

HOW TO LOG INTO VMIS:

A Volunteer's Guide to the Volunteer Management Information System



Access the VMIS web site and register:

1. Go to www.myarmyonesource.com.
2. Click on "Register" in upper right corner. (Note: Steps 2-5 are for new users)
3. Click on the yellow "JOIN NOW" button.
4. Complete registration (ensure military installation affiliation is Fort Sill) Click "Continue."
5. Click "Register."
6. Click on "Volunteer Tools" in the upper right corner.
7. Community will read "Fort Sill" if not, scroll down and enter "Fort Sill."
8. Click on "Organization Group" scroll down and enter "Community Recreation."
9. Click on "Organization" scroll down and enter "Community Recreation: MWR Events."
10. Click on "Search" in yellow box.
11. Click on "Event Volunteer."
12. Click on "Apply" in yellow box.
13. When the next page loads, click on "Submit" in yellow box.*

*If you haven't filled out the boxes marked with an asterisk * the submit button will not turn gray.

You are now officially in the VMIS system! Please keep a copy of your login information for your records.

Log in your volunteer hours:

1. Login at www.myarmyonesource.com with username and password.
2. Click on "Volunteer Tools" in the upper right hand corner.
3. Click on "Volunteer Activity" tab (third from left).
4. Click "Hours" on right side. (blue font)
5. Click "Add For Day" in yellow box.
6. Click "Calendar" in yellow box.
7. Enter 2 July 2011.
8. In "Hours" box, enter number of hours. (enter partial hours as a decimal fraction (ex. volunteered 5 hours and 15 minutes is 5.25)
1. Click on "Save and Return" in yellow box.
2. Date, hours and status will populate. Status is "submitted" until hours are certified by MWR VMIS Organization POC.

**HOURS MUST BE SUBMITTED BY THE 10TH OF THE MONTH
TO ENSURE CERTIFICATION BY THE 15TH OF THE MONTH.**

Army Volunteer Corps
Army Community Service
Building 4700 Mow-Way Road
Fort Sill, OK 73503
580-442-4916

For online VMIS training visit:
www.myarmyonesource.com
Log in and click: "Online Training"
Scroll down and click: "VMIS Training"
For additional assistance click:
"Live Chat Support"