How do I register in the Volunteer Management and Information System (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.

1. Go to www.MyArmyOneSource.com.
2. Click on the **REGISTER** tab in the upper right hand corner.
2. Click **JOIN NOW**
3. Complete the registration information.
4. Verify information and click *REGISTER* at the bottom right hand corner.
5. Screen will show **REGISTRATION COMPLETE** and "Thank You for Registering". You have now been pre-approved and are logged into the site.
6. Click *CONTINUE* (returns you to homepage).
7. Now that you are **REGISTERED**
8. Click on the Volunteer Tools tab in the upper right corner.
9. Click on **OCONUS** and choose **ALASKA** on the map.
10. Click on **FORT WAINWRIGHT.**
11. Select an **ORGANIZATION GROUP** and then the Organization, then click the Search button; OR scroll through the volunteer opportunities listed at the bottom of the page.
12. Click on the **POSITION TITLE** (position description will open - review to ensure this is the position you are looking for).
13. Click on *APPLY* in the right hand corner and **SUBMIT**
14. Once your **APPLICATION** has been approved you will need to contact your Organizational Point of Contact **(OPOC).**

If you are registered on the website, START HERE.

1. Go to www.MyArmyOneSource.com and log in.
2. Click on the Volunteer Tools tab in the upper right corner.
3. Already a Volunteer? Click on *CLICK HERE* tab.
4. Select an **ORGANIZATION GROUP** and then the Organization, then click the Search button; OR scroll through the volunteer opportunities listed at the bottom of the page.
5. Click on the **POSITION TITLE** (position description will open - review to ensure this is the position you are looking for).
6. Click on *APPLY* in the right hand corner.
7. Scroll to the bottom and click on *SUBMIT*.

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

LOG YOUR HOURS…

1. Go to **www.MyArmyOneSource.com** and log in.

2. Click on Volunteer Tools tab in the upper right hand corner.

3. Click on Volunteer Activity.

4. Click on the Hours button (highlighted in blue) next to your position.

5. To enter for the current month, select Day, & Add for Open Dates.

6. When you are finished entering hours, be sure to scroll to the bottom and click SAVE!

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

1. Go to **www.MyArmyOneSource.com** and log in.
2. Click on Update Profile Box in upper right corner.
3. Click on Edit Profile.
4. Click on SAVE when done.

HOURS MUST BE ENTERED INTO THE SYSTEM BY THE 5TH OF THE MONTH FOR THE PREVIOUS MONTH TO ENSURE CERTIFICATION.
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 located at www.MyArmyOneSource.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.
All installation volunteers are now required to register in this system and document hours each month.

All technical issues should be addressed through the Chat Online with Technical Support located at the top of the page.