### Service Hours How to Log Into Naviance X2Vol

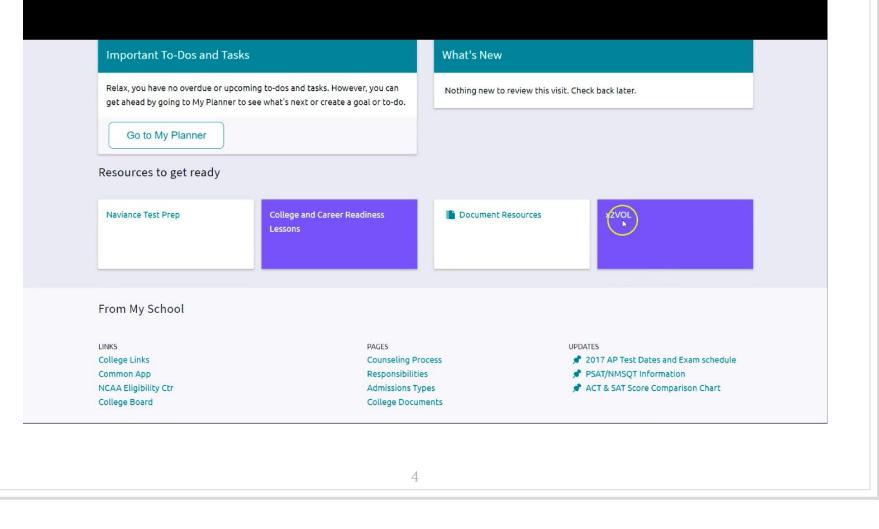
# **Steps To Log Service Hours**

- 1. Log into Naviance
- 2. Scroll to Bottom Page -Click on Blue "x2Vol" Box
- 3. [First Time] Register
- 4. Click Add Hours
- 5. Click Create New Project

# Student View Directions <u>Video</u>

	English 🗸 🖓 Give feedback 🔀 No new messages LOG 0
Naviance   <i>Student</i>	Home Courses Colleges Careers About Me My Planne
elcome, Charlie!	
Search for Colleges 💙 🔍 Type a college name	SEARCH
Seniors	My Favorites
Welcome Senior Students and Parents! We are happy to provide our students and parent Early to concerting hybridarce. Early	My Favorites
Welcome Senior Students and Parents! We are happy to provide our students and parents Family Connection by Naviance. Family Connection is an easy-to-use tool for students and their parents that helps guide students' academic career choices, as well as providing them with	the colleges i'm thinking about Colleges i'm applying to
KEEP CALM AND Welcome Senior Students and Parents! We are happy to provide our students and parents Family Connection by Naviance. Family Connection is an easy-to-use tool for students and their parents that helps guide students' academic their parents that helps guide students' academic	COLLEGES I'm thinking about

### X2Vol Tab on Naviance



### First Time User Only! Register with Student ID

#### Volunteer Registration



#### Find Your School

Enter your school's name or city to begin searching for your school. Cannot find your school ? Contact <a href="mailto:support@intellivol.com">support@intellivol.com</a>



Apple Grove High School 123 Street

CASPER, WY 82609 Change School

#### Account Lookup

Check to see if your school has begun the registration process for you.

#### Last Name

#### Student ID

?

Search

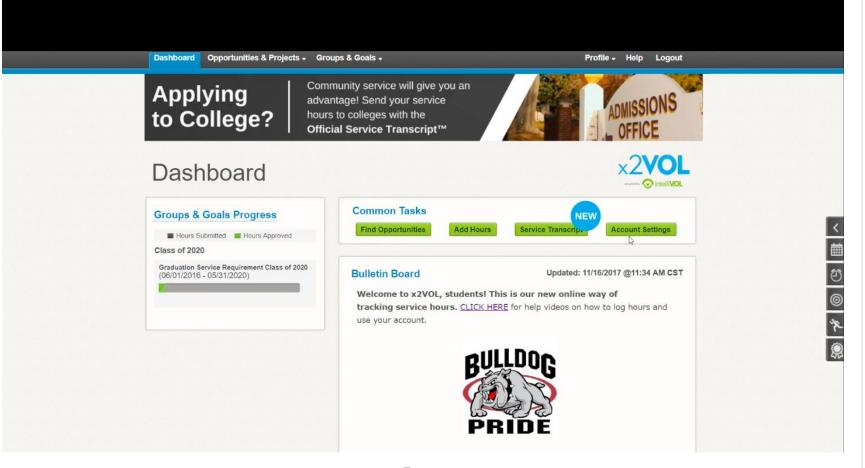
### First Time Registration Continued

#### **Student Registration**



	Basic Information			
	Name		Student ID	
	First	Last	Student ID	
	Month/Year of Birth	Gender O Male  Female		
	Contact Information			
	Address United States	19085		
	560 Sproul Road			
	Suite/Apt			
	VILLANOVA PA	•		
	Profile Picture			
	Choose File No	file chosen		
Notre Dame	Mobile Phone		Leave blank	
email	Home Phone			
eman	Required	◀───	Use Notre Dame's pl	hone
	Email (View Privacy Statement)		number 610-687-065	
	The email address provided will be used	d as the username for your account.		
	Proceed			

#### X2Vol Dashboard Click "Add Hours"



### Create New Project

Enter your own personal project

Service means direct contact with vulnerable communities

0 Personal Projects O Create New					Newest to Oldest	~
ACTIVE PROJECTS						
OPPORTUNITY	CLAIMED Hours	VERIFIED HOURS	APPROVED Hours	RESUBMIT Allowed?		
0 Community & Campus Opportunities	• Find New				Newest to Oldest	~
ACTIVE OPPORTUNITIES						
DPPORTUNITY	CLAIMED HOURS	VERIFIED HOURS	APPROVED HOURS	RESUBMIT ALLOWED?		

### **Create A Personal Project**

#### Create a Personal Project



			1111111		
[Max. 100 char	racter] Personal Proje	cts			
Activity Name		d an event outside of /OL, such as volunteering			
Project Description	at a local hospital,	at a local hospital, then claim your hours as a Personal Project.			
Attachments					
Add files			1997		
You can upload pdf, jpg, png, gif, bmp, zip, doc, .pptx, .txt, wmv, mp4, rtf, csv, pps, wma, .flv, mov, mp	og file . The maximum file				
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<ul> <li>.pptx, .bt, wmv, mp4, rtf, csv, pps, wma, .flv, mov, mp size is 2MB.</li> <li>Drop Files Here</li> <li>Make this a recurring project Allows you to reuse this personal project for fu (ex. Volunteering at the food bank several time Interests (Please select the interest that best dest</li> </ul>	In the maximum file ture claims without reentering the information. It is a month.) In the activity you performed) In Faith-based Educational				

## Activity Contact, Reflection, Claim Hours

Activity Contact - verifies hours

Claim Hours - Add date & number of hours

Reflection - Make sure this reflection is grammatically correct & shows an understanding of the service, at least two paragraphs

AC	tivity Contact				Verific				
lame	2				verifica	ntact specified here tion request throug	h the <mark>ema</mark> il		
hon	е				verify t	s you've provided. hat the service hour are accurate. (Reme	rs claimed fo	r this	
Emai	Address				informa	ation may also be a	udited.)		
lf y Yo	aim Hours(Da rou volunteered mu u can provide the o rou have been inst	Iltiple days for th lates/date range	e same activity, p in the Descriptio	lease enter th n section at th		hours and select th	e most recen	t date voluntee	red.
Dat	te	Hours	Minutes						
	Ē	00	• 00	Ŧ					
-									
A	II Non-Exclusive G	oals urs being claime <u>pals"</u> I ACTIVE goals i	n your organizati	on. If you are	ose an <u>Exclusive Gr</u> logging hours that i will appear in your a	do not belong in an	active goal		
s a N b	elow, choose "App ubmitted.								
s a N b			GROUP		START	END	GOAL	CREDITED	RE
s a N b	ubmitted.	Exclusive Goals			START	END	GOAL	CREDITED	RE
S a N b s	ubmitted. GOAL NAME	irement Goal	Class of 2		START 9/3/2014	END 1/15/2018	GOAL 45.00	CREDITED	RE 45.00

### Click Box to Add to Graduation Requirement

#### Apply Hours to Goal(s)

#### Organization Goals

Select where the hours being claimed will be credited to. Either choose an Exclusive Goal or choose the option "Apply to all Non-Exclusive Goals"

NOTE: Below are all ACTIVE goals in your organization. If you are logging hours that do not belong in an active goal below, choose "Apply to all Non-Exclusive Goals" and the hours will appear in your activity log for the date you submitted.

	GOAL NAME	GROUP	START	END	GOAL	CREDITED	REMAIN
0	Apply to all Non-Exclusive Goals:						
	Araduation Requirement Goal	Class of 2018	9/3/2014	1/15/2018	45.00	0.00	45.00
*	Sponsored Goals - Goals offered b	y an organization					

### Oath Statement Must be Checked!

The hours that I am submitting are accurate and the details (including hours, dates, location and contact information) are truthful. I understand that the information I am submitting may be audited for accuracy. If inaccuracies are discovered, I understand that I may be removed from x2VOL and additional consequences may be imposed by my school.

### How Do I Know How Many Hours I Have?

#### Click on Service History - Will Show Total Hours

