**How to Register and Apply for a Position in the Volunteer Management Information System (VMIS)**

If not yet registered on VMIS, the following steps may be taken:

1. Log onto <https://vmis.armyfamilywebportal.com/>
2. Click Register, located under “use site as a guest”
3. Plug in an email and password.
	1. This can be a Personal Email, or you are Government Email.
4. Click “Register”
5. You will be prompted to go get a “verification token” from your email.
6. Logon onto your Email, and get the token
7. Go to <https://account.armyfamilywebportal.com/dashboard> and click “Verify”
8. Plug in your email and the token and click “Verify”
9. You will then be taken back to the “dashboard” click the “log on” up top
10. Enter your “username” and “password” and click “Login” and you will be taken back to the dashboard
11. In the top left click the 3 lines to open the menu, and select the “Volunteer Management Information System”
12. You will be taken back to the main “login” screen, click “Log In”
13. Enter your “username” and “password” and click “Login” and you will be taken to the VMIS Main Page.
14. Fill in all of your Information
15. Click “save” at the bottom, and your page will refresh
16. Time for us to find BOSS on your Specific Garrison, so we will click “opportunities” on the left hand side.
17. In the Search bar, input “BOSS” and click Search.
18. You will select your specific position that your BOSS Team say to choose, for this tutorial I am selecting “BOSS Volunteer”
	1. You can apply for numerous positions if that is what it calls for, you will just repeat the next few steps.
19. More information will show about that position, you will read it, and select “apply”
20. Your “Volunteer Application” will populate, verify your information is correct, and select “apply” at the Bottom
21. You will get a pop-up that your “Application was received”, let your BOSS Team know, and they will approve your Application.
22. This Concludes “Applying for VMIS”

**How Log Daily Hours in the Volunteer Management Information System (VMIS)**

1. Go to <https://vmis.armyfamilywebportal.com/> and click “Login”
2. Enter your Username and Password and click “Logon” and you will be directed to your “Dashboard”
3. On here, you will see I have a “notification” this tells me that the BOSS President “Approved” my application and I am ready to log hours!
4. On the left side I will click “service Log” and you will see a calendar of the current month populate.
5. Click the Day that you wish to log your hours for
	1. For this tutorial I am going to select the 16th of October
6. An Information block will pop up and you will fill out the following:
	1. Hours – this is where you can plug in how many hours you volunteered
	2. Submitter Note – Leave a note for the BOSS Team so they know what you did that day
	3. Click “Submit” once Complete
7. It will take you can to the calendar and you will now see that there are hours on that date, with a blue circle in the top corner of the date. This tells you that those hours are submitted, and pending approval from your BOSS Team
8. Let’s go back to the Dash board, to do this we will just click “dashboard in the top left corner”
9. On our Dashboard, you will now see that under “Hours for October” you see that I have “3.25” under Submitted, which is blue.
10. After a few days, you will see that you have a new notification that your BOSS Team approved those hours. You will see under the “hours for October” they change from “Submitted (in blue)” to “Certified (in green)” this will tell you that your BOSS Team “Approved” those hours, lets click the Service log and take a look there!
11. We now notice that under our “16 October” date the Blue Circle has changed to a “Green Checkmark” this is an indicator that your hours have been “Approved/Certified”
12. Note that the system will close at the end of the month, so do your best to log your hours the day of, or day after your volunteer event.
13. This concludes this Block for “Adding hours Daily”

**How Log Period Hours in the Volunteer Management Information System (VMIS)**

1. Go to <https://vmis.armyfamilywebportal.com/> and click “Login”
2. Enter your Username and Password and click “Logon” and you will be directed to your “Dashboard”
3. On the left side I will click, “Service Log” and you will see a calendar of the current month populate.
4. Let us say that for September, I forgot to add hours for a few different hours. The VMIS System will not allow you to log hours for the previous month, as there is a cut off. So we are going to have to “log a period”
5. On our Calendar, you will see “Period” with a (+) next to it. We are going to click the +
6. An Information block will pop up and you will fill out the following:
	1. Hours – this is where you can plug in how many hours you volunteered
	2. Submitter Note – Leave a note for the BOSS Team so they know what you did and what date it was.
	3. Click “Submit” once Complete
7. We now see that the “13 Hours” is populated under “Period”
8. We will go back to our Dashboard, and you now see that under “Hours for October 2021” I have a new “Circle” with those “13 hours” under “submitted.
9. After a few days, you will see that you have a new notification on your dashboard that you are BOSS Team approved those hours. You will see under the “hours for October” they change from “Submitted (in blue)” to “Certified (in green)” this will tell you that your BOSS Team “Approved” those hours, lets click the Service log and take a look there!
10. We now notice that under our “Period” date the Blue Circle has changed to a “Green Checkmark” this is an indicator that your hours have been “Approved/Certified”
11. This concludes this Block for “Adding Period Daily”

**How to pull your Hours History Report in the Volunteer Management Information System (VMIS)**

1. Go to <https://vmis.armyfamilywebportal.com/> and click “Login”
2. Enter your Username and Password and click “Logon” and you will be directed to your “Dashboard”
3. Click “Service History” on the left Side
4. Here you will see all of your hour’s history populate. If you need to show your hours history, we are going to scroll to the bottom and click “download DA 4162”
5. Select the Folder where you would like to Save the Document, and Click Save
6. Find your DA 4162 and open it, print it and you will sign the bottom of the second page.
7. This concludes the “Pulling your Hours Report”