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

X2Vol Tab on Naviance

First Time User Only!
Register with Student ID

Volunteer Registration

Student
School/University

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

First | Last

Student ID

Student ID

Month/Year of Birth

---Select- ▾ | 2003 ⬍

Gender

○ Male ● Female

Contact Information

Address

United States ▾ | 19085

560 Sproul Road

Suite/Apt

VILLANOVA | PA ▾

Profile Picture

Choose File | No file chosen

Notre Dame email ↘

Mobile Phone

⬅ **Leave blank**

Home Phone

Required

⬅ **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.

Proceed

X2Vol Dashboard
Click "Add Hours"

Create New Project

Enter your own personal project

Service means direct contact with vulnerable communities

Create A Personal Project

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
🗓	00 ▾	00 ▾

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
○	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						

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Click Box to Add to Graduation Requirement

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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