



EC Campus Ministry X2Vol: – How to Log Community Service Hours

Service hours should be submitted as you complete them, to ensure your site supervisor can verify them. Hours can only be approved with supervisor verification. (Parents and siblings may not verify hours!)

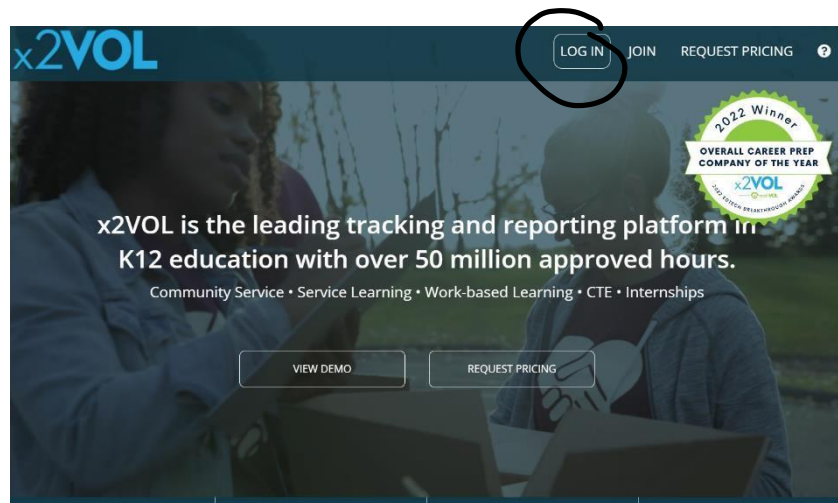
Please submit the hours **within the academic quarter completed**.

Deadlines – You must submit your hours by the following deadlines:

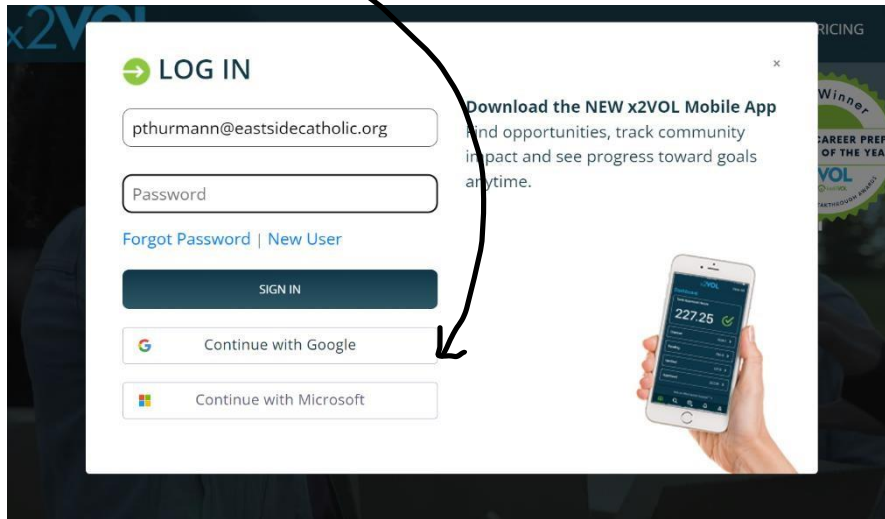
- Summer and first quarter hours by **October 30, 2023**.
- Second quarter hours by **January 22, 2024**.
- Third quarter hours by **April 2, 2024**.
- Fourth quarter hours by **May 12, 2024**.

Navigate to the main X2vol login page: x2vol.com/index.html. You can find a quick-link button on the Campus Ministry webpage. (Student Life → Campus Ministry in the right sidebar).

Click 'LOG IN' at the top right of the screen.



Type in your EC credentials, i.e., your EC email and password. Alternatively, you can choose 'Log In with Microsoft.' Autosave your credentials for next time if you like.



Click 'Sign In.'

→ LOG IN

pthurmann@eastsidecatholic.org

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[Forgot Password](#) | [New User](#)

SIGN IN




Continue with Google



Continue with Microsoft

If you are a **new user**, you will be directed here:

First - Time Naviance User

 Student
School/University

Eastside Catholic High School
High School
232 228th Ave SE
Sammamish WA 98074

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

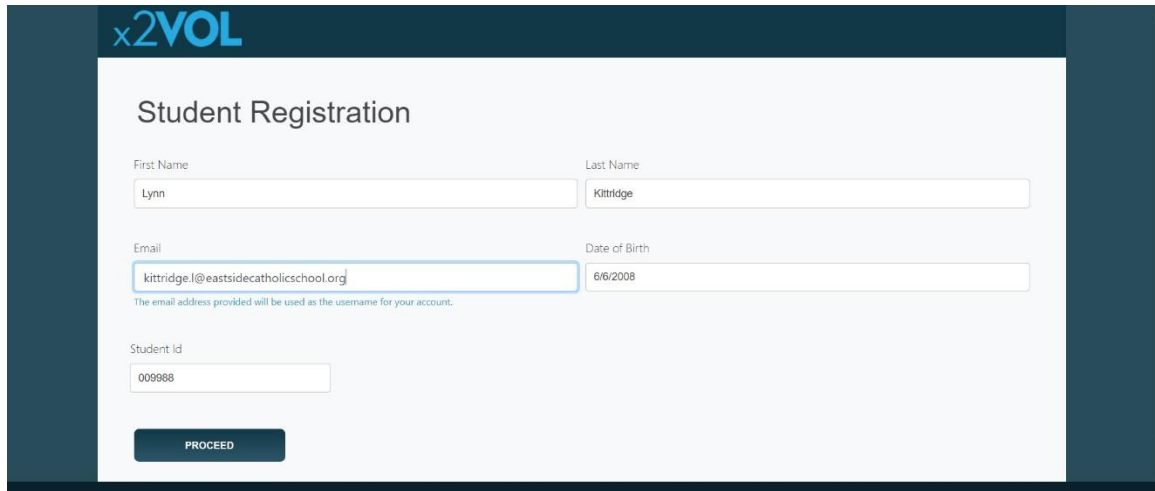
Last Name

Student Email

[Already have a Naviance account?](#)

Enter your last name and your EC email address, then click search.

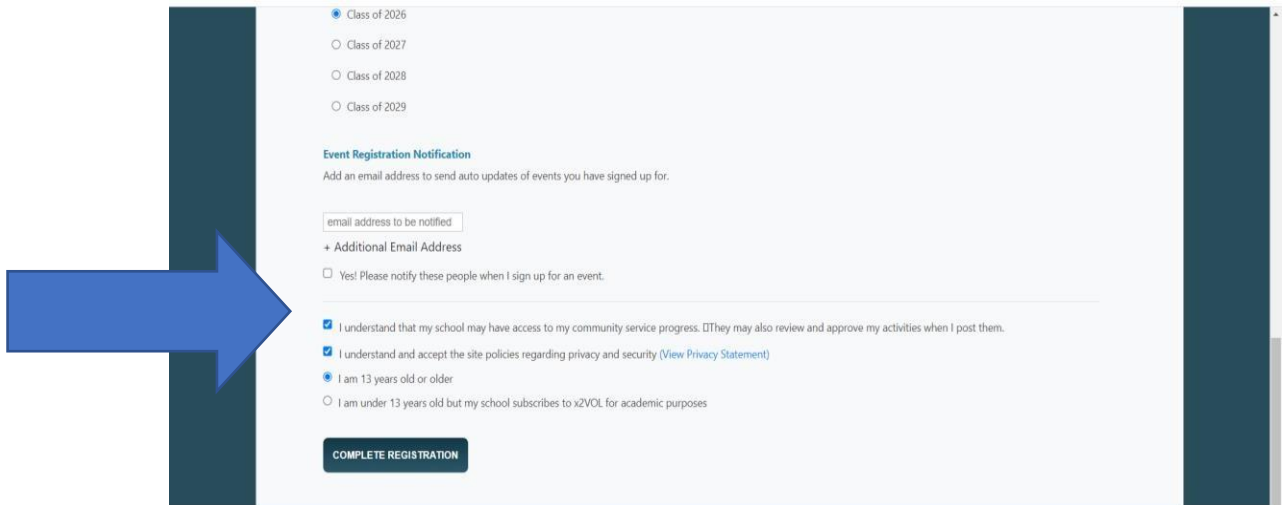
If you are a **new user**, you will need to register. Note: your student ID is also the number you use in the Attendance Office and to buy lunch. If you are unsure what your student ID number is, look at your student ID card or ask your teacher to look it up.



The screenshot shows the 'Student Registration' form on the x2VOL website. The form includes the following fields: First Name (Lynn), Last Name (Kittridge), Email (kittridge.l@eastsidecatholicschool.org), Date of Birth (6/6/2008), and Student Id (009968). A 'PROCEED' button is located at the bottom of the form. A note below the email field states: 'The email address provided will be used as the username for your account.'

Be sure to check the boxes to give the school access (so that your hours count!) and acknowledge the privacy statement.

Confirm whether you are older than 13.



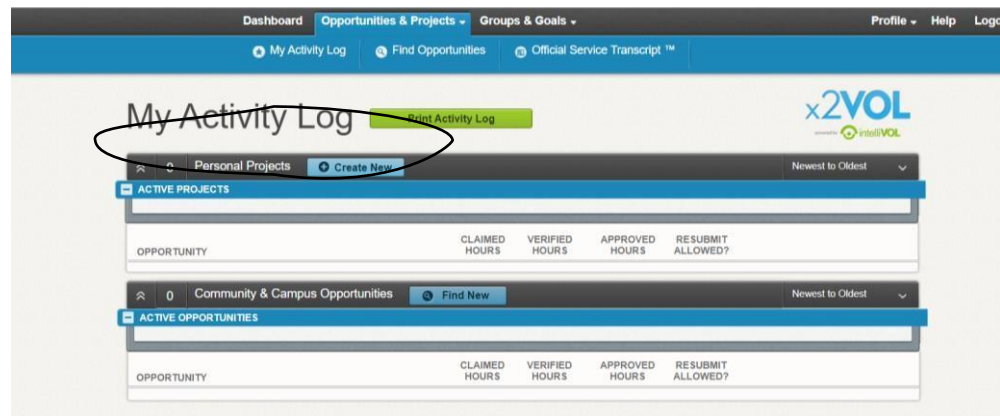
The screenshot shows the registration confirmation page on the x2VOL website. It includes the following elements: a radio button selection for 'Class of 2026' (selected), 'Class of 2027', 'Class of 2028', and 'Class of 2029'; an 'Event Registration Notification' section with a text input field for 'email address to be notified' and a '+ Additional Email Address' link; a checkbox for 'Yes! Please notify these people when I sign up for an event.'; and three checkboxes for terms and conditions: 'I understand that my school may have access to my community service progress...' (checked), 'I understand and accept the site policies regarding privacy and security...' (checked), and 'I am 13 years old or older' (selected). A 'COMPLETE REGISTRATION' button is at the bottom. A large blue arrow points to the 'I am 13 years old or older' checkbox.

Select the "Complete Registration" link to take you to the Dashboard. (If you attended EC middle school, you may be able to skip the registration process and go directly to this page.)

To add hours, click the “Add Hours: green button.



Under “Personal Projects” click “Create New.”



Enter all the requested information.

The screenshot shows the 'Create a Personal Project' form. At the top, there's a title 'Create a Personal Project' and the x2VOL logo. The form is divided into several sections: 'Activity', 'Attachments', and 'Interests'. The 'Activity' section has a text input for 'Agency or Organization Name' (with a character limit of 100) and a larger text area for 'Project Description'. The 'Attachments' section has a green '+ Add files' button and a list of supported file types: pdf, jpg, png, gif, bmp, zip, doc, docx, xls,xlsx, ppt, pptx, txt, xml, mp4, flv, csv, pptx, xml, flv, mov, mp3 files. The maximum file size is 20MB. Below this is a 'Drop Files Here' area. The 'Interests' section has a checkbox for 'Make this a recurring project' and three radio buttons for 'Humanitarianism' (selected), 'Faith-based', and 'Environmental'.

Scroll down to enter the date of service and enter how many hours and minutes you served. Writing a reflection is encouraged.

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:

Reflections

You must identify the adult supervisor for your service – the best option is someone who works at the organization where you completed your service. Immediate family members are not allowed to be the verification contact. (Hint: entering hours immediately after you complete them will ensure your site supervisor/contact remembers your service! It is also **highly recommended** that you let your site supervisor know they will be receiving an email where they can verify your service hours.)

Activity Verification Contact

The contact you specify here will be sent a verification request link. The link will allow the contact to provide verification that the service hours that you've claimed for this event are accurate. Please note that this information may also be audited.

Name:

Phone:

Email Address:

Scroll down the page and check “Organization Goals” and “Apply to all Non-Exclusive Goals.”

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 checked="" type="radio"/> Apply to all Non-Exclusive Goals:						
Goal By Graduation	Class of 2026	6/1/2022	5/15/2026	100.00	0.00	100.00
22-23 School Year - 9th Grade	Class of 2026	6/1/2021	5/12/2023	25.00	0.00	25.00
Varsity Letter Hours 2022-23	Class of 2026	6/1/2021	5/12/2023	100.00	0.00	100.00

Sponsored Goals - Goals offered by an organization

Personal Goals
You may also apply your hours to your Personal Goals.

Finally, click the box attesting that your hours are accurate and truthful, then hit submit.

Sponsored Goals - Goals offered by an organization

Personal Goals
You may also apply your hours to your Personal Goals.

GOAL NAME	GROUP	START	END	GOAL	CREDITED	REMAIN
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Apply to all Personal Goals

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.

Comments

DATE	USER	COMMENT
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Claim History

DATE/TIME	EVENT	USER
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Congratulations! You have successfully submitted your service hours.