

Your VMS ID:

Initial VMS Password:

VMS Initial Login for New Users: Change Your Profile

If you don't have a VMS ID and Password, email membership@ntmn.org to get the one assigned to you. Write the ID and Password on the top of this page for future reference.

1. Login to the NTMN Members Website.
2. Choose **Report Hours** using the button in the right column of the NTMN Members home screen.
3. In the **VMS Login** section, use your assigned ID and Password. The password is case sensitive; use all capital letters.
4. Choose **Edit My Profile** at the bottom of the screen.
5. **Step 1:** Once logged in, read the Waivers & Agreements on Step 1. Accept the terms and sign and date.
Very important: Make certain that you accept the terms for the **Background Check**. NTMN is now using this background check instead of the one we had used before from AgriLife. It uses only your Drivers License Number. This check does not cost NTMN anything and is done annually.
6. Sign the Alternate Workforce Waiver. You are working for TPWD as a volunteer.
7. **Step 2:** Change your Password to something you can remember. The password must have at least one number. Do not change your User ID at this time.

Carefully update your Personal Information. Items marked with a red asterisk (*) are required entries. Pay particular attention to your birth date or you will show up as 116 years old with a birthday of 1/1/1900.
8. **Step 3:** You may want to enter the languages that you speak other than English. Also please enter the Emergency Contact Information in case we need it in an emergency.
9. **Step 4:** Entering Ethnic Background is optional, but the information may be helpful to AgriLife and TPWD funding agencies.
10. **Step 5:** Accept and Finish. Your digital signature you entered in Step 1 is required. Go back and fill in anything you may have missed.

Use the VMS Portal on the North Texas Master Naturalist Member website to login to VMS. To get to the VMS Portal, click on **Report Hours** in the right column of the home page.