

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

Video

The screenshot displays the Naviance Student dashboard. At the top, there is a dark teal header with the Naviance logo and the text "Naviance | Student". To the right of the logo, there are navigation links: "Home", "Courses", "Colleges", "Careers", "About Me", and "My Planner". Below the header, a teal banner contains a welcome message "Welcome, Charlie!" and a search bar labeled "Search for Colleges" with a dropdown arrow. The search bar has a magnifying glass icon and the placeholder text "Type a college name", followed by a red "SEARCH" button. Below the search bar, there are two main content areas. The left area is titled "Seniors" and features a purple box with a crown icon and the text "KEEP CALM AND ENJOY SENIOR YEAR". To the right of this box is a message: "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 and career choices, as well as providing them with opportunities of self exploration." Below this message is a "Read more" button. The right area is titled "My Favorites" and lists four items: "COLLEGES I'm thinking about", "COLLEGES I'm applying to", "COURSES I'm thinking about", and "CAREERS AND CLUSTERS". Each item has a red heart icon and a small cursor icon.

X2Vol Tab on Naviance

The screenshot displays the Naviance dashboard interface. At the top, there is a black header bar. Below it, the dashboard is divided into several sections:

- Important To-Dos and Tasks:** A teal header with a white box containing the text: "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." Below this is a button labeled "Go to My Planner".
- What's New:** A teal header with a white box containing the text: "Nothing new to review this visit. Check back later."
- Resources to get ready:** A section with four colored boxes: "Naviance Test Prep" (white), "College and Career Readiness Lessons" (purple), "Document Resources" (white), and "X2VOL" (purple). The "X2VOL" box is circled in yellow, and a mouse cursor is pointing at it.
- From My School:** A section with three columns of links:
 - 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 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

- 1 Basic Info
- 2 Interests
- 3 Settings

Basic Information

Name

Student ID

Month/Year of Birth

Gender

 Male Female

Contact Information

Address

Profile Picture



No file chosen

**Notre
Dame
email**

Mobile Phone

Leave blank

Home Phone

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

Email [View Privacy Statement](#)

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

X2Vol Dashboard

Click “Add Hours”

The screenshot shows the X2Vol Dashboard interface. At the top, there is a navigation bar with the following items: **Dashboard**, **Opportunities & Projects**, **Groups & Goals**, **Profile**, **Help**, and **Logout**. Below the navigation bar, there is a banner with the text "Applying to College?" and "Community service will give you an advantage! Send your service hours to colleges with the Official Service Transcript™". To the right of the banner is an image of a building entrance with a sign that says "ADMISSIONS OFFICE".

The main content area is titled "Dashboard" and features the x2VOL logo (powered by IntelliVOL). Below the logo, there are several sections:

- Groups & Goals Progress**: A section with a legend for "Hours Submitted" (black square) and "Hours Approved" (green square). Below the legend, it shows "Class of 2020" and "Graduation Service Requirement Class of 2020 (06/01/2016 - 05/31/2020)" with a progress bar.
- Common Tasks**: A section with four buttons: "Find Opportunities", "Add Hours", "Service Transcript", and "Account Settings". A blue "NEW" badge is positioned above the "Service Transcript" button.
- Bulletin Board**: A section with the text "Welcome to x2VOL, students! This is our new online way of tracking service hours. [CLICK HERE](#) for help videos on how to log hours and use your account." and a "BULLDOG PRIDE" logo featuring a bulldog.

On the right side of the dashboard, there is a vertical sidebar with icons for navigation, including a back arrow, a calendar, a clock, a target, a person, and a gear.

Create New Project

Enter your own personal project

Service means direct contact with vulnerable communities

The screenshot displays the 'My Activity Log' interface for x2VOL, powered by IntelliVOL. It features two main sections: 'Personal Projects' and 'Community & Campus Opportunities'. Each section includes a header with a count (0), a button to create or find new items, and a dropdown menu set to 'Newest to Oldest'. Below each header is a blue bar labeled 'ACTIVE PROJECTS' or 'ACTIVE OPPORTUNITIES'. The main content area contains a table with columns for 'OPPORTUNITY', 'CLAIMED HOURS', 'VERIFIED HOURS', 'APPROVED HOURS', and 'RESUBMIT ALLOWED?'. The table is currently empty.

OPPORTUNITY	CLAIMED HOURS	VERIFIED HOURS	APPROVED HOURS	RESUBMIT ALLOWED?
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OPPORTUNITY	CLAIMED HOURS	VERIFIED HOURS	APPROVED HOURS	RESUBMIT ALLOWED?
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Create A Personal Project

Create a Personal Project



powered by 

Activity

[Max. 100 character]

Activity Name

Project Description

Attachments

You can upload pdf, jpg, .png, .gif, .bmp, .zip, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .txt, wmv, mp4, rtf, csv, pps, wma, .flv, mov, mpg file . The maximum file size is 2MB.

Drop Files Here

Make this a recurring project
Allows you to reuse this personal project for future claims without reentering the information.
(ex. Volunteering at the food bank several times a month.)

Interests (Please select the interest that best describes the activity you performed)

<input checked="" type="radio"/> Humanitarianism	<input type="radio"/> Faith-based	<input type="radio"/> Environmental
<input type="radio"/> Government	<input type="radio"/> Educational	

Career Clusters

<input type="checkbox"/> Agricultural & Natural Reso ...	<input type="checkbox"/> Education & Training	<input type="checkbox"/> Public Safety, Corrections ...
<input type="checkbox"/> Government & Public Adminis ...	<input type="checkbox"/> Architecture & Constructions	<input type="checkbox"/> Hospitality & Tourism
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Science, Technology, Engine ...	<input type="checkbox"/> Arts, AVV Technology & Comm ...

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

Activity Contact

Name

Phone

Email Address

Verification

The contact specified here will receive a verification request through the email address you've provided. The contact will verify that the service hours claimed for this event are accurate. (Remember that this information may also be audited.)

Claim Hours

(Date that you performed the service.)

If you volunteered multiple days for the same activity, please enter the TOTAL amount of hours and select the most recent date volunteered. You can provide the dates/date range in the Description section at the top of this page. If you have been instructed to provide one entry per date please do so.

Date  Hours Minutes

Reflection

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
<input type="radio"/>	Apply to all Non-Exclusive Goals:						
	Graduation Requirement Goal	Class of 2018	9/3/2014	1/15/2018	45.00	0.00	45.00

★ Sponsored Goals - Goals offered by an organization

Click Box to Add to Graduation Requirement

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	GOAL NAME	GROUP	START	END	GOAL	CREDITED	REMAIN
<input type="radio"/>	Apply to all Non-Exclusive Goals:						
<input checked="" type="radio"/>	Graduation Requirement Goal	Class of 2018	9/3/2014	1/15/2018	45.00	0.00	45.00
<input checked="" type="checkbox"/>	Sponsored Goals - Goals offered by an organization						

Oath Statement Must be Checked!

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- 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

The screenshot shows the x2VOL dashboard interface. At the top, there is a navigation bar with the following items: Dashboard, Opportunities & Projects (with a dropdown arrow), Groups & Goals (with a dropdown arrow), Profile (with a dropdown arrow), Help, and Logout. The main content area is titled "Dashboard" and features the x2VOL logo (powered by IntelliVOL) in the top right corner. On the left, there is a "Groups & Goals Progress" section with a legend for "Hours Submitted" (black square) and "Hours Approved" (green square), and a "Class of 2017" section with a "Graduation Requirement Goal (09/01/2013 - 01/15/2017)" and a progress bar. In the center, there is a "Common Tasks" section with four buttons: "Find Opportunities", "Add Hours", "Service History", and "Account Settings". A red arrow points to the "Service History" button. Below this, there is a "Bulletin Board" section with the text "Welcome to x2voll!" and a timestamp "Updated: 10/04/2016 @07:04 PM CST".