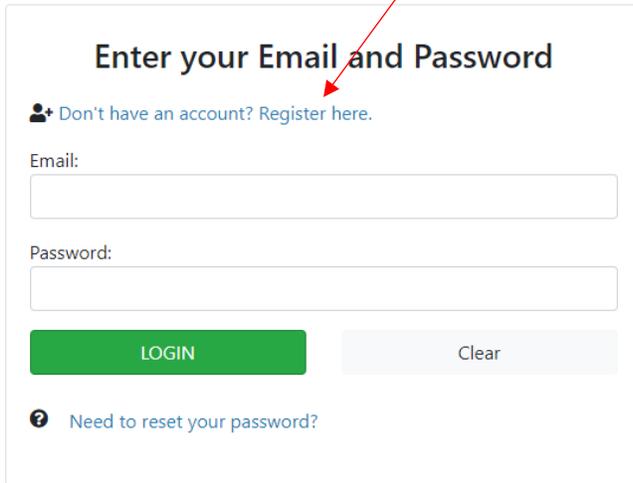


# HOW TO Register in VMIS

**Step 1:** Go to <https://sso.armyfamilywebportal.com>.

**1. Step 2:** Click on **Register Here**



**Enter your Email and Password**

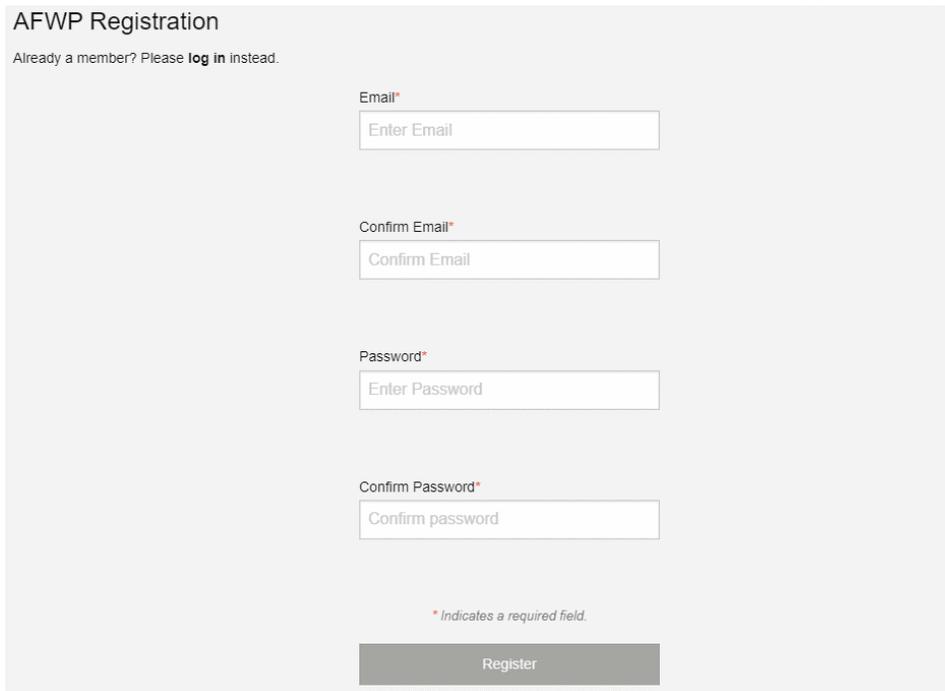
 Don't have an account? [Register here.](#)

Email:

Password:

 [Need to reset your password?](#)

**Step 3:** Fill out Registration and click **Register**.



**AFWP Registration**

Already a member? Please **log in** instead.

Email\*

Confirm Email\*

Password\*

Confirm Password\*

\* Indicates a required field.

## Thanks for signing up!

An email containing a verification token is being sent to the address you provided. Please use this on the **Dashboard**.

You will not be able to access AFWP applications before verification. Please allow up to 30 minutes to receive the email, and be sure to check your spam folder. You may also request another verification email on the Dashboard.

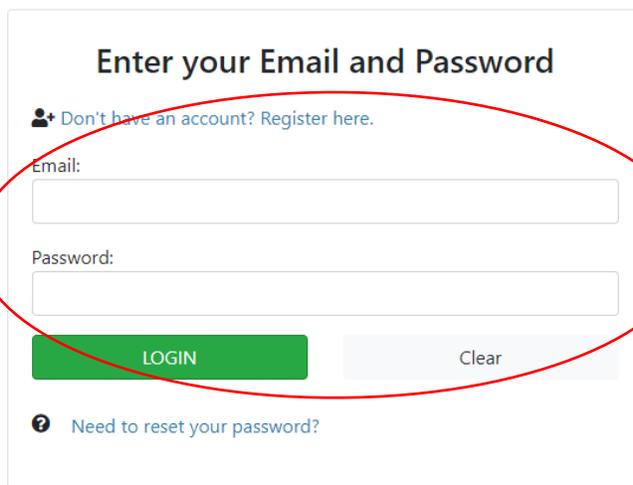
Once logged in and verified, fill out your AFWP profile in order to access all applications. You may access them using the menu in the top-left. You may also register your Common Access Card (CAC) on the Dashboard.

**Step 5:** The email will have a link and a Token number. Click on the link and type your email address and the token number in the email.

Note: After validating the account, you will have to go back to the website:

<https://sso.armyfamilywebportal.com/cas/login?service=https%3A%2F%2Fvmis.armyfamilywebportal.com>.

And log in with your email and password



**Enter your Email and Password**

 Don't have an account? [Register here.](#)

Email:

Password:

 [Need to reset your password?](#)

**Step 6:** Click on **Profile** and fill out your **Personal Information** and **Demographic Information** and click **Save**

Note: Type MacDill AFB in the **Military Community**

AFWP Account Management

Dashboard

Profile

AFWP Profile

You must enter data in all required fields in order to update your AFWP profile. Note that some or all of this data is used by other AFWP systems.

\*Indicates a required field.

**Personal Information**

First Name\*

Middle Initial

Last Name\*

Date of Birth\* MM/DD/YYYY

Military Community\* Select a community or search...

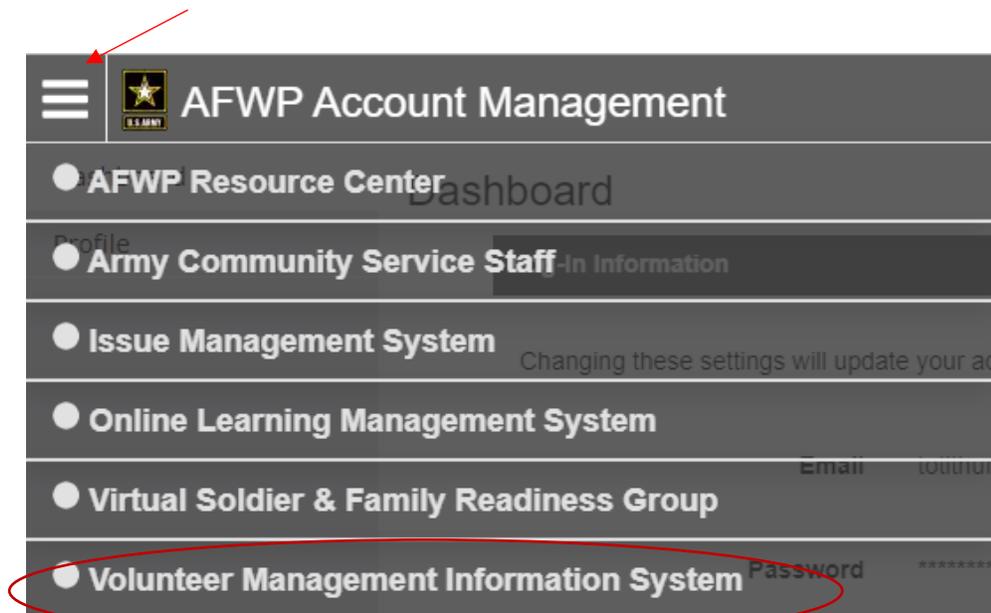
**Demographic Information**

Branch\* Select a branch or search...

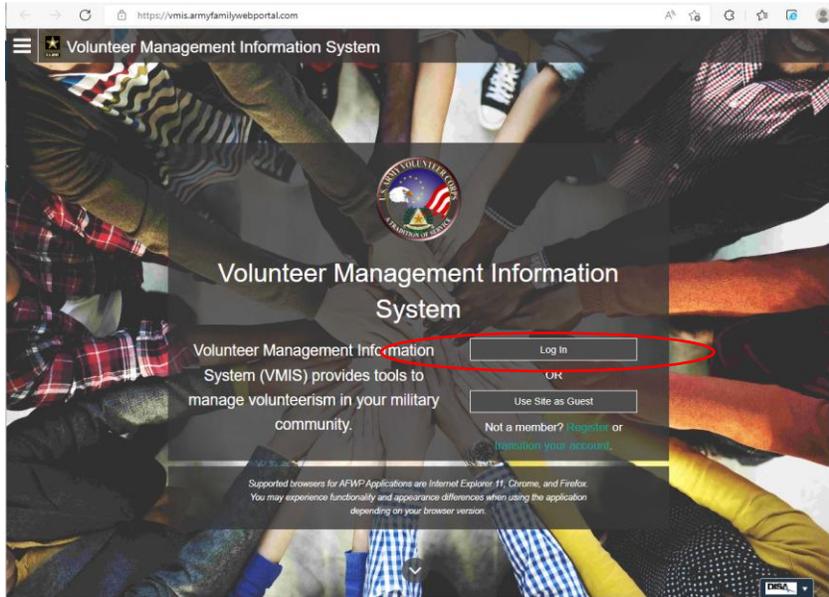
Component\* Select a component or search...

Disposition(s)\*  
 Service Member  
 Family Member  
 Retiree

**Step 7:** Click on the three lines (MENU) at the top left of your screen and choose **Volunteer Management Information Systems**



## Step 7: Log in again



**Step 8:** At your account, click on **Opportunities**. In this page you can apply to any open position/organization.

Note: Sometimes it will automatically take you to **AFWP Profile** to complete some extra information

Title	Application Status	Community	Organization	City	Region	Date Posted
Sewing Quilting Lead	None	MacDill AFB	Outdoor Rec	Tampa	Florida, United States	12 Oct 2022
Family Game Night Lead	None	MacDill AFB	Outdoor Rec	Tampa	Florida, United States	17 Aug 2022
Book Club Leader	None	MacDill AFB	Outdoor Rec	Tampa	Florida, United States	17 Aug 2022
Sabal Park Pharmacy Volunteer	None	MacDill AFB	MacDill Medical Group	Tampa	Florida, United States	11 Aug 2022
Golf Course Laborer	None	MacDill AFB	Golf Course	Tampa	Florida, United States	10 Aug 2022
Sabal Park Lead Volunteer	None	MacDill AFB	MacDill Medical Group	Tampa	Florida, United States	26 Apr 2022
Volunteer Greeter	None	MacDill AFB	Brandon Taxes	Riverview	Florida, United States	19 Jan 2022
Volunteer Tax Preparer	None	MacDill AFB	Brandon Taxes	Riverview	Florida, United States	19 Jan 2022
Inventory and Donation Sorting	None	MacDill AFB	The Attic	MacDill AFB	Florida, United States	6 Dec 2021
Voting Support	None	MacDill AFB	Voting Support	Tampa	Florida, United States	27 Aug 2021
Income Tax Preparer	None	MacDill AFB	Retiree Activities Office (RAO)	Tampa	Florida, United States	11 Aug 2021