# MODERN VOLUNTEER MANAGEMENT INFORMATION SYSTEM (VMIS) QUICK START GUIDE

## STEP 1 – REGISTER (for 1st TIME USERS) – Do not register a new account if you already had one...*TRANSITION* your account

1. Go to vmis.armyfamilywebportal.com
2. Click 'Register an account and enter required information / select Register to finish.
   a. An automated email will be sent to the email entered in Step 2 with a link and a token number.
   b. Select the link in the email to verify the account
   c. On the page that appears, enter the email address and the token number
   d. Select Verify Email



## STEP 2 – SEEK OPPORTUNITIES

1. Select Opportunities on the left-hand Dashboard.
2. Use the 'SEARCH' box at the top of the page to search for opportunities using the Title or FILTER using Community, Organization Group, or Organization.
3. Select the position, view the details and APPLY
4. The Organization Point of Contact (OPOC) must approve your application before you can begin logging volunteer hours.
5. Follow-up with contact to the volunteer organization.
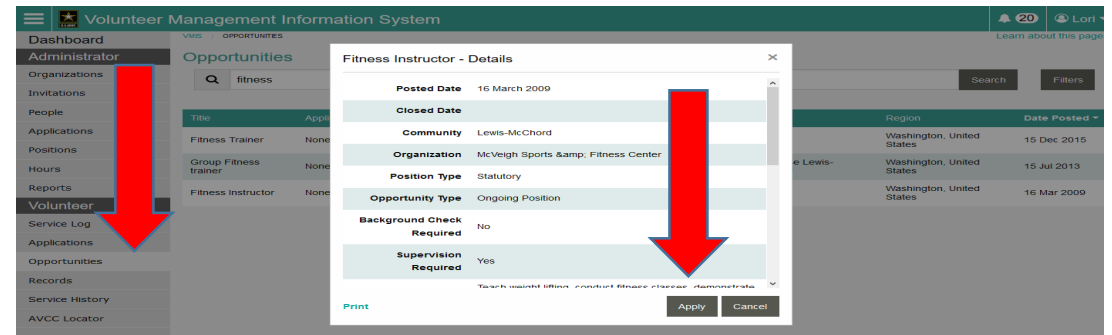


## STEP 3 – LOG YOUR HOURS

1. Select Dashboard on the left hand navigation menu.
2. Under the 'MY VOLUNTEERING' heading, the Log Hours table contains a list of your active positions with boxes to enter your hours for each day of the week.
3. Use the left/right arrow buttons at the top right of the table to select the desired weekly period.
4. Enter the hours volunteered, with a 0.25-hour minimum. Your hours will automatically be submitted upon entry.
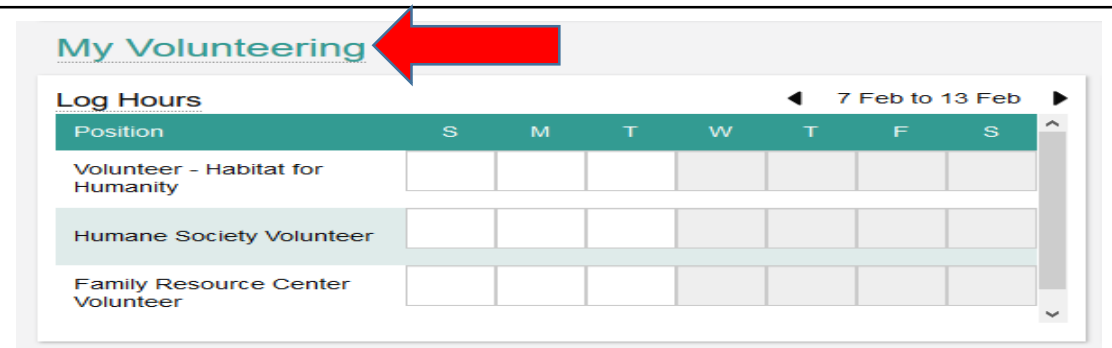


**For more information, contact the AVC Office– tephanie.l.hopper.civ@mail.mil or (915) 569-5500**