



## HOW-TO GUIDE

### Volunteer Management Information System (VMIS)

For assistance contact:  
DSN (315) 763-4419  
COMM 0503-363-4419  
Updated: Jan 2025

#### 1. Register (for 1<sup>st</sup> time users)

Go to [www.armyfamilywebportal.com](http://www.armyfamilywebportal.com)

- Click on the Register button in the top right hand corner of the homepage.
- Complete site registration form. Click Register.
- An automated email will be sent to the email that was entered in step 2 with a link and a token number. Select the link in th email to verify the account.
- On the page that appears, enter the email address and the token number provided in the automated email.
- Select Verify Email.

#### 2. Access the VMIS site

Go to <https://vmis.armyfamilywebportal.com/>

- Select Log In from the VMIS Home Page.
- Enter a valid, registered Email and Password into the respective fields on the Log In page.
- Select Log In.
- When you log in for the first time, you will need to create your Volunteer Profile. To do so, enter the required information into the data fields.
- While updating your profile, for military community add **USAG Daegu**.
- Select Save to complete the Volunteer Profile and proceed to the Volunteer Dashboard.

#### 3. Search and Apply for Opportunities

- Under Dashboard, select Opportunities on the left-hand navigation menu.
- Use the search box by using Title, Community, Organization, City, or Region.
- If needed, select Filters and use the drop-downs to further filter opportunities using the following fields:
  - Community, Organization Group, Organization, Country, State, or Zip/Postal Code.
- Select the row of an opportunity on the table to view details.
- Select Apply.

An email will be sent to your Organization Point of Contact (OPOC). To move forward, the OPOC must review and approve your application. After approval, you'll be able to start logging hours.

#### 4. Logging Your Hours

- Under Dashboard, select Service Log.
- Use the Position drop-down to select the position for which you will be recording hours.
- Use the left and right arrow buttons to select the desired month.
- Select the date box corresponding to when the hours were performed.
- Enter the required information into the following data fields:
  - Hours, Minutes, and Submitter Note (optional)
- Select Submit for your hours to be certified by your OPOC.

**Reminder: You have until the 15th of the following month to enter and edit daily hours for the current month. This is known as the open period.**