



## **Recording Christian Service Hours & Navigating the x2VOL Site**

Archbishop Hoban High School uses the online system x2VOL to track Christian service hours. Through x2VOL, students electronically submit their hours. The hours are then verified via email by the site volunteer coordinator. Mr. Chris Fahey, Hoban's Christian Service Coordinator, reviews the hours and reflection component of each submission. This system allows students to easily access information about their Christian service hours over the course of their time at Hoban.

Every student is required to log their hours in this system. Returning students will use their existing x2VOL account to log their Christian service hours. Incoming freshmen and transfer students will have an account created for them and they will need to register on the site. Students will use their Hoban email address to log into the x2VOL site.

Visit [hoban.org/Christian-service](http://hoban.org/Christian-service) for instructional videos on how to navigate and log hours on x2VOL.

### **x2VOL Site Registration**

1. If you are an incoming freshman or a transfer student, you will need to register yourself in x2VOL before you can log your Christian service hours. You will only need to complete the registration once.
2. To begin, go to [www.x2VOL.com](http://www.x2VOL.com) and click **Join**, found in the top right-hand corner of the page.
3. Click **Complete Registration** under 'My school instructed me to complete my registration.'
4. Find Archbishop Hoban High School by typing in the school's zip code: 44306 and clicking **Search**.
5. Under **Account Lookup**, type in your last name and enter your *Hoban email address*. This is [lastnamefirstinitial@hoban.org](mailto:lastnamefirstinitial@hoban.org) (ex: [faheyc@hoban.org](mailto:faheyc@hoban.org)).
6. This will take you to the **Student Registration** page. Fill out the following sections: **Birthday**, **Gender**, **Address** (use Hoban's address: 1 Holy Cross Blvd. Akron, OH 44306), **Home Phone** (use Hoban's phone number: 330-773-6658), verify your **Hoban Email**, create a **Password**, select a **Mandatory Group** (you will select your graduation year), and add your *Hoban email* to the **Event Registration Notification**.
7. Check the following three boxes at the bottom of the **Student Registration** page:
  - a. I understand my school may have access to my community service progress.
  - b. I understand and accept the site policies regarding privacy and security.
  - c. I am 13 years old or older.
8. Click **Complete Registration**.
9. You can now begin logging your Christian service hours on x2VOL.

### **Recording Christian Service Hours in x2VOL**

1. Go to [www.x2VOL.com](http://www.x2VOL.com) and log in to your account using your Hoban email and the password you created.

2. On the **Dashboard**, under **Common Tasks**, click **Add Hours**. When you click Add Hours, you will be directed to the **My Activity Log** page.
3. Once you are on the **My Activity Log** page, click on **Create New**. This will direct you to the **Create a Personal Project** page.
4. Fill out the information on the **Complete a Personal Project** page.
  - a. **Agency or Organization Name:** Include the name of the organization you are volunteering with. If you are completing Family Service Hours, write your last name and 'family volunteer hours' (ex: Fahey House Family Volunteer Hours)
  - b. **Project Description:** Describe the volunteer work that you completed and any important information about the service site.
  - c. **Make this a Recurring Project:** Click this if you plan on volunteering with this organization more than once.
  - d. **Activity Contact:** Include the full name and email address of the service site volunteer coordinator. If you are completing Family Service Hours, the activity contact is your parent or family member who oversaw the service. Please make sure you enter the email address correctly. This is how hours are verified.
  - e. **Claim Hours:** Enter the date you volunteered and the total number of hours volunteered on that date.
  - f. **Reflection:** Complete the reflection question found *under* the reflection box.
  - g. **Apply Hours to Goal:** Apply hours to Christian Service (Grade Level) Year (ex: Christian Service Junior Year).
  - h. **Submission Honesty:** Click the box that says all of the hours you are claiming were completed are honest and accurate.
  - i. **Submit:** Click this to submit these Christian service hours.

#### **Adding Additional Christian Service Hours in x2VOL**

1. To add hours to an existing service site entry:
  - a. Log in to [www.x2VOL.com](http://www.x2VOL.com).
  - b. On the **Dashboard**, under **Common Tasks**, click **Add Hours**. When you click Add Hours, you will be directed to the **My Activity Log** page.
  - c. A previously created activity log will show up under **Active Projects**.
  - d. Click **Add Hours**.
  - e. Complete the **Claim Hours, Reflection, Apply Hours to Goal, and Submission Honesty** sections for this new service date.
  - f. **Submit** the hours for verification and approval.
2. To add hours for a new service site, complete the steps above in a new activity log.

All hours will be reviewed by Mr. Fahey for approval. Mr. Fahey will not approve hours until they have been verified by the volunteer coordinator at your service site.

Please email [Mr. Fahey](mailto:Mr.Fahey) with any questions.

Peace,

Mrs. Kelsey Sees  
Mr. Chris Fahey  
Archbishop Hoban High School  
Campus Ministry