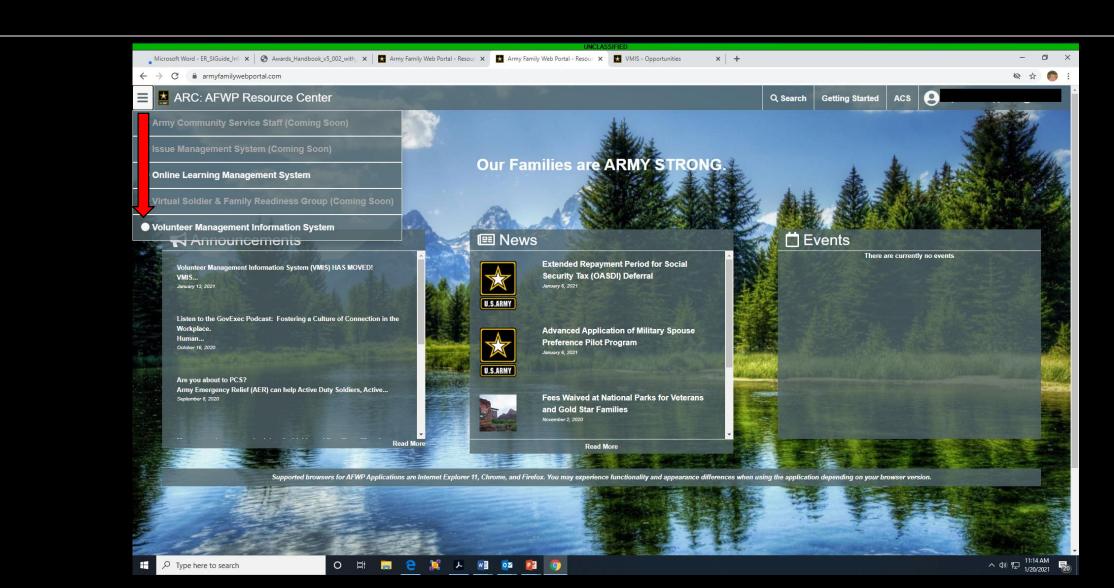
MODERN VOLUNTEER MANAGEMENT INFORMATION SYSTEM (VMIS) FOR VOLUNTEERS

Go to: armyfamilywebportal.com

Click on the menu in the top left corner and select Volunteer Management Information System (VMIS)

Or to go directly to the VMIS Log-in at: vmis.armyfamilywebportal.com

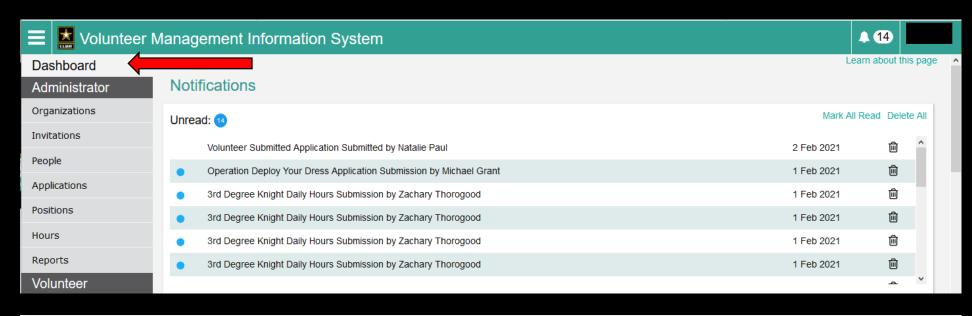


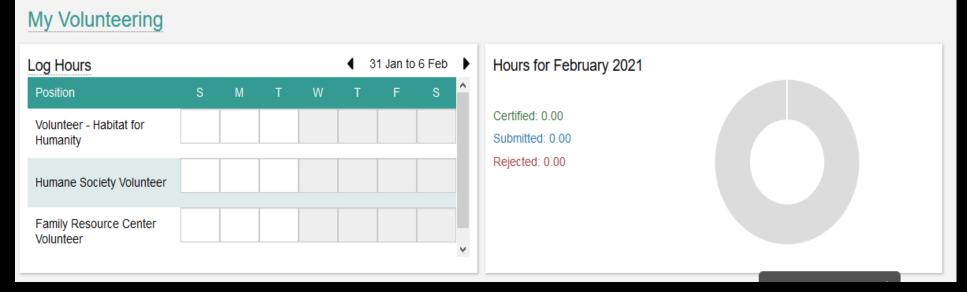
NEW VOLUNTEERS: Register an account EXISTING VOLUNTEERS: If you had a legacy VMIS account, transition your account to the new system



If you already transitioned your account – Log In

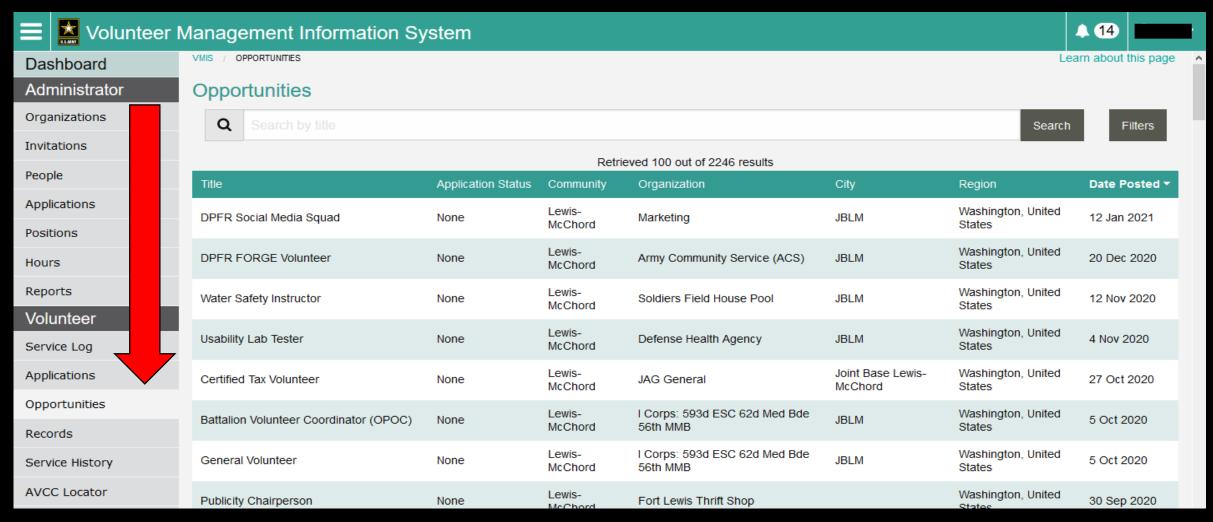
VOLUNTEER DASHBOARD





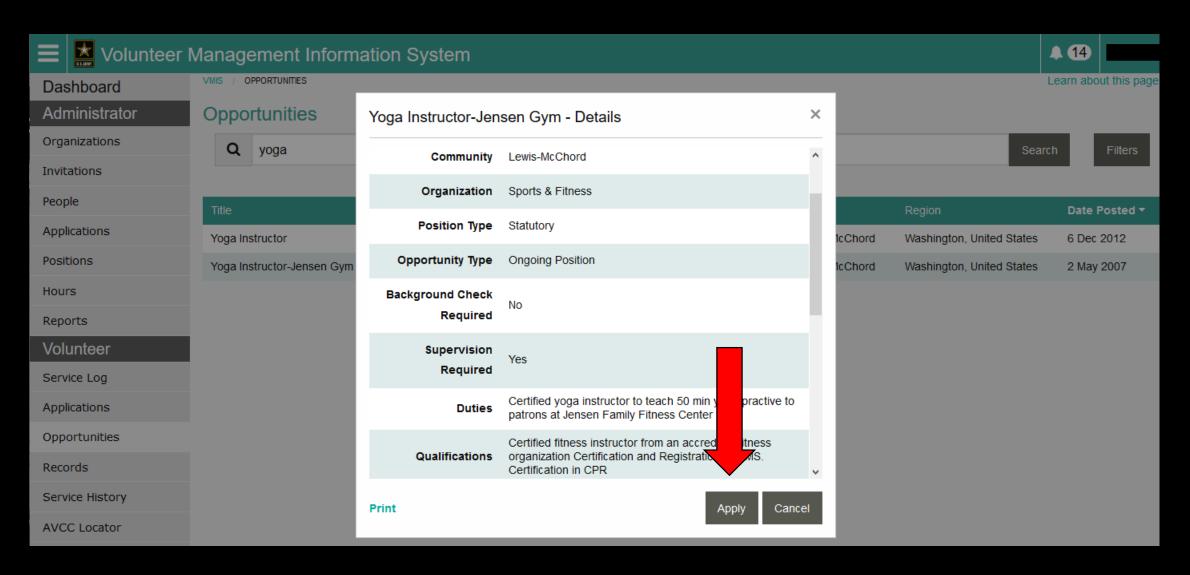
The Volunteer **Dashboard** provides resources that volunteers can use daily and include **Notifications, My** Volunteering and a hour chart representing the volunteer's current number of submitted, approved and rejected hours for the month. The Volunteer Dashboard can be accessed from any page on VMIS while logged in as a volunteer simply select 'Dashboard' from the left-hand navigation menu.

SEARCH FOR OPPORTUNITIES

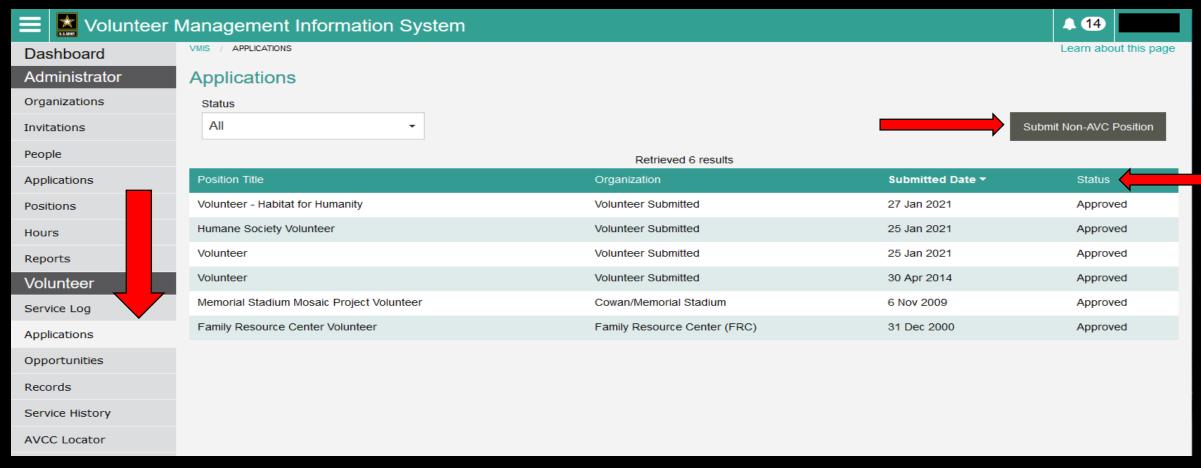


- ➤ The **Opportunities** page allows you to search for and apply to many different volunteer opportunities. You can sort and filter opportunities, and you can browse opportunities without creating a VMIS account.
- > Click on the position title to view specific information and apply

APPLY FOR VOLUNTEER POSITION(S)



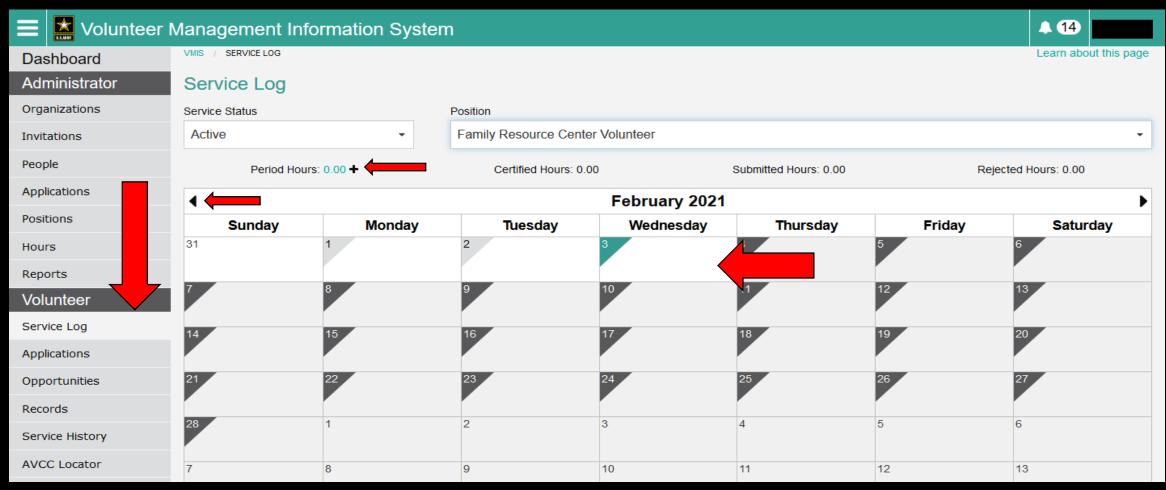
APPLICATIONS



- View the status of your applications.
- ➤ Do you volunteer off-base? Submit a Non-AVC position. The AVC (Volunteer Office) will accept the Non-AVC position and you will be able to record hours. Submitted hours will **NOT** be certified until you provide verification from the organization to the AVC.

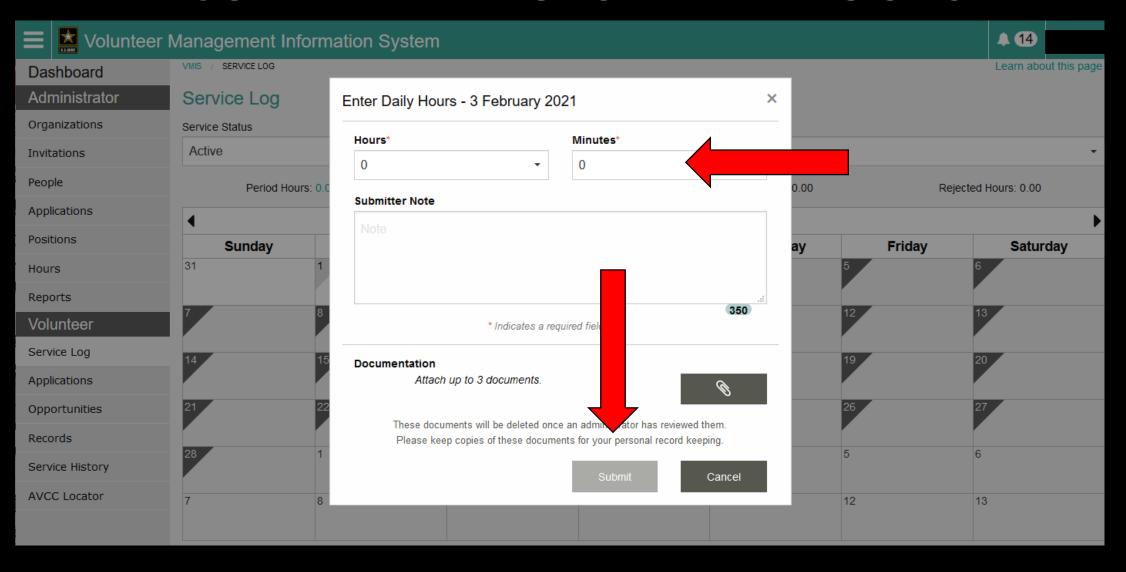
**Include the organization name in the position title i.e., Habitat for Humanity Volunteer

GO TO THE SERVICE LOG TO RECORD VOLUNTER HOURS

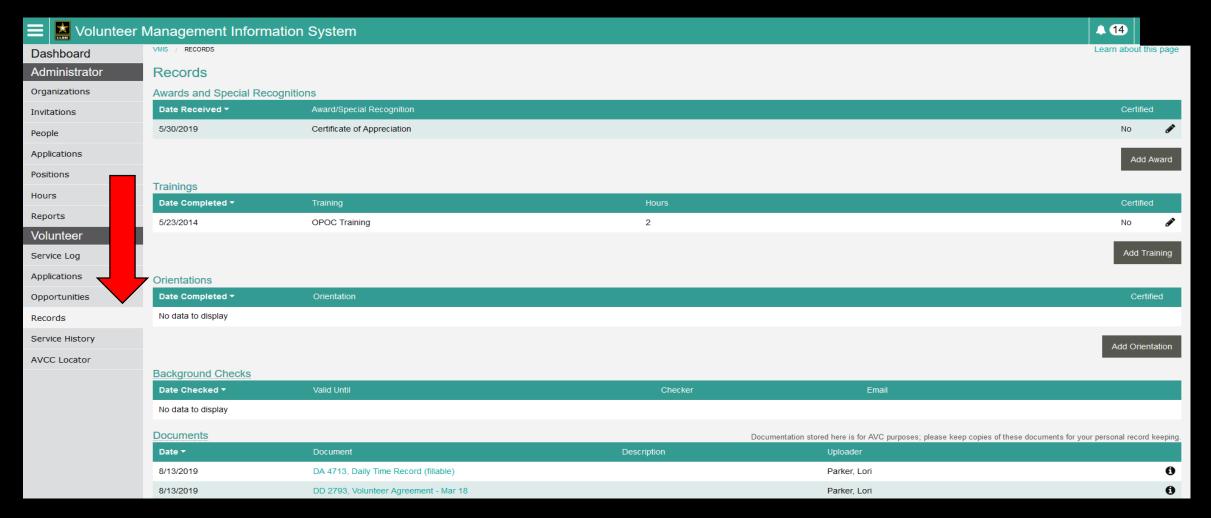


- Hours may be recorded within the current fiscal year.
- Record daily hours by clicking the date and entering your hours.
- If you miss the deadline for current hours, click the arrow for the previous month(s) and then click the (+) next to Period Hours to record past hours.

RECORD DAILY VOLUNTEER HOURS

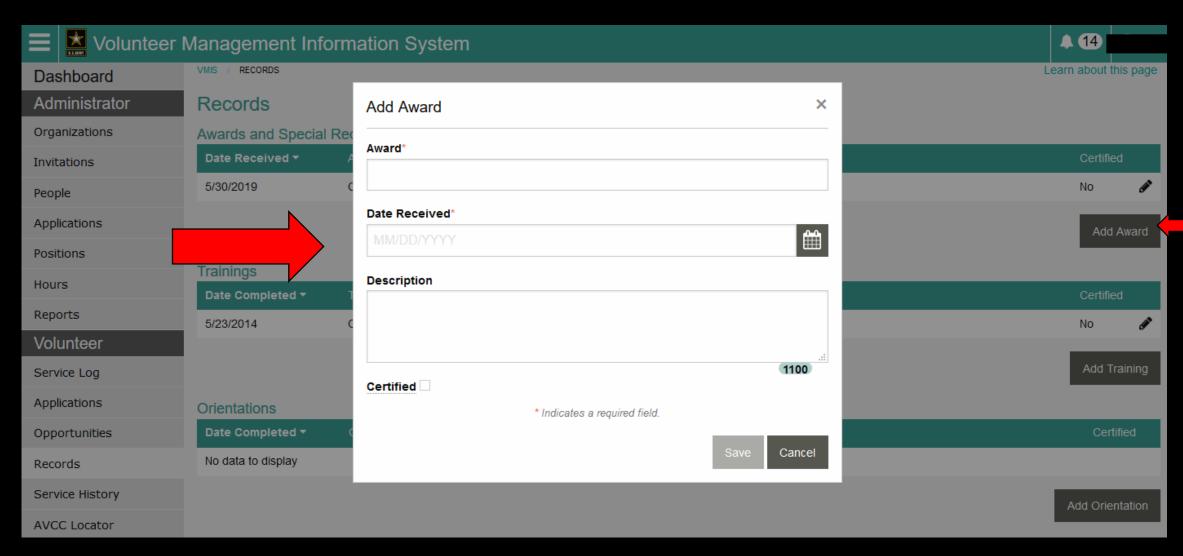


ENTER RECORDS



- ➤ The **Records** page allows a user to document any awards received, trainings or orientations they have completed, as well as the certification status for any of these items.
- Documents may be uploaded by your OPOC or AVC, however items stored are for AVC purposes. Please keep copies of all of your documents for your personal record keeping.

ADD AWARD/TRAINING/ORIENTATION

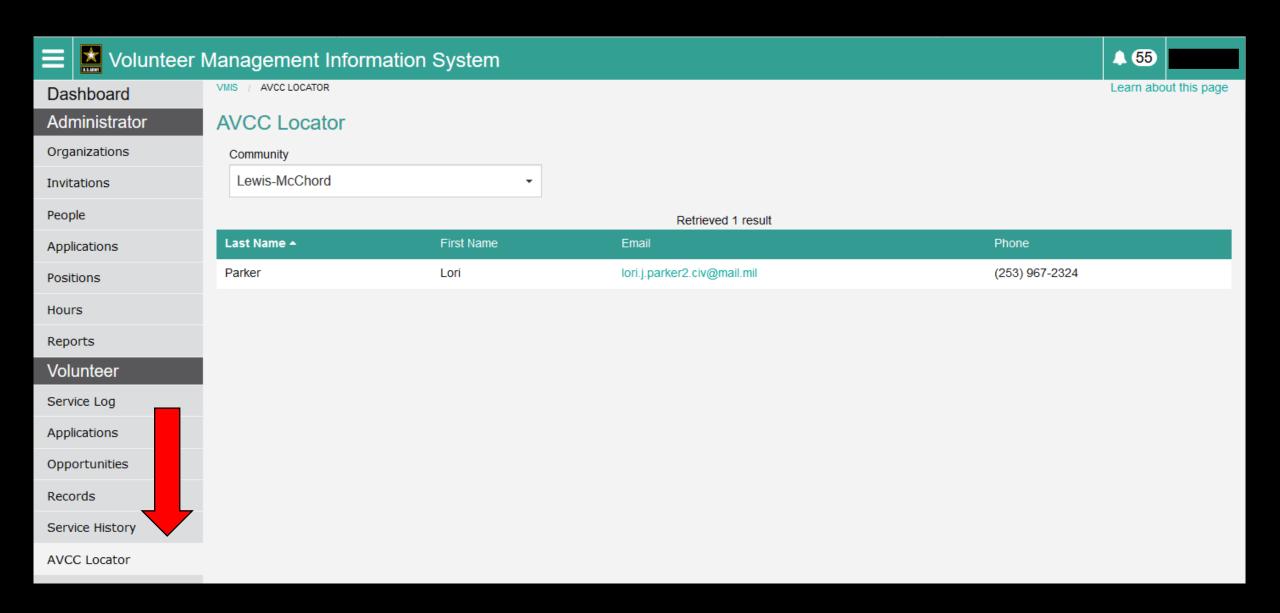


SERVICE HISTORY



- > The **Service History** page provides a summary of your volunteer hours broken down by position (AVC/Non-AVC) and a total number of annual certified hours.
- You can also download copies of the DA 4713 (Daily Time Record) and DA 4162 (Service History Record) from this page.

AVCC LOCATOR



QUESTIONS



Call IVC Program Manager at 253-967-2324