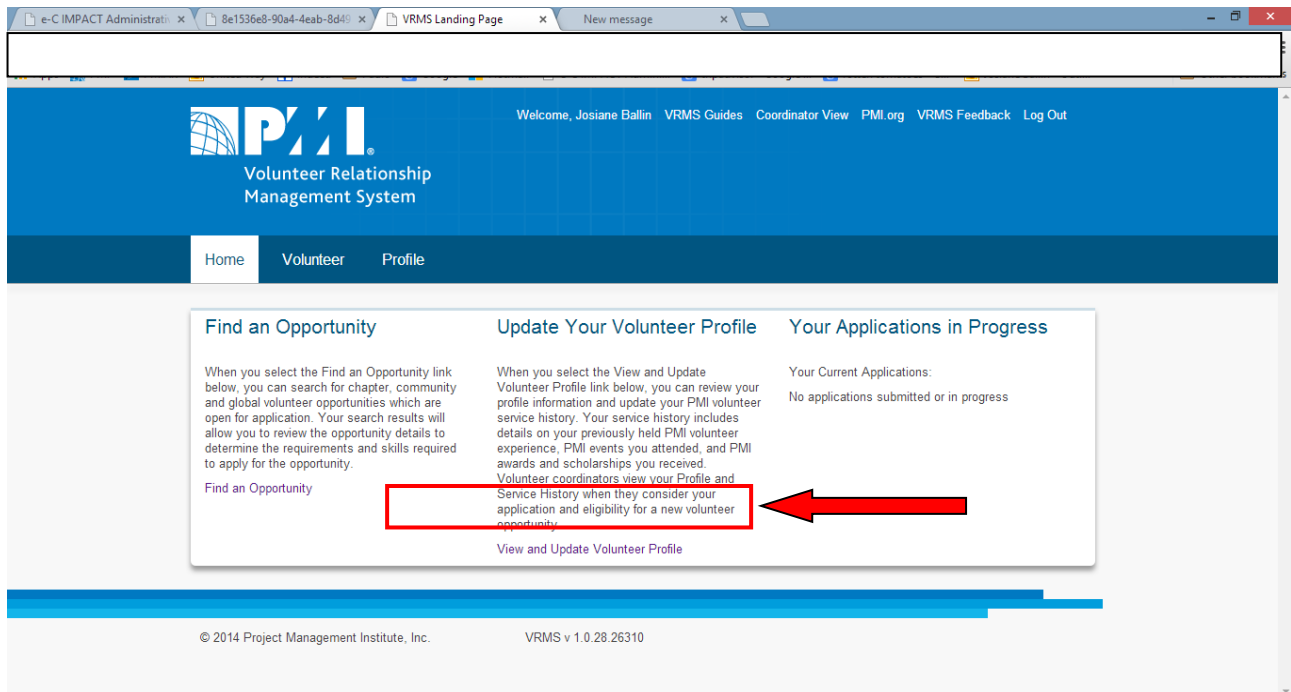




Follow these steps to create a profile, access VRMS opportunities, and register:

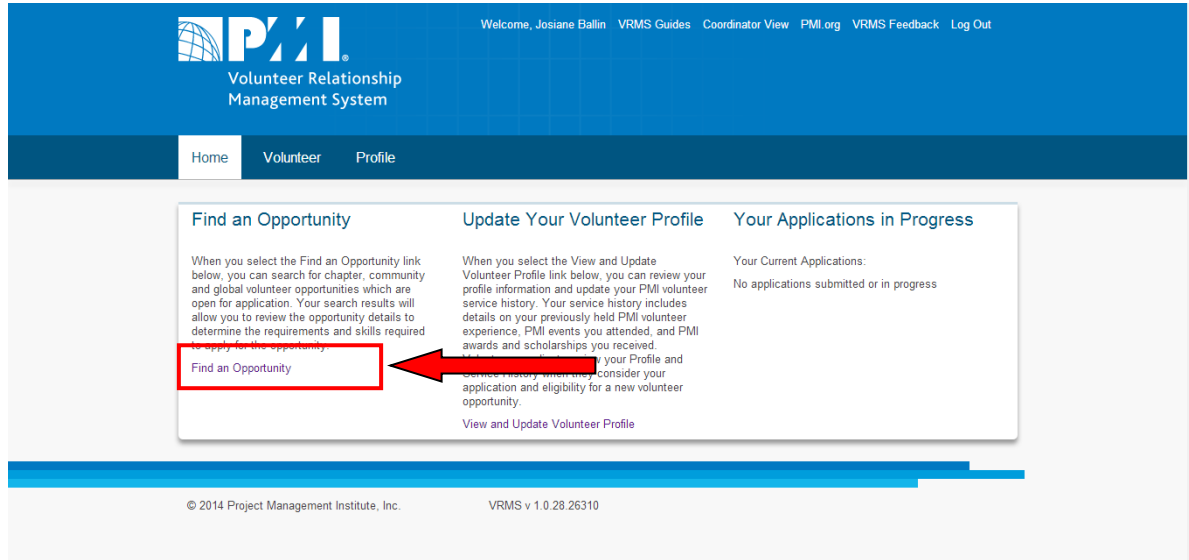
(All interested in volunteering for PMIAK can access the VRMS - Volunteer Relationship Management System. It is not necessary to be a member of PMI or PMIAK.)

Go to <https://vrms.pmi.org> to login as an existing user or create an account (new user). **It is recommended to create a profile here.** Once you are in the VRMS Welcome Page, follow the steps below to find opportunities you want to apply to.





After creating your profile go back to the Home and click on Find an Opportunity.

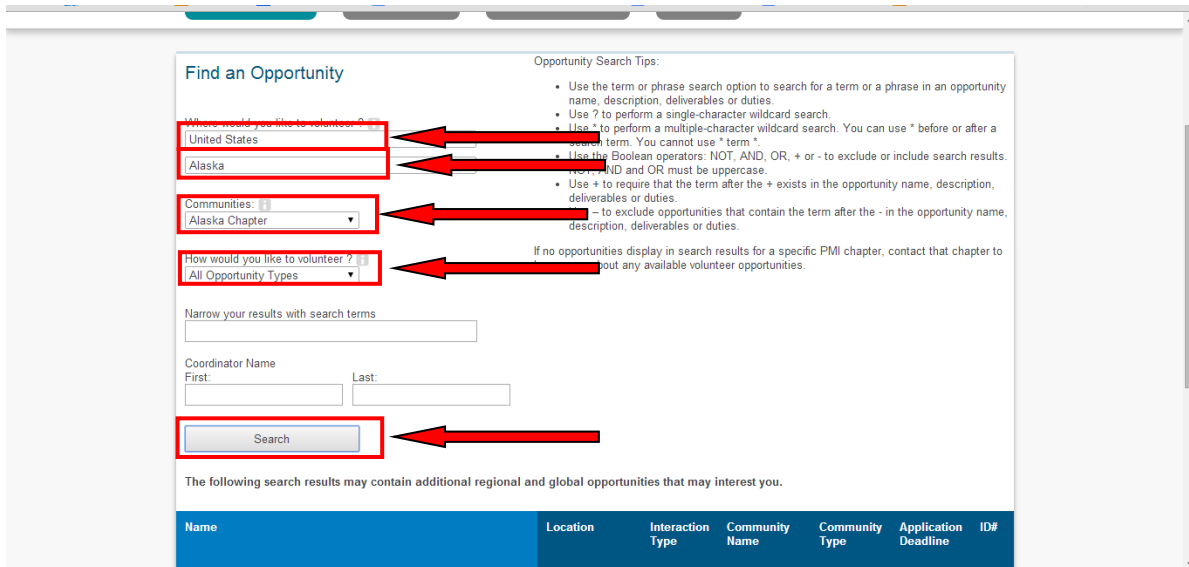


Select United States.

Select Alaska.

Select Alaska Chapter.

Maintain All Opportunities and click on Search. Opportunities listed at the bottom of the page.





Select opportunity by double-clicking on opportunity name to view, read opportunity description and click on Apply Now.

A screenshot of a web application form. The form is white with a light gray border. It contains several sections of text: 'Term limit for role' (Yes), 'Start date of opportunity (mm/dd/yyyy)' (6/6/2014), 'End date of opportunity (mm/dd/yyyy)' (6/16/2014), 'Opportunity create date' (5/26/2014), 'Opportunity update date' (5/27/2014), 'Application open date' (5/27/2014), 'Application close date' (6/6/2014), 'Search keyword' (PMAIAK, Marketing, Opportunity, Workshop), 'Special instructions about essay', 'Essay Questions' (a bullet point: 'If you have previous experience creating flyers/adds for community events, please list and provide a summarized description of your work.'), and 'Number of openings' (1). At the bottom right of the form, there is a blue button with the text 'Apply Now'. A red rectangular box highlights the button, and a red arrow points to it from the right.

Following your application, the system will generate messages to you regarding the process until the offer is extended to you and you can start volunteering for the chapter. Below is an example of a message you'll receive when your application to volunteer is accepted:



P. O. Box 92292
Anchorage 99509

Dear Kaden Galvez,

Congratulations! I am pleased to inform you that you have been appointed to Director of Assets for the dates October 10, 2018 through October 31, 2019. Your contribution is vitally important to the success and growth of PMIAK. We depend not only on our volunteers' intellect and advice, but also on their active participation in various activities that support the strategic, global initiatives of PMI.

If you accept, PMIAK Requestor Officer (Mike Harvey, VP of Finance at vpfinance@pmiak.org) will contact you shortly and provide all necessary information regarding your volunteer position, policies, procedures and responsibilities. You are also encouraged to contact him at your earliest convenience.

[Accept This Position](#)

[Decline This Position](#)

PMIAK appreciates your support. We are looking forward to working with you in your newly appointed role.

Warmest regards,
Josiane Ballin
vpvolunteers@pmiak.org

Please do not reply to this email. This inbox is not monitored. For questions, please contact Champion listed above.