

VMIS Registration Instructions

(please use google chrome or Firefox to complete your registration)

- 1 Go to www.myarmyonesource.com
- 2 Click on **Register** at the top right corner on the black bar (if the site asks you for some type of certificate, just click cancel)
- 3 Click **Join Now**
- 4 Fill out registration then click **continue**
- 5 Click the **Volunteer Tools** button in the upper right hand corner of the page
- 6 This will bring up the Volunteer Opportunities page for Fort Carson.
- 7 Under Organization Group, select **Spouse Clubs**. Then under Organization, select **Spouse Clubs: Mountain Post Spouses Club** and click search.
- 8 Scroll through and find the position you are looking for. Once you locate the position, click on that name.
- 9 Read the position description and qualifications. If you agree to them, click **apply**.
- 10 That will send the application to the Volunteer Coordinator to be processed and approved.
- 11 After you have been approved you can begin to input your hours.

VMIS Hour Entry Instructions

- 1 Go to www.myarmyonesource.com
- 2 Click on **Login** on the black bar in the top right corner
- 3 Fill out your user name and password and click **Login**
- 4 Click the **Volunteer Tools** button in the upper right hand corner of the page
- 5 Click on the **Volunteer Activity** tab. This will list all of your active volunteer positions.
- 6 Select the position you want to add hours under and click the blue **Hours** link on the right hand side of the page
- 7 There are two options for entering hours
 - a. **Add for open dates** – This will open up a calendar and you can add a number of hours next to the date for a month at a glance. When you are finished adding for all appropriate dates click save at the bottom right and it will submit the hours for approval.
 - b. **Add for day** – This option allows you to add for a day at a time. You can also write a note to the Volunteer Coordinator to explain what you did for that time. This is a really good option if you have put in a large amount of hours that cannot be confirmed by another person. Once you are finished click on save and return and that will submit the hours for approval.
- 8 If you need to add hours for a date that is more than a month prior to the date you are entering them, you will need to contact the Volunteer Coordinator to do so.
- 9 The Volunteer Coordinator reserves the right to contact you at any time to discuss the hours you have entered.
- 10 For any questions or to get help please contact volunteering@mpsc.us