

Volunteer Management Information System Instructions

Three simple steps to track your volunteering hours through VMIS

STEP 1: REGISTER

1. Go to www.MyArmyOneSource.com.
2. Click on the Register link in the upper right corner.
3. Click on Join Now and complete the registration information – ensure community listed is Fort Benning, GA
4. Click Continue.
5. Verify information and click Register at the bottom right hand corner.
6. Screen will show “Registration Is Being Processed” and “Thank You for Registering”. You have been pre-approved and logged into the site.

STEP 2: APPLY FOR A POSITION

1. Go to www.MyArmyOneSource.com and log in.
2. Click on the Volunteer Tools tab in the upper right corner.
3. Already a Volunteer? Click on the Click Here tab.
4. Select Fort Benning under the community tab.
5. Select “**CYS**” under Organization Group and then “**Sports and Fitness**” under Organization. Click the Search button OR scroll through the volunteer opportunities listed at the bottom of the page.
6. Click on the “**SPECIAL EVENT**” position title (position description will open: review to ensure this is the position you want).
7. Click on Apply in the right hand corner.
8. Scroll to the bottom and click on Submit.
9. The screen will return to home page.

One you have applied, an email will go to the CYS Volunteer Coordinator. She will approve or reject your application. Once approved, you may begin to log your hours.

STEP 3: LOG YOUR HOURS

1. Go to www.MyArmyOneSource.com and log in.
2. Click on Volunteer Tools tab in the upper right hand corner.
3. Click on Volunteer Activity.
4. Click on the Hours button (highlighted in blue) next to your position.
5. To enter for the current month, select Day and Add for Open Dates.
6. When you are finished entering hours, scroll to the bottom and click Save.
7. Historical hours may be added to ensure your volunteer service record is accurate. Please see your OPOC for assistance entering these hours.

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