

## VOLUNTEER MANAGEMENT INFORMATION SYSTEM (VMIS)

### QUICK START GUIDE

#### Step 1: REGISTER ONLINE

1. Go to [www.myarmyonesource.com](http://www.myarmyonesource.com)
2. Click on the LOGIN tab or the REGISTER tab at the top right of the page.
3. If you clicked the LOGIN tab enter your email and password if you registered or the NOT A MEMBER YET? JOIN NOW if you haven't. If you clicked the REGISTER tab click the JOIN NOW to register.
4. Input your information. Under the Military Community affiliation drop down tab, locate "Fort Carson".
5. Click CONTINUE.
6. If information is correct, click REGISTER.

#### Step 2: SELECT VOLUNTEER OPPORTUNITIES

1. Go to [www.myarmyonesource.com](http://www.myarmyonesource.com)
2. In the top right corner, click the VOLUNTEER TOOLS.
3. Under the community drop down bar, select Fort Carson if it is not already saved automatically.
4. Leave ORGANIZATION GROUP as ALL.
5. Under ORGANIZATION scroll to PATRIOT ELEMENTARY D8
6. Click on SEARCH
7. Select on position by clicking the blue position title
8. If this position fits your needs, click APPLY
9. Review your information and fill in additional information on the next screen. Make sure anything with an \* is required information. Click SUBMIT.
10. You will receive an application confirmation email.
11. Once your application has been accepted by the Organization Point of Contact you can begin volunteering and recording your hours.

#### Step 3: RECORD HOURS

1. Go to [www.myarmyonesource.com](http://www.myarmyonesource.com)
2. Click on the LOGIN tab at the top right of page.
3. At the top of page click VOLUNTEER TOOLS.
4. Click VOLUNTEER ACTIVITY and your positions will show and the far right, click HOURS.
5. Click on ADD FOR OPEN DATES and a calendar will open to allow you to add hours for that time.
6. If you want to input past hours, click on ADD FOR DAY or PERIOD.
7. Input the hours contributed, then click SAVE.
8. When complete, you may navigate the site or log out.