HOW TO REGISTER & LOG INTO VMIS 2.0:

A Volunteer's Guide to the Volunteer Management Information System

Quick Guide # 1

Access the VMIS web site and register:

1. Go to https://account.armyfamilywebportal.com/dashboard
2. Click on "Register" to fill out the requested information to register for an Army Family Web Portal (AFWP) account.
3. Once completed an email will be sent from AFWP asking to verify your email. Be sure to respond or you will be unable to log in.
4. In the upper left corner find 3 horizontal lines.
5. Click on them to see the drop-down menu.
6. Click on the VMIS link.
7. Click on "Register" to open a VMIS account.
8. Once you have been given a VMIS account you will must fill out the profile for your account.
9. To select a volunteer position, you will need to look for volunteer opportunities.
10. Once a position is found you should "apply" for the position. This will automatically be sent to the Army Volunteer Corps Coordinator (AVCC). Please note you MUST apply for your unit Community Outreach Volunteer position, AVCC Volunteer at Large, and any other volunteer position you wish to volunteer. This must be done before you can add hours to your volunteer account for each organization/position.
11. Once "accepted" follow instructions from your organization point of contact (OPOC).

Log in your Volunteer Hours:

1. Hours cannot be logged in until volunteer application is accepted by the AVCC.
2. Log in at https://vmis.armyfamilywebportal.com with username and password.
3. Click "Hours" on left side on the dashboard under volunteer.
4. Click on appropriate date and add hours. Use the drop-down box to enter the hours and minutes. Minutes will be set for 15-minute intervals. For example, 15, 30, and 45 minutes.
5. Click in the box to provide information of the volunteer work accomplished on that date.
6. Click "Save".
7. Date, hours and status will populate. Status is "submitted" until hours are certified by OPOC or AVCC.
8. You will need to fill in the box to explain what you did as duties and tasks during the time spent working the volunteer hours. If you do not, your hours may be " rejected".
9. If you have hours accumulated but not entered VMIS prior to 1 January in the current year, you will need to contact the AVCC with documentation and date/hours of volunteer hours only after opening a VMIS account and have applied for a position.

HOURS MUST BE SUBMITTED BY THE 10TH TO ENSURE CERTIFICATION BY THE 15TH OF THE MONTH

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