

## HOW DO I LOG MY HOURS?

**PLEASE NOTE:** Volunteer hours must be entered into the VMIS system by the 15th of the month for the previous month. All hours are certified by the organization for which the service.

1. Go to [www.myarmyonesource.com](http://www.myarmyonesource.com).
2. Click **Login** (at the top of the page) and enter **User Name** and **Password**.
3. Select **Volunteer Tools** (top right).
4. Find **Already a Volunteer** (right side), click **Click Here**
5. Click on **Volunteer Activity Tab** (3rd from the left).
6. Click on the **Hours** button (highlighted in blue) next to the position you want to add hours for. Select **Add for Day** or **Add for Open Dates** if you are adding multiple days. When you are finished entering hours, be sure to scroll to the bottom and click **Save**.
7. To enter for previous months, go to **Add for Period**.

## I USED VMIS AT MY PREVIOUS DUTY STATION. HOW DO I UPDATE MY INFORMATION?

1. Go to [www.myarmyonesource.com](http://www.myarmyonesource.com).
2. Click **Login** and enter your **Username** and **Password**.
3. Click **Update Profile** (upper right corner) and select **Edit your Profile**. When updating your information, be sure to select **West Point** (located under Northeast Region) for **Military Community Affiliation**.



If you need additional assistance while working in VMIS, please submit your questions or comments using the Live Chat Support feature (which can be accessed by clicking on the link the upper right corner of every screen).

Last Update 6-June-11

# West Point Army Volunteer Corps



## Volunteer Quick Reference

*For potential, new and existing  
West Point Volunteers*

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*Visit us online at:*

[www.westpointmwr.com/ACTIVITY/IVC/](http://www.westpointmwr.com/ACTIVITY/IVC/)

*Thank you for your interest in volunteering! Your dedication service helps to transform our military installations into strong, united communities.*

## HOW DO I FIND OUT MORE ABOUT VOLUNTEER OPPORTUNITIES?

The Army Volunteer Corps Coordinator (AVCC) assists potential volunteers to locate volunteer opportunities that are right for them. A great place to start is by looking through the **Volunteer Opportunity Locator** online at [www.myarmyonesource.com](http://www.myarmyonesource.com). To search, click on **Volunteer Tools**, select **New York (NY)** on the map and then select **West Point**.

## NEW VOLUNTEER ORIENTATION

New volunteers must attend an orientation PRIOR to beginning volunteer service. **Orientations are offered on the first and third Tuesday of each month.** Please contact the AVCC for more information or to sign up for orientation.

## VOLUNTEER REGISTRATION

Volunteer Registration will be completed at Orientation. If you did not attend an orientation and are currently volunteering, you must ensure that you are properly registered, which includes completing the necessary paperwork (e.g. Volunteer Agreement, Parental Permission form, etc.) and registering in the Volunteer Management Information System (VMIS), the Army's online volunteer management tool which is used by volunteers and volunteer managers to document service history. **All West Point Volunteers are required to register in VMIS and document hours monthly to be eligible for installation-level awards.**

## HOW DO I REGISTER IN VMIS?

1. Go to [www.myarmyonesource.com](http://www.myarmyonesource.com).
2. Click **Login**.
  - If you have already registered at [www.myarmyonesource.com](http://www.myarmyonesource.com), enter your **Username** and **Password**.
  - If you have not registered, click **Register for this site** (bottom right side of the page) and proceed with registration. You have successfully registered when your screen says "**Registration Complete Thank you for Registering**". You are now logged into the site.
3. Click on **Volunteer Tools** (upper right corner).
4. The US Map will open, click on **New York (NY)**.
5. Click on **West Point** under the Community heading.
6. You can search by organization or to view all available opportunities, simply click **Search**.
7. Once you locate position, click on it and a position description will open on the screen. Click **Apply** in the top right corner.
8. Verify information and click **Submit**. Screen will indicate **Volunteer Application Sent**. An auto-generated email will be sent to the Organizations POC and AVCC, who will need to approve your application.

*\*\* You will receive an email once your application/registration has been approved. At this time, you may begin to log your hours.*

