

ALL STUTTGART VOLUNTEERS NO MATTER WHERE YOU VOLUNTEER

MUST REGISTER IN THE NEW VOLUNTEER MANAGEMENT INFORMATION SYSTEM

Steps to get set up in VMIS system:

1. Go to www.myarmylifetoo.com
 - a. Click on “register” and complete the form important: user name and password is case sensitive!
 - b. Once you have completed entering the information press the “continue” button, check the information you entered and press the “register” button.

2. There are two ways to apply as a volunteer:
 - a. You can “register” as a volunteer:
 - click on “becoming a volunteer”
 - select “public” (top right-hand side of the page)
 - Select “volunteer registration”
 - Verify and/or edit information and press “save”
 - You will now be able to access the VMIS Volunteer Tools
 - b. Apply for a specific volunteer position:
 - Go to the “opportunity locator”
 - Apply for the position of your choice
 - The system will display your registration
 - Verify and/or edit the information and press “submit”
 - An email will be sent to the AVCC (Army Volunteer Corps Coordinator) and the OPOC (Organizational Point of Contact)
 - When your application is accepted your status changes to AVC volunteer
 - You will now be able to access the VMIS volunteer tools (add training, awards, hours etc)

3. Using VMIS volunteer tools

Adding hours:

- From the “service history page” you can add volunteer hours to the system. Next to your position/total hours, hit the blue “hours”
- Now you can either “add many” or “add one”, then hit “save” and then “done”
- Deadline for entering hours is the 15th of the following month
- You can view hours and filter them by submitted, certified or rejected
- Certified hours are in green and cannot be edited
- To edit submitted or rejected hours, click on the “edit” link then “save”

- To remove hours, click “delete”
- If you need to start over again, click “cancel” and then click “done” to return to the “service history” screen.

Adding training/awards:

Go to “service history page”. Under “Optional Views of Additional Types of Volunteer History Tracking” you can add awards and/or training. Check the block and hit “save selection”. Now you will have the option. Under awards and/or training hit “add new”. Enter your information and hit “save”.