:** You may only enter hours for dates that fall within a position's open period, and you may not enter hours for future dates.

## 3.0 - Applications

The **Applications** page gives detailed information about the volunteer opportunities you have already applied for. If no opportunity applications or non-AVC positions have been submitted, the table will be left blank.

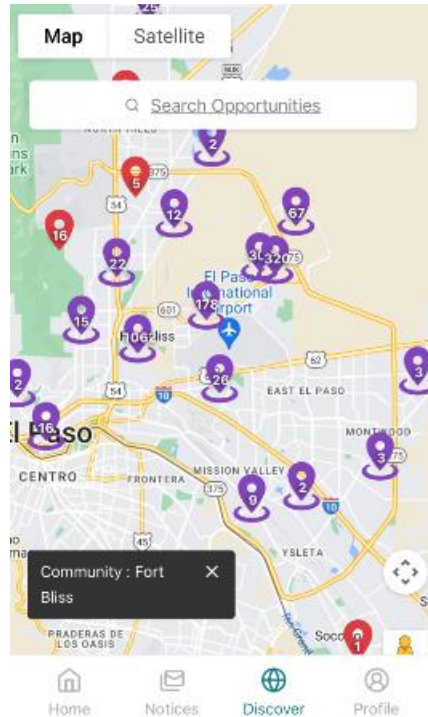
### 3.1 - View Applications

Select **Applications** on the home page to see the opportunities you have applied to that are still pending approval.



## 4.0 - Discover

The **Discover** page allows you to search for and apply to many different volunteer opportunities within various communities and organizations. You can use the map to search for opportunities. The red markers on the map represent a single location with the number of opportunities available at that location. The purple markers represent clustered locations with multiple opportunities. You can click on the different purple markers to narrow down your search.



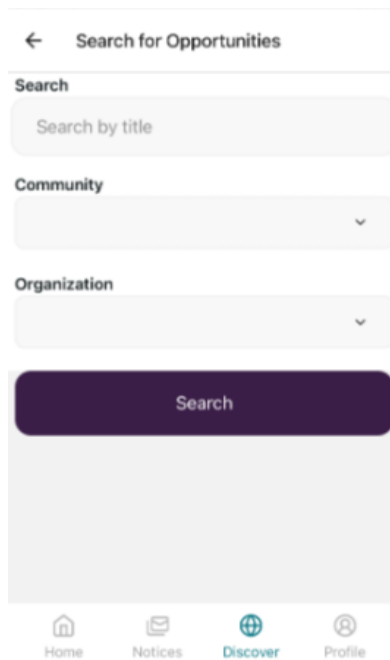
*Opportunities maps page*

*Log Hours*

**Note:** You can use the Discover page when you are logged out but once you click to apply you will need to log in.

### 4.1 - Search and Filter Opportunities

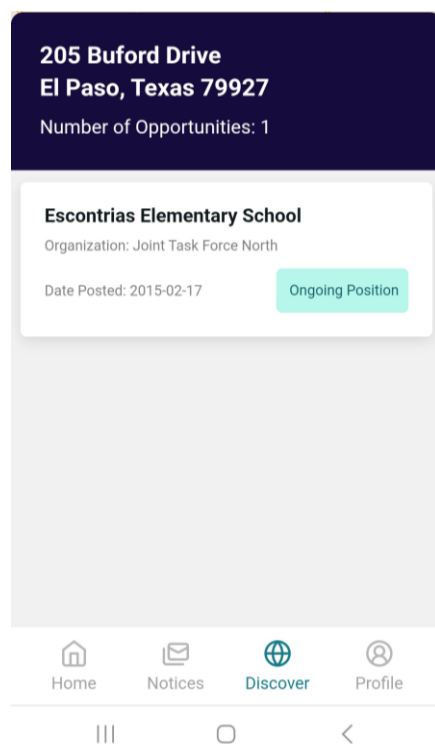
1. Use the **Search Opportunities** at the top of the map to search for opportunities using the following fields:
  - Search(Title), Community, and Organization.


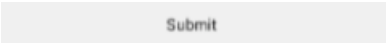


*Search Opportunities*

2. Select the **Search button at the bottom of the screen** and the updated map of opportunities will appear.
3. Select the **purple marker** to display specific locations with opportunities. if purple markers are not present then proceed to step 4.
4. Select a **red marker** to view a list of opportunities at that specific location. If no red markers are present then there are no opportunities currently in the location you specified. Proceed back to step 1 in the “Search and Filter Opportunities” section and refine your search criteria.

## 4.2 - Apply for Opportunities



1. Select an **Opportunity**.
2. Select  at the bottom of the screen.
3. The information from your profile will prepopulate in the application screen. Check to make sure all of the information is still accurate and up to date, then select  at the bottom of the application.
4. Your application for the opportunity is now submitted and pending approval.