

HOW DO I LOG MY HOURS?

PLEASE NOTE: *Volunteer hours must be entered into the VMIS system by the 5th of the month for the previous month. All hours are certified by the organization for which the service occurred.*

If you've never logged hours before...

1. Go to www.MyArmyOneSource.com
2. Click **Login** (at the top of the page) and enter **User Name** and **Password**.
3. Place cursor over **Family Programs and Services**.
4. Scroll down for **Volunteering**.
5. Select **Volunteer Tools** from side menu.
6. Click on **Service History**
7. Click on the **Hours** button (highlighted in blue) next to your position. To enter for the current month, select **Day** and **Add for Open Dates**. When you are finished entering hours, be sure to scroll to the bottom and click **SAVE**.

If you previously logged hours...

1. Go to www.MyArmyOneSource.com
2. Click **Login** (at the top of the page) and enter **User Name** and **Password**.
3. Click on **My AOS Page** (upper right corner)
4. Scroll down to **Volunteer Center** and you will see **AVC volunteer**.
5. Click on **Service History**.
6. 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** and **Add for Open Dates**. When you are finished entering hours, be sure to scroll to the bottom and click **SAVE**.

WEST POINT ARMY VOLUNTEER CORPS



HOW-TO GUIDE FOR VOLUNTEERS

Christina Overstreet
Army Volunteer Corps Coordinator (AVCC)
Army Community Service
Bldg. 622, Swift Road
West Point, NY 10996
Phone: 845-938-3655
Fax: 845-938-3019
Email: christina.overstreet@usma.edu

Visit us online at:
www.westpointmwr.com/ACTIVITY/IVC/IVC.HTM

GETTING STARTED

The Army Volunteer Corps Coordinator (AVCC) assists potential volunteers with locating volunteer opportunities that are right for them. Most opportunities can also be found by accessing the Opportunity Locator on www.MyArmyOneSource.com. Click on “Become a Volunteer” and select “USMA” (listed under Northeast Region).

VOLUNTEER REGISTRATION

All volunteers must register PRIOR to beginning volunteer service. To register, volunteers must:

1. **Complete and sign a volunteer agreement.** Forms can be found on the AVC website at www.westpointmwr.com/ACTIVITY/IVC/IVC.HTM or by contacting the AVCC. A copy of this form should stay with the organization and a copy should be provided to the AVCC.
2. **Register in the Volunteer Management Information System (VMIS).** VMIS is the Army’s online volunteer management tool, a standardized system across the Army for volunteers to document volunteer service history. **All West Point Volunteers are required to register in this system and document hours each month.**

QUESTIONS?

Each organization has an Organization Point of Contact (OPOC) who manages volunteers and hours within VMIS. If you don’t know who your OPOC is, please contact the AVCC.

HOW DO I REGISTER IN THE VMIS?

If you have not registered at MyArmyOneSource.com...

1. Go to www.MyArmyOneSource.com.
2. Click on **Become A Volunteer** (upper right corner).
3. Click on **Opportunity Locator**.
4. Under **Select by Military Community**, use the drop down box to select **USMA** (located under *Northeast Region*).
5. Under **Select by Organization**, use the drop down box to select the organization you volunteer for. Click **Search**.
6. Click the position you are interested in. Position description will open on the screen. Scroll down and click **Apply**.
7. On the next page, click **Register for this Site** (right side of page). Select **Click here to register now**.
8. Complete the registration form. Click **Continue**.
9. Verify your information and click **Register** (bottom right hand corner). Screen will show **Registration Complete - Thank You for Registering**. You have been pre-approved and logged into the site.
10. Click **Continue** to return to the homepage.

If you are already registered on MyArmyOneSource.com...

1. Go to www.MyArmyOneSource.com.
2. Click **Login**. Enter your **Username** and **Password** and click **Login**.
3. Place cursor over **Family Programs and Services**.
4. Click on **Volunteering**.
5. Click on **Opportunity Locator** (middle of page).
6. Under **Select by Military Community**, use the drop down box to select **USMA** (located under *Northeast Region*).
7. Under **Select by Organization**, use the drop down box to select the organization you volunteer for. Click **Search**.
8. Click the position you are interested in. Position description will open on the screen. Scroll down and click **Apply**.
9. Verify information and click **Submit**.
10. Screen will indicate **Volunteer Application Sent**.
11. You will receive an email once your registration has been approved. At this time, you may then begin to log your hours.