

## How Do I Log My Hours?

Follow these steps to log your hours.

1. Log on to [www.myarmyonesource.com](http://www.myarmyonesource.com)
2. Click on **LOG IN** at the top of the page.
3. Click on **MY AOS** Page (upper left corner)
4. Scroll down to Volunteer Center and you will see **Record Hours**.
5. All positions you are registered for are under this tab. Click **MORE** if you want to see your entire Service History, including inactive or finished positions.
6. Click on the positions you want to record hours for and it will take you to the **Record Hours** page.
7. To enter for the current month, select **Day**, and then **Add for Open Dates**.
8. To enter historical hours, select **Period**, and then **Add for Period**.
9. When you are finished entering hours, be sure to scroll to the bottom and click on **SAVE**.

***Hours must be submitted by the 5<sup>th</sup> of the month to ensure certification by the 10<sup>th</sup>.*** Historical hours input for the previous months must still be certified by the OPOC. Please inform your OPOC when your hours have been submitted.

Please contact your OPOC for assistance. All technical issues should be addressed through the “**FEEDBACK**” located in the Support Quick Link at the bottom of the page. If you don't know who your OPOC is, contact the AVCC at 706-545-3016.



# Volunteer Management Information System (VMIS) Instructional Guide for Volunteers

The Volunteer Management Information System (VMIS) is the Army's new online volunteer management tool. 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 on the site and document hours.



## HOW DO I REGISTER ON VMIS?

Follow the steps below to register.

### If you are not registered on VMIS, START HERE.

1. Log on to [www.myarmyonesource.com](http://www.myarmyonesource.com)
2. Click on **Family Programs and Services**.
3. Click on **Volunteering**.
4. Click on **Online Opportunity Locator**.
5. Use the drop down box and select the **Military Community, (Fort Benning)**, which is located under the Southeast Region.)
6. Use the drop down box and select the **Organization** for which you would like to volunteer.
7. Click on **Search**.
8. Select the position you are interested in and click on **Apply** at the bottom of the page.
9. Click on the Register For This Site link on the right.
10. Click here to register now. Complete the registration information.
11. Click **continue**.
12. Verify your information, and then click **Register** at the bottom right hand corner.
13. The screen will show **"Registration Complete"** and "Thank you for registering. You have been pre-approved and logged into the site."
14. Click Continue (returns you to homepage.)

**\* If you DO NOT have an email address, see the AVCC to register as a non-user.**

### If you are registered on VMIS, START HERE.

1. Click on Family Programs and Services.
2. Click on Volunteering.
3. Click on Online Opportunity Locator.
4. Use the drop down box and select the Military Community, Fort Benning (located under Southeastern Region.)
5. Use the drop down box and select the Organization for which you would like to volunteer.
6. Click on Search.
7. Select the position you are interested in and then click on Apply at the bottom of the page.
8. Position description will open on the screen.
9. Scroll to the bottom and click on Submit.
10. Screen will say Volunteer Application sent.
11. Screen will now say What would you like to do next?
12. Follow instructions based on your desired steps.

**An email will go to the Organization Point of Contact (OPOC). The OPOC will then approve or reject your application. Once approved, you may then log your hours. Hours must be input by the 5<sup>th</sup> of the month for the previous month. Please see the instruction on the back page for help with inputting your hours.**