TO LOG YOUR HOURS...

1. Go to https://vmis.armyfamilywebportal.com and log in to your account.

2. To quickly enter hours into one or more volunteer positions on *'My Volunteering'*, complete the following steps:

   - Select *'Dashboard'* on the left-hand navigation menu.

   - Under the *'My Volunteering'* section, the *'Log Hours'* table contains a list of your active volunteering positions with boxes to enter your hours for each day of the week.

   - Use the left and right arrow buttons at the top right of this table to select the desired weekly period.

TO UPDATE YOUR PROFILE (EMAIL, ADDRESS, PHONE #, ETC.)...

1. Select your user name on the right side of the toolbar at the top of any VMIS page.

2. Select *'View Profile'* from the drop-down menu to update your Volunteer Profile.

3. *'Add'* or *'Modify'* the information as needed in the data fields.

4. Select *'Save'*. The updated information will now be visible on the View Profile page.

Volunteer Management Information System (VMIS)
How to Guide for Volunteers

The Volunteer Management Information System (VMIS) is the Army's online volunteer management tool now located at https://vmis.armyfamilywebportal.com. 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. Per Army Regulation 608-1, all installation volunteers are required to register in this system and document hours by day each month.

Each organization has an Organization Point of Contact (OPOC) who manages the volunteers and hours within the system. If you don't know who your OPOC is, contact the AVCC at 910-396-2458. All technical issues should be addressed through the Chat Online link with Technical Support located at the top of the page.

How do I register in the VMIS???

Follow the easy steps below to register. If you do not have an email address, see your OPOC or AVCC to register as a Non-User.

If you are not registered on the website, START HERE.

1. Go to https://vmis.armyfamilywebportal.com.

2. Select *'Register'* in the log in window on the VMIS Home Page.

3. Enter the required information into the data fields, email, password, confirm password.

4. An automated email will be sent to the email address you entered with a link and a token number.

5. Click on that link and enter token # provided.

6. Select *'Verify Email'*.

7. Select *'Log In'* from the VMIS Home Page.

8. Enter the email and password you created, and select Log In.

9. When logging in for first time, you will need to create your Volunteer Profile by entering the required information in the data fields marked with an asterisk.

10. Select *'Save'*, you will see your Volunteer Dashboard to the left.

Searching for Volunteer Opportunities

1. Log in at https://vmis.armyfamilywebportal.com.

2. Select *'Opportunity'* on the left-hand navigation menu.

3. Select '**Filters**' in right hand corner, then select '**Organization**'; start typing the organization in box, once it appears, click on the organization, press ok; available positions will appear - select desired position.

4. Select *'Apply'* at the bottom of the window that appears.

5. Add or modify information in the following fields: Preferred Contact Method, Volunteer Email, Primary Phone, Secondary Phone (optional), Work Experience (optional), Volunteer Experience (optional), and Special Skills, Interests, and Hobbies (optional).

6. Select *'Apply'*.

7. An email will go to the Organization Point of Contact (OPOC) for that organization. The OPOC will then *'Approve'* or *'Reject'* your application. Once approved, you may then begin to volunteer and log your hours. *Hours must be input by the 5th of the month for the previous month – see instructions on the back page.*