

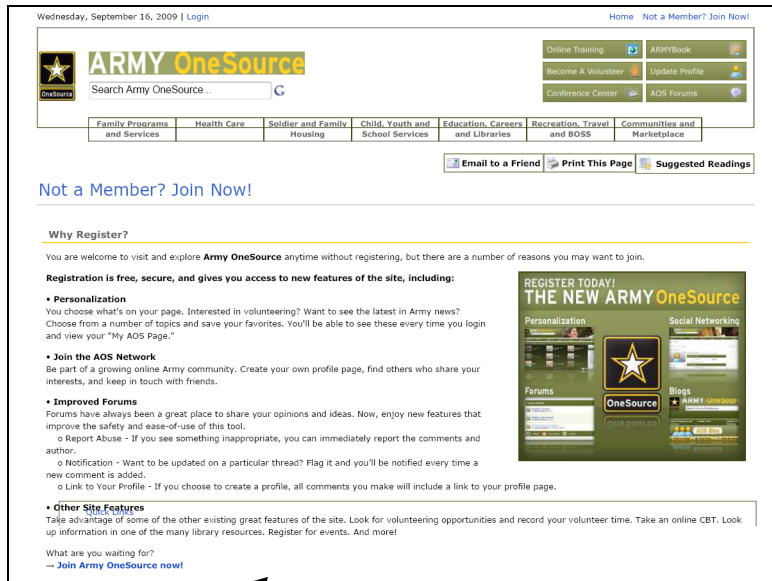
How to Create a VMIS Account and Log Volunteer Hours

www.myarmyonesource.com

Creating an Account:

1 - Go to www.myarmyonesource.com

2 – Click on **Not a Member? Join Now** in upper right hand corner. Selecting **Join Now** will redirect to the following screen.



3 – Click - **Join Army OneSource Now!** On left hand corner of second screen. Redirected to Site Registration Screen.


The screenshot shows the "Site Registration" form. The form is titled "Registration Form" and contains the following fields:

- * First Name
- * Last Name
- * User Name
- * Password
- * Confirm Password
- * Email
- Address
- Address cont.
- * City or Town
- State (Please Select)
- Zip or Postal Code
- Country (Please Select)
- * Military Community Affiliation (Please Select)
- * Proximity to Nearest Installation
 - 0 - 14 miles
 - 15 - 24 miles
 - 25+ miles
- * Component (Active)

4 - Complete all fields required (ie – name, username, password, address, etc). After all fields are completed, select **Continue** in the right hand corner. Redirected to the following new screen:

Registration: Your registration information is being processed. Page 1 of 1

Welcome Tammy! | Wednesday, September 16, 2009 | [Logout](#) | [Chat Online With Technical Support](#)



ARMY OneSource

| | | | | | | |
|--|-----------------------------|--|--|--|---|---|
| Family Programs and Services | Health Care | Soldier and Family Housing | Child, Youth and School Services | Education, Careers and Libraries | Recreation, Travel and BOSS | Communities and Marketplace |
|--|-----------------------------|--|--|--|---|---|

Your registration information is being processed.


Registration complete.

Thank you for registering. You have been pre-approved and logged into the site.

←

5 – Click on **Continue** and return back to main menu. The following screen will appear and user is logged into Army OneSource / VMIS system:

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ARMY OneSource

| | | | | | | |
|--|-----------------------------|--|--|--|---|---|
| Family Programs and Services | Health Care | Soldier and Family Housing | Child, Youth and School Services | Education, Careers and Libraries | Recreation, Travel and BOSS | Communities and Marketplace |
|--|-----------------------------|--|--|--|---|---|

- Army Reserve Family Programs
- Learning Center
- Family Readiness Groups
- Family Programs
- Financial Literacy Game
- Home and Family Life Library Resources
- National Guard Family Management
- Surviving Families
- Volunteering
- Wounded Warriors
- US Staff
- Quick Links
- Job

ANNOUNCEMENTS

Become a Volunteer

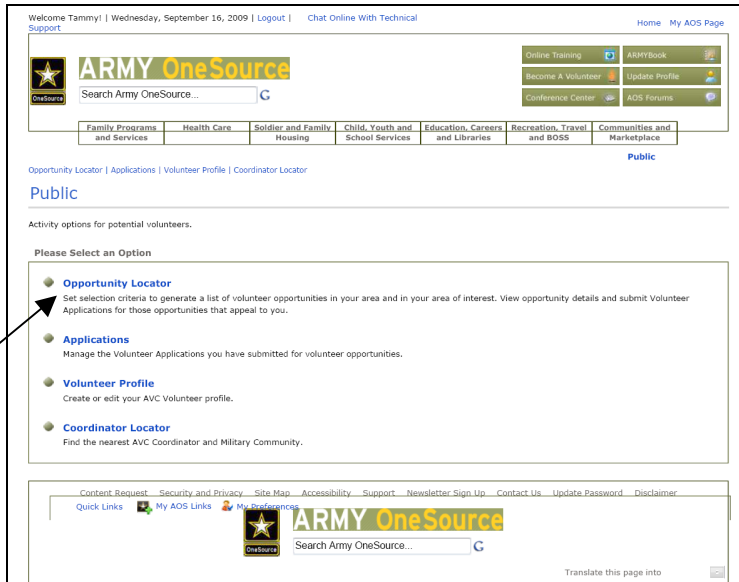
VMIS Home

[Content Request](#) [Security and Privacy](#) [Site Map](#) [Accessibility](#) [Support](#) [Newsletter Sign Up](#) [Contact Us](#) [Update Password](#) [Disclaimer](#)

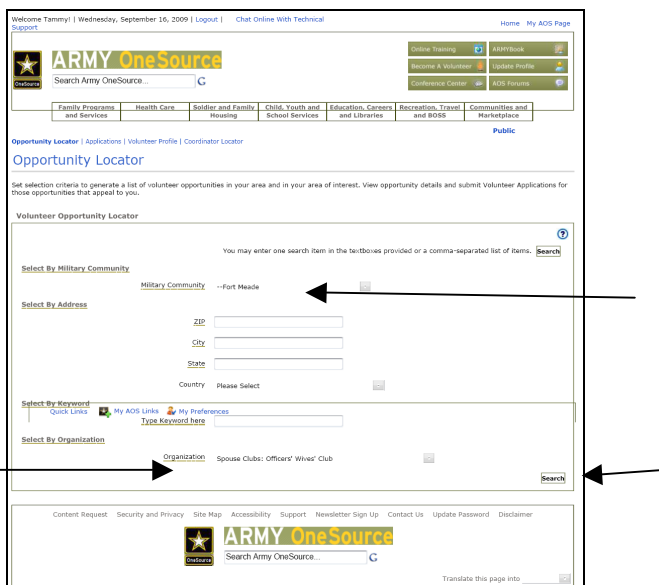
Translate this page into

ACTIVE ARMY NATIONAL GUARD ARMY RESERVE CITIZEN TO ARMY MILITARYONESOURCE.COM

6 – Under the **Family Program and Services** tab, Select **Volunteering**, then Select **Become A Volunteer**. The screen will advance to the following:



7 – Select **Opportunity Locator**. The screen will advance to the following:



8 – **Military Community= “Fort Meade” and Organization = “Spouse’s Club : Officers’ Wives’ Club.”**

After fields, Military Community and Organization, are completed, select **Search**. The following screen will load:

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Search Army OneSource...

Online Training ARMYBook
 Become A Volunteer Update Profile
 Conference Center AOS Events

Family Programs and Services | Health Care | Soldier and Family Housing | Child, Youth and School Services | Education, Careers and Libraries | Recreation, Travel and BOSS | Communities and Marketplace

Public

Opportunity Locator | Applications | Volunteer Profile | Coordinator Locator

Opportunity Search Results

Review all of the volunteer opportunities meeting the criteria you selected. Click on a Position to see details and to submit a Volunteer Application for the one you choose. Please note that you must be logged in to submit an Application; if not logged in, you will be prompted to login first (you can also register as a site user at that point if necessary).

Search Criteria: Community = Fort Meade AND Organization = "Spouse Clubs: Officers' Wives' Club"

Viewing 1-8 of 8 Opportunities

| Position | Organization | Community | City |
|----------------------------------|-------------------------------------|------------|------------|
| Community Liaison | Spouse Clubs: Officers' Wives' Club | Fort Meade | Fort Meade |
| Community Welfare | Spouse Clubs: Officers' Wives' Club | Fort Meade | Fort Meade |
| Historian | Spouse Clubs: Officers' Wives' Club | Fort Meade | Fort Meade |
| Parliamentarian | Spouse Clubs: Officers' Wives' Club | Fort Meade | Fort Meade |
| Reservations | Spouse Clubs: Officers' Wives' Club | Fort Meade | Fort Meade |
| Retired Officers' Wives' Club... | Spouse Clubs: Officers' Wives' Club | Fort Meade | Fort Meade |
| Scholarship | Spouse Clubs: Officers' Wives' Club | Fort Meade | Fort Meade |
| Volunteer | Spouse Clubs: Officers' Wives' Club | Fort Meade | Fort Meade |

If you're not getting any matching opportunities, you can contact the volunteer coordinator for your area directly, use the "Coordinator Locator" menu option to go to a search page that will help you locate the volunteer coordinator and military community, and provide contact information.

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Search Army OneSource...

Translate this page into

9 – Select volunteer opportunity of choice by double clicking on title. General members of the club should select **Volunteer** and Board Members should select held position.

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Volunteer Opportunity Details

View additional details about the selected opportunity.

Community: Fort Meade
 Organization: Officers' Wives' Club
 Title: Volunteer
 Position Type: Ongoing position
 Posted: 8/4/2008
 Duties: Help with OWC functions and events as needed
 Qualifications:
 Training:
 Orientation:
 Time Required:

Quick Links | My AOS Links | My Preferences | My Subscriptions | My Calendar

Address: Fort Meade, Maryland 20755
 Contact Person: Jennifer Wilson
 president@fortmeadewives.org
 AWC Coordinator: Marie Wiles
 (301) 877-5586
 622-5590
 marie.wiles@us.army.mil

Apply

The "Apply" button will take you to the Volunteer Application for this position. There you provide contact and background information which will be emailed to the people responsible for staffing this position. Their contact information will also be emailed to you.

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Search Army OneSource...

Translate this page into

9 – Verify correct position is selected and click **Apply**

10 - Fill in required fields of application. After completed, select **Submit Application**

User will receive email confirmation that their application was received and then approved by administrator. Once position is approved, user may begin logging volunteer hours for the club. Individuals that volunteer for multiple organizations on the post, such as OWC, ITR Craft and ROWC, should complete a volunteer application for each organization of which s/he belongs. User can then log all volunteer activities through the VMIS.

Logging Hours

- 1 – Go to www.myarmyonesource.co
- 2 - Log into myarmyonesource account
- 3 – Select **Family and Program Services**, Then **Volunteer**, Then **Volunteer Tools**
- 4 – Select **Service History**
- 5 – Locate position of interest (ie Volunteer – Fort Meade Officers’ Wives’ Club), Select **Hours**
- 7 – Volunteer log will appear, showing dates previously entered by user, time, description and whether hours have been verified.

Adding Hours:

- Previously entered dates time and description can be edited by selecting the “pencil” tool to the right of the date entered

- By selecting **Add for Open Dates**, user can enter hours for all dates in given timeframe ** at one time. User is unable to enter the description of activities through this option
- By selecting **Add for Day**, user can enter hours and description for one day at a time.

8 – Select **Return** once all hours have been entered

9 – Logout of website when finished.

*****Please note that the VMIS only allows users to enter data from the previous month until the 15th of the new month. Volunteers are encouraged to enter volunteer hours as they occur to avoid missing out on counting hours of service provided.***

Thank you for serving the community and the club through your volunteer hours! Please log your hours to make them count! Not only are volunteer hours utilized when awards are given but the installation is able to use the volunteer hours to gain grants for different services on post and improve the community of which we all live in. THANKS AGAIN for taking the time! You will be surprised by how many hours you accumulate for our club and other organizations this year!

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