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. Select Oklahoma on the map.
8. Click on "Fort Sill."
9. Community will read "Fort Sill" if not, scroll down and enter "Fort Sill."
10. Click on "Organization Group" scroll down and enter an appropriate category.
11. Click on "Organization" scroll down and enter unit, organization, etc.
12. Click on "Search" in yellow box.
13. Click on job position of interest.
14. Click on "Apply" in yellow box.
15. 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.

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 appropriate yellow box - Add For Day (1 day) – Add for Open Dates (recent) – Add for Period (up to 3 yrs. ago – can only be certified by AVCC)
6. Click "Calendar" in yellow box.
7. Enter date(s).
8. In "Hours" box, enter number of hours. (enter partial hours as a decimal fraction (ex. volunteered 5 hrs. and 15 mins. is 5.25, 5 hrs. and 45 mins. is 5.75)
1. Click on "Save and Return" in yellow box.
2. Date, hours and status will populate. Status is "submitted" until hours are certified by 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.myarmyonewource.com Log in and click: "Online Training" Scroll down and click: "VMIS Training" For additional assistance click: "Live Chat Support"