

On behalf of the VMS Team, thank you for participating in the DCMGA rollout of the new VMS system. The following instructions will help you to do the following:

1. View “First Login: What to Expect” Tutorial Video
2. Access the New VMS
3. Login for the First Time
4. Update your Profile and Change Your Password
5. View the “New VMS: Master Gardener Preview” Tutorial video
6. Log Your Training and Volunteer Service Hours
7. Submit a Support Request to the VMS Team

There are parts of VMS that you should **NOT** attempt to access or to use at this time as they are not yet fully functional. This includes, but is not limited to:

1. Attempting to use or access any portion of the new VMS that is not listed above, including the “Administration” tutorial video.
2. Attempting to “Email Members.” The new VMS platform currently does not have the ability to send group emails like the old system did.
3. Attempting to “Contact Support” on the “Get Help” tab of VMS, which goes to the developer. ***There is a separate “[Request for Support](#)” that is sent to our local VMS team rather than the developer. Also, Please do NOT call the Denton County A&M Extension Services office for assistance. No one in the office will be able to provide support for the new VMS. Please use this link if you need help: <https://forms.gle/rqJqvzLerXj8T4t6>**

Instructions:

1. Video Demos

This video will demonstrate what to expect the first time you login:

<https://www.loom.com/share/4e4d85473d2a49faaae70bf9241990a7>

2. To access the system, please go to:

<https://vms.texasmg.org/>

You can bookmark that URL, but do not bookmark the account homepage/dashboard as it requires a login to render that page properly. Eventually, the new VMS will be accessible from dcmga.com.

3. First Time User Credentials

Your username for first-time access will be the “user” half of the email address you used in the old VMS. For example, if your email was rjjacobdesign@gmail.com, your username will be “rjjacobdesign”, without the quotes, of course. This username should be submitted as *all lower-case* characters.

Your one-time, temporary password to access the VMS for the first time is:

Garden4Life\$

The password is CaSE-SenSiTivE. Make sure you enter it exactly without any added spaces or characters. Make sure your caps lock is off. You will only be allowed to use this password one time.

4. Update Your Profile and Change Your Password

The first time you login, you will be prompted to update your profile. Fill in each section of the profile as it is presented to you on the screen. During this time, you will also be able to change your password. Make sure you do not skip this step because the password you used to login for the first time will not work again. **Also, please make sure that you write down your user id and password before you continue so that you have these for future reference.**

* **NOTE:** There is a tab labeled “PROJECTS” and you may receive a prompt to sign up for additional projects. **Please do NOT volunteer for any projects in VMS at this time.**

****NOTE:** If someone’s email address or name other than yours appears at this stage, please submit a [“Request for Support”](#). **If everything looks okay, please proceed to Step 5.**

5. View “New VMS - Master Gardener Preview” Tutorial Video

Go to GET HELP > TUTORIAL VIDEOS > “New VMS - Master Gardener Preview.”

This will help you to understand how to log your hours. **Please do NOT attempt to use any other function of the new system until notified by the VMS Team.**

6. Verify Your Hours

Go to YOUR INFORMATION > VIEW YOUR HOURS.

Make sure the hours you entered through March 31 are accurate.

***Note:** If your hours are not correct, or seem to belong to someone else at this stage, please submit a [“Request for Support”](#). **If everything looks correct, please proceed to step 7.**

****NOTE:** If a black task bar that has YOUR INFORMATION does not show at the top of the screen on your device, look for 3 bars in the upper left hand portion of your screen. The menu will have a drop-down for YOUR INFORMATION.

7. Log Your Training and Volunteer Service Hours

Go to YOUR INFORMATION > +ADD NEW HOURS.

Fill in all the required fields. You must designate whether you are logging “VOL Hours” or training, logged as “CE Hours”. Number of miles is optional. Give a brief description of the training or volunteer service, i.e., “General Meeting, Just Enough Latin.” You will leave “Population Served” blank. The project managers submit this information separately. Scroll back to the top of the page and click on the green button, “+Add”.

Clicking “+Add” will save your entry. However, on this screen you can also “Copy” the entry, edit the entry and “Save”, or “Delete” it.

Go to YOUR INFORMATION > VIEW YOUR HOURS.

From this area, you can view all of your entries, sort them, or edit any entry by clicking on the “edit” icon in the first column, “HID.” Once you click on the “Edit” icon, you will be taken to the same screen that allows you to “Copy” the entry, edit the entry and “Save”, or “Delete” it.

***Note:** It is not advised that you transcribe all of your hours from April and May until after you complete a couple of entries and verify that your data was saved.

****NOTE:** If a black task bar that has YOUR INFORMATION does not show at the top of the screen on your device, look for 3 bars in the upper left hand portion of your screen. The menu will have a drop-down for YOUR INFORMATION.

For more information about adding and viewing your hours, watch this video:

<https://vimeo.com/543996681/728fddcfe2>

8. Log Out and Log Back In

Verify that your new password works and that your information was saved by logging out and then logging back in.

***Note:** If you are unable to log back in, please submit a “[Request for Support](#)”. Someone from the VMS Team will get back to you with a solution as soon as possible. If everything is okay, you may enter the rest of your hours for April and May at your convenience.

9. Complete the Request for Support As Needed

The VMS team is here to support you. Please complete the following “[Request for Support](#)” if you need any help accessing or using the new VMS system and someone will be in touch soon:

Thank you for your time!

The VMS Team

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