

HOW TO RECORD TRAINING INTO VMIS 2.0:

A Volunteer's Guide to the Volunteer Management Information System Quick Guide # 3



Access the VMIS web site and register training:

1. Go to <https://vmis.armyfamilywebportal.com>
2. Proceed to "records" page.
3. Click on "Add Training" button.
4. Fill in all of the blank boxes.
5. For example, when filling in the title of this training worksheet would be titled "Register Training to Your Account".
6. Then fill out the remainder of the blank boxes with the appropriate information.
7. Click on the save button at the bottom.
8. Once you have finished saving the information, an automatic message will be sent to the OPOC & AVCC to certify the information.
9. It is the responsibility of the volunteer to record the training they receive.
10. It is the responsibility of the OPOC & AVCC (as back up) to certify the training.
11. Don't forget to record the amount of time you spend on the training to be placed in your service hours log.

Log in your Volunteer Hours:

1. Hours cannot be logged in until volunteer application is accepted by the OPOC or AVCC.
2. Log in at <https://vmis.armyfamilywebportal.com> with username and password.
3. Click "Service Log" on left side on the dashboard under volunteer.
4. Click on appropriate date and add hours and minutes.
5. Be sure to select the position through the drop-down box for which you are submitting your hours.
6. Click in "Submitter Note" box to provide information of the volunteer work and name of organizations accomplished on that date.
7. Click "Save".
8. Date, hours and status will populate. Status is "submitted" until hours are certified by OPOC or AVCC.

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For online VMIS assistance:
Contact "Live Chat" located at the
bottom of the volunteer account page.
<https://vmis.armyfamilywebportal.com>