

## ***Follow the steps below to log your hours.***

Updated 9/18/09

If you've never logged hours...

- Go to [www.MyArmyOneSource.com](http://www.MyArmyOneSource.com) and log in.
- Place cursor over Family Programs & Services.
- Scroll down to Volunteering.
- Select Volunteer Tools from side menu.
- Click on Service History.
- Click on the Hours button (highlighted in blue) next to your position.
- To enter for the current month, select Day, & Add for Open Dates.
- When you are finished entering hours, be sure to scroll to the bottom and click SAVE!

If you've previously logged hours....

- Log on to [www.MyArmyOneSource.com](http://www.MyArmyOneSource.com).
- Click on Log In at the top of the page.
- Click on My AOS Page (upper right corner)
- Scroll down to Volunteer Center and you will see AVC Volunteer.
- Click on Service History.
- Click on the Hours button (highlighted in blue) to the right of the position you want to log hours for.
- To enter for the current month, select Day, & Add for Open Dates.
- When you are finished entering hours, be sure to scroll to the bottom and click SAVE!

## ***Follow the steps below to update your profile.***

- Go to [www.MyArmyOneSource.com](http://www.MyArmyOneSource.com) and log in.
- Click on Update Profile Box in upper right corner.
- Click on Edit Profile.
- Click on SAVE when done.

***HOURS MUST BE ENTERED INTO THE SYSTEM BY  
THE 5<sup>TH</sup> OF THE MONTH FOR THE PREVIOUS  
MONTH TO ENSURE CERTIFICATION.***



## **Department of Army Volunteer Management Information System (VMIS)**

### ***How to Guide for Volunteers***

The Volunteer Management Information System (VMIS) is the Army's new online volunteer management tool located at [www.MyArmyOneSource.com](http://www.MyArmyOneSource.com). The system provides a standardized system across the Army for volunteers to document their service history. It also allows for reporting of volunteer activity and statistics at the installation, region, and Department of Army levels. The system will allow you to document your entire volunteer history as you move from installation to installation. All installation volunteers are now required to register in this system and document hours each month.

Each organization has an Organization Point of Contact (OPOC) who manages the volunteers and hours within the system. If you don't know who your OPOC is, contact the AVCC at 396-8160. All technical issues should be addressed through the Chat Online with Technical Support located at the top of the page.

