

How to Register on and set up an individual account on VIMS.



Left Click Your Mouse to Advance Slides, Right click to back up one or press ESC to exit presentation.

Updated 11/17/2011

**The following slides
provide detailed
instructions on how to
Register on your agency
VIMS system to set up your
individual account.**

VIMS, Volunteer Integrated Management System, www.myvims.com

Each VIMS client agency has their own unique URL, aka, web address to access its main login page. The URL will look like this example:
https://name.myvims3.com To access your VIMS login page, enter the web address given to you into the address bar on your computer's browser. Entering the letter "s" after "http" will encrypt your data.

Next click the link labeled "**Click Here To Register**". Before doing so, you may first want to "bookmark" this page for when you return to access your new VIMS account.

File Edit View Favorites Tools Help

Back Search Favorites

Address **https://name.myvims3.com**

Volunteer Integrated Management System

Username:
Password:
Login
FORGET YOUR PASSWORD?
CLICK HERE TO REGISTER
FOLLOW VIMS ON -
twitter
facebook
Visit our facebook page.

WELCOME TO VIMS ... for the Hemet Police Department

Your Agency Name will be here.

Your Agency patch or logo will be here.

Public Safety Volunteer Institute
P.O. Box 727, Corona, CA 92878-0727 T) 951-279-6893 www.myvims.com

VIMS
Volunteer Integrated Management System by PSVI

How to Register on and Set Up an Account on VIMS.

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File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address http://demo.myvims3.com/rcs_register_login.php

Norton Phishing Protection on Identity Safe Log-ins

Volunteer Integrated Management System

Username:

Password:

Login

NEW USER REGISTRATION PAGE LOGIN ...

NOTE: This page should only be used to register yourself in your agency's VIMS system with the common User Name and Password given you. Do Not use this page to attempt to access your individual or administrator account once it is set up as it will not work. If you have already registered, please use the main login page.

When this screen appears enter the username and password given to you by your agency's VIMS administrator or coordinator. You must use this username and password to enter the actual registration page. Also please be sure that you are on the correct page, as shown above with the words "NEW USER REGISTRATION PAGE LOGIN" and Not the main login page you saw on the previous slide.

How to Register on and Set Up an Account on VIMS.

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NOTE: Some VIMS clients use our Multi-station version of VIMS.

If your agency does, your registration page will look like this. First select the name of the station or unit you are registering for and then enter the username and password you were given.

Volunteer Integrated Management System

Select Your Station:

Select.. ▾

Username:

Password:

Login



NEW USER REGISTRATION PAGE LOGIN ...

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Volunteer Integrated Management System

Select Your Station:

Select.. ▾

Select...

- Chaplains
- CSU Groups
- Explorer Post #519
- Reserves
- SAR Groups

Login



NEW USER REGISTRATION PAGE LOGIN ...

NOTE: This page should only be used to register yourself in your agency's VIMS system with the common User Name and Password given you. Do Not use this page to attempt to access your individual or administrator account once it is set up as it will not work. If you have already registered, please use the main login page.

How to Register on and Set Up an Account on VIMS.

To begin the process of registering with your agency and setting up your own VIMS account, start at the top of the page and work your way down. Please note, all boxes with the asterik in red * must be filled in otherwise you will get an error message when you finish. Do Not use all uppercase letters when entering your name, etc., unless told to do so.

The information you're providing is for use by your agency only and is treated as confidential by them.

New User Registration Page Welcome to VIMS, the Volunteer Integrated Management System!

Enter your Name and Address Information

 * First Name:


Middle Name:

 * Last Name:

Maiden Name or Former Name (if applicable):

Nickname (Optional):

 * Address:

 * City:

 * State:

 * Zip:

Enter your Mailing Address Information - If different from above

Mailing Address (if different from above):

City:

State:

Zip:

HELPFUL TIP: Before you start entering information on this page, first scroll down and view all required data to complete the process. If you don't have it all now, then exit and come back when you do!

How to Register on and Set Up an Account on VIMS.

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At times, your administrator may schedule an event or a person may request a shift partner. When setting up the event, an option may be selected to request the VIMS software program to send out automated messages to everyone in the selected group notifying them of the event. You do Not have to have an e-mail account(s) to use VIMS; however if you do, enter the e-mail addresses you'd like to receive event notifications at. **For now, be sure to only select the option labeled "Events Only" as the other options are for future use.**

Enter your Email Address Information

To receive emails regarding scheduled events and shift requests, please be sure choose "events only" in the selection box below the email address you entered.

Email Address 1

Select the type of emails you would like sent to the email address you entered above:

Email Address 2 (if applicable):

Select the type of emails you would like sent to the email address you entered above:

Email Address 3 (if applicable):

Select the type of emails you would like sent to the email address you entered above:

Enter your Phone Numbers

* Home Phone:

Work Phone:

Cell Phone:

How to Register on and Set Up an Account on VIMS.


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A unique feature to VIMS is our “**Intelligent Registration**” system which allows each organization to select what data they wish to collect such as languages, etc., and hide others which may not apply. User’s data can be searched by your authorized agency coordinators with proper access as needed to find matches to agency needs.

Your page may Not look exactly like this one. Please answer whatever questions appear on your page that apply to you.

Enter your Personal Information

To deselect a selection in any of the dropdown menus, hold down the control key and click.

 * Birthdate: Month: Day: Year:

Gender: Male Female

Ethnicity:

Languages (other than English) Spoken:

Prior Occupation or Job Skill: (ex: Plumber, electrician, doctor, office assistant, etc.)

If you are currently on active duty with the US Military, which branch are you with:

If you are not on active duty but have prior US Military service, which branch were you with:

Do you have any Special Needs?: Yes No

If so, please identify them by selecting from the list any that are applicable. To select more than one, hold down the CONTROL key:

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Another key VIMS feature is “**Smart Groups**” which allows multiple units, groups, etc., to operate under one VIMS system as their own unique unit without seeing other units’ data.

Please select the group or groups that you belong to within your agency. Remember, the information you see here is only an example, the information, titles, names, etc. on your agency’s page will probably be different.

Your “Hire Date” is the date you joined your agency in whatever role you fulfill. Please be as accurate as possible as your agency uses this date to track your years for awards, etc.

Enter Information Related to this Volunteer Program

* Hire Date: Month: Day: Year:

* Group (to select more than one, hold down the CONTROL key):

Select your current Rank in your Volunteer Group:

If you are in the Reserves volunteer group, what is your current Level:

Badge or ID Number (if applicable):

Employee Number (if applicable):

Are you in the RSVP Program?: Yes No

Do you have a current concealed weapons permit?: Yes No

Enter your Emergency Contact Information

How to Register on and Set Up an Account on VIMS.

All the boxes for your Emergency Contact Information are mandatory and must be filled in.

This is very important to your agency. Should you be injured and unable to provide the information to your agency they may use this information to contact the person you want to know of your injury, status, etc.

Enter your Emergency Contact Information

- * Emergency Contact: Name:
- * Emergency Contact Address:
- * Emergency Contact City:
- * Emergency Contact State/Province:
- * Emergency Contact Zip/Postal Code:
- * Emergency Contact Phone:
- * Your Emergency Contact's Relationship to you:

Select your User Name and Password to use when accessing this program

VIMS, Volunteer Integrated Management System, www.myvims.com

You're almost done, now you need to select the username and password you want to use to access your own individual VIMS account once you exit the registration process. Please note, your username and password Must be entered exactly the way you enter it here. VIMS login is case sensitive, if you enter an uppercase letter, you must enter it the same way!

Select your User Name and Password to use when accessing this program

* User Name:

* Password:

* Confirm Password:

* Please answer one of the questions below. If you ever forget your password, it can be reset if you match the response you insert below.

Please note: only answer one of the following 3 questions.

What is your mother's maiden name?:

What is your father's middle name?:

What are the last 4 digits of your Social Security Number?:

HELPFUL TIP: Before you exit the registration page, you may want to first write down the username, password and challenge question answers you entered first in case you forget.

IMPORTANT NOTES: If you forget your username, contact your agency VIMS administrator, they have access to that for you. If you forget your password, you must reset it using the "Forgot Your Password?" link on your agency's VIMS login page. All passwords are encrypted for your security, No One can see them. If forgotten the only way to access your individual account is to reset your password. **DO NOT** set up another VIMS account if you forget your login information, it will Really, Really messes things up!!

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Another unique feature of the “Intelligent Registration” system is the ability for each VIMS client agency to develop their own “**Self Defined**” questions. This feature will allow your agency to collect and search on virtually any data they feel is important or beneficial to your agency as needed.

Please note, your agency may have no questions in this section of the registration process and it may be empty. If that is the case, then simply click the “Register” button at the bottom and you’re done, Welcome to VIMS !!

To access your new individual VIMS account, enter the username and password you selected on the main login page.

Other

Select the SAR Certifications You Have.:

- SARTECH I
- SARTECH II
- SARTECH III
- SAR Incident Commander
- Canine SARTECH

Select your current CERT certification level:

- CERT Level 1
- CERT Level 2
- CERT Instructor

Select the level of Medical Training you have, if any?:

- Basic First Aid/CPR
- EMT
- Paramedic
- Registered Nurse
- Licensed Doctor

Do you have your own SAR Certified Search Dog?: Yes No

Can you work for extended SAR call outs of 72 hours?: Yes No

Do you own a horse or livestock transportation trailer?: Yes No

Do you have a facility to keep large livestock temporary for evacuations?: Yes No

Do you have a Heavy Equipment Drivers License?: Yes No

To submit this information, click on the "Register" button below



Register

How to Register on and Set Up an Account on VIMS.

Opps! If after clicking “Register” you get a page that looks like this with the word “Error!” at the top, don’t worry, it just means you either forgot to enter information that was required as marked by a red * or the information you entered was not in a valid format such as less than 10 digits for your phone number(s), etc.

The red letters below the word “Error” will tell you what needs to be corrected. Scroll down to the area that needs correcting and fix it, **reenter the password you selected** and click the “Register” button again and you should be done. If not, reread the error message again to find out what needs fixing.



The screenshot shows the VIMS New User Registration Page. At the top, there is a dark blue navigation bar with a red "Login" button. Below the navigation bar, the word "Error!" is displayed in large, bold, black text, circled in red. Underneath "Error!", the following error message is shown in red text: "The following error(s) occurred: - Invalid email address 1. - Please enter a valid email address 1 and select email 1 levels. - Please select a different username as this one is in use." Below the error message, the text "PLEASE BE SURE TO RE-ENTER YOUR PASSWORD" is displayed in blue, all-caps font. Underneath this, a note in italics reads: "(For security reasons, passwords must be re-entered anytime there is a registration error)". Below the note, the text "Please try again." is displayed in black. At the bottom of the screenshot, the text "New User Registration Page" and "Welcome to VIMS, the Volunteer Integrated Management System!" are displayed in black.

Login

Error!

The following error(s) occurred:

- Invalid email address 1.
- Please enter a valid email address 1 and select email 1 levels.
- Please select a different username as this one is in use.

PLEASE BE SURE TO RE-ENTER YOUR PASSWORD

(For security reasons, passwords must be re-entered anytime there is a registration error)

Please try again.

New User Registration Page

Welcome to VIMS, the Volunteer Integrated Management System!

Login

Thank you!

You are now registered. To enter the system, please click on the Login link!

For Help, email
help@myvims.com

To Send Suggestions, email
info@myvims.com

For Product Information, go to
www.myvims.com



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Okay, if you see this page then you're really done and ready to begin using your VIMS account. Just click the red button labeled "Login" and you'll return to your main VIMS login page. Enter the username and password that you selected (and wrote down in case you forgot, right?) and you'll see your new individual VIMS account main page.

If you have any suggestions or comments regarding the VIMS registration process or any part of VIMS, we welcome your feedback. I promise you we read each and every e-mail we get and will respond back to you to let you know we did. Feel free to send us your comments at: info@myvims.com. We also invite you to visit our VIMS product web site at www.myvims.com to learn more about this system and more!

How to Register on and Set Up an Account on VIMS.

Good Job, You're Done!

Thank you for taking the time to learn how to register on and set up your VIMS account.

Please send any comments or suggestions to us at info@myvims.com

If you need help, please contact agency VIMS admin first before contacting us as the issue you're having may be a simple one. If you do contact us, please give us your name, agency, and as many details as possible of the problem so we can understand it and help you. Please forward any help request to: help@myvims.com and we'll respond quickly, usually in the same day.