

## **Directions for x2Vol (first time users)**

x2Vol = Time to Volunteer

Connected to PowerSchool

Step 1: Go to NDA website: <https://www.notredameacademy.com/> and click on the FAITH tab (third tab from right on top)

Step 2: Scroll down to x2Vol (right next to picture) and click. This should bring you to the x2Vol website

Step 3: Click on JOIN (top right corner). Another box should pop up.

Step 4: Find the box that says "My School instructed me to complete my registration." Click the green "COMPLETE REGISTRATION" button inside that box.

Step 5: The information in the box should switch to "Find my school". In the search box, type "Notre Dame de" and click the green box labeled SEARCH.

Step 6: Click on "Notre Dame de la Baie Academy - Green Bay, WI"

Step 7: Type in your LAST NAME and your STUDENT ID. Your student ID can be found on your original schedule under "student number." If you can't find your student ID number, then talk to Mrs. Waters or Mrs. Gretzinger Then click SEARCH

Step 8: A Student Registration box should pop up with your personal information. Correct anything that is incorrect.

Step 9: Create a password. **Please use the same password that you use for your NDA Gmail account.** The campus minister and your theology teacher DO NOT have access to your password so he cannot help you if you forget it.

Step 10: Make sure the correct graduation year is clicked.

- Class of 2027 - freshmen
- Class of 2026 - sophomores
- Class of 2025 - juniors
- Class of 2024 - seniors

Step 11: Click the last top 3 boxes.

Step 12: You should see ACTIVATION SUCCESSFUL. Click OK or SUBMIT

Step 13: Now log into x2Vol officially using your NDA email address and password. That should bring you to the DASHBOARD.

To log in hours on the DASHBOARD

Step 1: click ADD HOURS

Step 2: click PERSONAL PROJECTS

Step 3: Create NEW

Step 4: Type in the name of the organization you volunteered for and in a sentence or two explain the service you performed

Step 5: Skip section on “interests”

Step 6: Add the Activity Verification Contact. **THIS IS VERY IMPORTANT. Make sure you spell the name of the contact AND the email address correctly.** If you don't, your hours might not get verified.

- You don't need to add a phone number
- **NOTE: You cannot use a family member to verify your hours. It has to be someone who works for the organization you volunteered for.**

Step 7: Add the date(s) you worked and the hours. If you worked at the same place more than once and you are logging all the hours into one entry, add the first date you worked using the calendar and add the rest in the box below along with the hours you worked.

Step 8: Only write in the “Reflections” box if you did a service over multiple days. Then you should write the date for each day and how many hours you served each day.

Step 9: Click the Goal it applies to. It is very important especially for the social justice hours.

Step 10: Click the “are you honest” statement

Step 11: Click SUBMIT

Step 12: You should see a CLAIM SUCCESSFULLY SUBMITTED BOX should pop up.

If you have any questions or concerns, please contact Mrs. Waters in Campus Ministry or Mrs. Gretzinger in Room 112.