

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 ”LEWIS-MCCHORD” about ¼ of the way down under the IMCOM R 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 “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 recorded by the period.

For additional assistance, please contact your Organizational Point of Contact or the Installation Volunteer Corps Program Manager at 253-967-2324 or lori.j.parker2.civ@mail.mil