

# How – To Guide For BCSC Volunteers

## Volunteer Management Information System (VMIS)



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### **Register (for 1<sup>st</sup> time users) Google: type VMIS**

- Click on the Registration for this site ( upper right hand corner )
- Complete the registration information. Make sure you use **(Overseas/UASG Bavaria, and Germany)** as the location.
- Click continue.
- Verify Information, click Register at the bottom of the right hand corner.
- Screen will show “Registration Complete” and “Thank you for registering” You have been pre approved and logged into the site.
- Click on Continue (returns to homepage).

### **Access the VMIS site Log on to: [www.myarmyonesource.com](http://www.myarmyonesource.com)**

- Click on Volunteer Tools (upper right hand corner). If the “select a certificate” box appears, click “cancel”.
- Now you should see the page that says **I am looking for volunteer opportunities.**
- Click on switch to OCONUS.
- Click on the map where it says Germany. Then click on “USAG Bavaria”.
- Go to the bottom of this page and filter by organization, type “Spouses Club” and press “Apply Filter”.
- Select a position you are interested in, and then click to apply at the top of the page.
- (If you are a first time user, you must register first, follow the steps below to apply.)

### **Apply for a position (once registered)**

- Follow the steps above, then:
- Position description will open on the screen.
- Scroll to bottom and click on submit.
- Screen will say Volunteer Application sent.
- Screen will say what would you like to do next?
- An email will be sent to the Organization Point of Contact (OPOC) must approve your application in VMIS before you can begin logging volunteer hours.

### **Log in your hours**

- Log in to [myarmyonesource.com](http://myarmyonesource.com)
- Click on LOG IN at the top of the page.
- Click on VOLUNTEER TOOLS (upper right hand corner).
- Click on Volunteer Activity.
- All positions you are registered for are under this tab.
- To enter for current month, select day, then Add for Open Dates.
- To enter historical hours, select period, and Add for Period.

