Becoming a Volunteer
Directions to register to volunteer at a Military Community near you.

PART I - REGISTER FOR MY ARMY ONE SOURCE SITE

1. Go to https://www.myarmyonesource.com . **(Please note that My Army One Source may not be compatible with all browsers. Google Chrome and Firefox browsers display the site properly).**
2. In the upper right hand corner, click the button that says **Register**
3. It will take you to a screen with information about registering and there will be a link, and a button that say **Join Now!** click on either
4. You will then be taken to a form which asks for your name, a username and password, etc. Choose a username that is easy to remember – a combination of your first and last name and a number. i.e.: John Rick would be Jrick83. Your password should also be easy to remember and should include numbers, i.e. horseback123.
5. Fill out the rest of the form. Where it asks for your Military Community Affiliation, choose **Aberdeen Proving Ground** from the drop-down menu. When you get to the **Component** section, select N/A, and in the **Disposition** section, select **other.**
6. Select your age from the ranges provided in the last section.
7. Review your information and then click the **Continue** button at the bottom right of the page.
8. This page will ask you to review your information again. If you need to change anything, click on the information that you need to edit. It will be in blue text and will change to orange when you move the mouse over it.
   - Once you are finished editing your information, click return, and you will be sent back to the verifying page.

9. When you are done, click the **Register** button at the bottom right corner of the page.

Now you have completed your registration for the myarmyonesource website - *NOT FOR VOLUNTEERING.* You now have access to the section of the website, which allows you to register as a volunteer.

PART II -APPLY FOR A VOLUNTEER POSITION

1. Now that you are registered for the website, you will be redirected to the homepage again. At the top right of the screen you will see a button that says **Volunteer Tools.** Click on this button.
2. You should now see a large map on your screen. When you move your mouse over the map, it will change color by state. Choose the state in which you will be volunteering.

3. Click the Community that you will be working in; i.e. **Aberdeen Proving Ground.**
4. You will be taken to a search engine page that will help you to find a volunteering position of your choice in your Community.
5. Change the **Organization Group** to narrow your search if you know where you want to volunteer.
6. Click on a position which interests you, you will be brought to a page which summarizes your potential duties and required qualifications for the job. If you want to keep looking, click **Cancel** on the upper left hand of the screen.
7. When you have found the position that you would like to apply for, click the **Apply** button on the upper right-hand comer of the screen.
8. Fill out the form as it is presented to you, choosing **Not Applicable** for **Branch of Service, Army Component and Pay Grade.**
9. When the form .is complete, scroll to the bottom of the page and select **Submit.**
10. A popup will appear saying **"Your changes have been saved".** Click **OK.**

Congratulations! Your application has been submitted and you will be considered for the position shortly. If you need to change any of your information at any time, click **Edit** on this page.

PART III - REPORTING HOURS
1. Login
2. Go to **Volunteer Tools**
3. Under "Volunteer Activity" click on the **"Hours"** link next to the desired position.
4. Click on **"Add for Open Dates"** - Hours within the last month.
5. Click on **"Add for Period"** to enter hours, by month, farther back.