

# How – To Guide For Volunteers

## Volunteer Management Information System



Army Volunteer Corps Coordinator  
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- **Access the VMIS site Log on to: [www.myarmyonesource.com](http://www.myarmyonesource.com)**
  - Click on Volunteer Tools (upper right hand corner).
  - Now you should see the page that says **I am looking for volunteer opportunities.**
  - Click on switch to OCONUS.
  - Click on the map where it says Germany.
  - Go to the bottom of this page and filter by organization, change the record page to 200, apply filter it's easier to find positions this way.
  - Select a position you are interested in, and then click to apply at the bottom of the page.
  - (If you are a first time user, you must register first, follow the steps below to apply.
- **Register (for 1<sup>st</sup> time users)**
  - Click on the Registration for this site ( upper right hand corner )
  - Complete the registration information.
  - Click continue.
  - Verify Information, click Register at the bottom of the right hand corner.
  - Screen will show "Registration Completer" and Thank you for registering" You have been pre approved and logged into the site.
  - Click on Continue (returns to homepage)
- **Apply for a position (once registered)**
  - Follow the steps above, then:
  - Position description will open on the screen.
  - Scroll to bottom and click on submit.
  - Screen will say Volunteer Application sent.
  - Screen will say what would you like to do next?
  - An email will be sent to the Organization Point of Contact (OPOC) must approve your application in VMIS before you can begin logging volunteer hours.
- **Log in your hours**
  - Log in to myarmyonesource.com
  - Click on LOG IN at the top of the page.
  - Click on VOLUNTEER TOOLS (upper right hand corner).
  - Click on Volunteer Activity.
  - All positions you are registered for are under this tab.
  - To enter for current month, select day, then Add for Open Dates.
  - To enter historical hours, select period, and Add for Period.

