

QUICK HOW TO GUIDE FOR VOLUNTEERS

MODERNIZED VOLUNTEER MANAGEMENT INFORMATION SYSTEM (VMIS)

1. Register (for 1st Time Users)

Go to www.vmis.armyfamilywebportal.com

- To create an AFWP Account and register for VMIS:
- Select Register in the Log In window on the VMIS Home Page.
- Enter the required information into the following data fields:
Email, Password, and Confirm Password.
Select Register to finish creating an AFWP Account.
- An automated email will be sent to the email that was entered in step 2 with a link and a token number.
- Select the link in the email to verify the account.
- On the page that appears, enter the email address and the token number provided in the automated email.
- Select Verify Email.

2. Seek Volunteer Opportunities

The Opportunities page allows you to search for and apply to many different volunteer opportunities within various communities and organizations

The screenshot shows the VMIS Opportunities page. The left-hand navigation menu includes: Dashboard, Volunteer, Service Log, Applications, Opportunities, Records, Service History, and AVCC Locator. The main content area has a search bar with the text "Search for opportunity" and a "Filters" button. Below the search bar, it says "Retrieved 2 results". The table lists the following opportunities:

Title	Application Status	Community	Organization	City	Region	Date Posted
ASD Position	Submitted	MDW (Military District of Washington)	DC Special Olympics	Atlanta	Georgia, United States	13 Dec 2017
Set Up Volunteer	Approved	MDW (Military District of Washington)	National Family Volunteer Day	Atlanta	Georgia, United States	7 Nov 2017

- Select Opportunities on the left-hand navigation menu.
- Use the search box at the top of the page to search for opportunities using the following fields:
Title, Application Status, Community, Organization, City, or Region.
- Select Filters and use the drop-downs to further filter opportunities using the following fields:
Community, Organization Group, Organization, Country, State, or Zip/Postal Code.
- Select OK and the updated list will appear with a subheading
- Select Opportunity on the left-hand navigation menu.
- Select the row of an opportunity on the table to view details about it.
- Select Apply at the bottom of the window that appears.

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

3. Log in Your Hours

The screenshot shows the Log Hours page. The table has columns for Position, S, M, T, W, T, F, and S. The rows are: Set Up Volunteer, Employment Readiness Volunteer, and Seasonal - Christmas Gift Wrapping. The Set Up Volunteer row shows 5.00 hours on Wednesday. To the right of the table, it says "Hours for October 2017". Below this, it shows a donut chart with the following data:

- Certified: 67.5
- Submitted: 21
- Rejected: 8

- 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.
- You may only enter hours for dates that fall within a position's open period, and you may not enter hours for future dates.
- Select the box corresponding to the position and day of the week for which you want to enter hours.
- Enter the number of hours volunteered on the selected day, with a 0.25-hour minimum. Your hours will be automatically submitted on entry.

For more information, contact the Army Volunteer Corps at 915-569-5500