Volunteer Management Information System (VMIS) Quick Start Guide

STEP 1 – REGISTER ONLINE

1. Go to www.myarmyonesource.com
2. Click on the LOGIN tab at top of page or "Register" at top right of page.
3. Click "Join Now"
4. Input your information. Under the Military Community affiliation drop down tab, locate "JOINT BASE LEWIS-MCCHORD" about ¼ of the way down under the IMCOM-Central heading
5. Click on CONTINUE
6. If information is correct, click REGISTER

STEP 2 – SELECT VOLUNTEER OPPORTUNITIES

1. Go to www.myarmyonesource.com
2. In top right corner click the "Volunteer Tools" box, then Volunteer Opportunity tab
3. Under the military community drop down bar, select "JOINT BASE Lewis-MCCHORD"
4. Select by "organization" using the drop down bar
5. Make sure State/Region is listed as "ALL" and leave Postal Code blank; click on SEARCH
6. Select a position by clicking on the blue position title
7. If this position suits your needs, click on APPLY
8. Review your information and fill in additional information on next screen (anything with * is required), click SUBMIT APPLICATION
9. If your application goes through, you should receive an application confirmation e-mail
10. Once your application has been accepted by the Organization Point of Contact you can begin volunteering and then continue to Step 3.

STEP 3 – RECORD HOURS

1. Go to www.myarmyonesource.com
2. Click on the LOGIN tab at top of page
3. At top of page click "Volunteer Tools"
4. On next page, click "volunteer activity", your open AVC positions will be listed, click "hours" on far right of the position.
5. If you want to update several days of service, click ADD FOR OPEN DATES
6. If you want to update one day of service, click ADD ONE
7. Input the hours contributed, then click SAVE
8. You can edit your hours and document notes by clicking on "edit"
9. When finished inputting hours, click DONE
10. When complete, you can navigate the site or log out.

> **VOLUNTEER HOURS ENTRY DEADLINE:** For administrative reporting requirements, all volunteer hour entries must be completed no later than the 13th of the following month. If you miss the deadline, hours will have to be reported by the period.