



Our new VMS system is ready for you to access, add hours and perform the other functions you used in the old system. Please follow the detailed instructions below to access for the first time.

Once you've logged into the system you should update your profile, add a photo, and check to see if everything looks correct. You may change your password and username if desired.

There are two features still in development and not quite ready:

- The Calendar applications. These will be online in mid-May.
- The export to a PDF document is not functioning yet. We are waiting for a software update on this.

If you have any issues with the new system, it's important that you report them by submitting the [GET HELP](#) form. Bug reports are critical and any data you can provide would be greatly appreciated, e.g., error messages, exactly what happened, screen shots, etc. You can attach multiple screen shots to the GET HELP form if you like.

Submitting a Get Help form will go directly to our VMS developer and will be answered as quickly as possible.

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.

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 joeblow@email.com, your temp username will be “joeblow”, without the quotes, of course. This username should be submitted as *all lower-case* characters.

If you have any trouble, use the [GET HELP](#) form listed under the login form.

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.

Video Demos

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

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

We’ve also created two introductory video demos and put them at GET HELP > TUTORIAL VIDEOS in the main menu above your dashboard. You can access them once you login.

Again, if you have any issues, please use the Get Help form which can be accessed either from the Login form (Get Help link) or from within your account at GET HELP > CONTACT SUPPORT.