Volunteer Management Information System (VMIS) How-To-Register Guide

Step 1 – Register (1st time users)

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

- Click on the Register button in the top right hand corner of the homepage. On the next screen, click Join Now.
- Complete site registration form.
- Click Continue.
- Verify your information is correct and click Register.
- Screen will show "Registration Complete" and "Thank you for registering. You have been pre-approved and logged into the site."
- Click Continue.

Step 2 – Access the VMIS Site

On the homepage, click on Volunteer Tools tab in the upper right hand corner.
- Click on the Opportunity Locator, then your state to view Volunteer Opportunities, or click "Switch to OCONUS" and click your country if you are over- seas.
- Use the drop down menu to select your Community.
- Use the drop down menu to select the Organization in which you would like to volunteer.
- Click on Search.
- Select the position you are interested in, then click on Apply at the bottom of the page.

Step 3 – Apply for a Position

- Once you select to apply for a position, the position description will open on the screen.
- Scroll to the bottom and click Submit.
- Screen will say Volunteer Application Sent.
- Screen will then say What would you like to do next?
- Follow instruction base on your desired steps.

An email will be sent to your Organizational Point of Contact (OPOC).
The OPOC must approve your application in VMIS before you can begin logging volunteer hours.

Step 4 – Log in Your Hours

- Log on to https://vmis.armyfamilywebportal.com/
- Click on the Volunteer Tools tab in the upper right hand corner.
- Click on the Volunteer Activity tab.
- Click on the Hours button next to your position listed.
- To enter for the current month, select Day, and Add for Open Dates.
- When you are finished entering hours, be sure to scroll to the bottom and click Save.