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

Video
X2Vol Tab on Naviance

Important To-Dos and Tasks
Relax, you have no overdue or upcoming to-dos and tasks. However, you can get ahead by going to My Planner to see what’s next or create a goal or to-do.

Go to My Planner

What's New
Nothing new to review this visit. Check back later.

Resources to get ready
- Naviance Test Prep
- College and Career Readiness Lessons
- Document Resources
- X2Vol

From My School

LINKS
- College Links
- Common App
- NCAA Eligibility Ctr
- College Board

PAGES
- Counseling Process
- Responsibilities
- Admissions Types
- College Documents

UPDATES
- 2017 AP Test Dates and Exam schedule
- PSAT/NMSQT Information
- ACT & SAT Score Comparison Chart
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 support@intellivol.com

Apple Grove High School
123 Street
CASPER, WY 82009
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**

### Basic Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td></td>
</tr>
<tr>
<td>Last</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month/Year of Birth</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>---Select-</td>
<td>Male</td>
</tr>
<tr>
<td>2003</td>
<td>Female</td>
</tr>
</tbody>
</table>

### Contact Information

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>United States</td>
<td>19085</td>
</tr>
<tr>
<td>560 Sproul Road</td>
<td></td>
</tr>
<tr>
<td>Suite/Apt</td>
<td></td>
</tr>
<tr>
<td>VILLANOVA</td>
<td>PA</td>
</tr>
</tbody>
</table>

**Profile Picture**

*Choose File*  
*No file chosen*

### Mobile Phone

Leave blank

### Notre Dame email

*Use Notre Dame’s phone number 610-687-0650*

The email address provided will be used as the username for your account.

[Proceed]
X2Vol Dashboard
Click “Add Hours”
Enter your own personal project

Service means direct contact with vulnerable communities
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
**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.

<table>
<thead>
<tr>
<th>GOAL NAME</th>
<th>GROUP</th>
<th>START</th>
<th>END</th>
<th>GOAL</th>
<th>CREDITED</th>
<th>REMAIN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Apply to all Non-Exclusive Goals:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduation Requirement Goal</td>
<td>Class of 2018</td>
<td>9/3/2014</td>
<td>1/15/2018</td>
<td>45.00</td>
<td>0.00</td>
<td>45.00</td>
</tr>
</tbody>
</table>

* Sponsored Goals - Goals offered by 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