



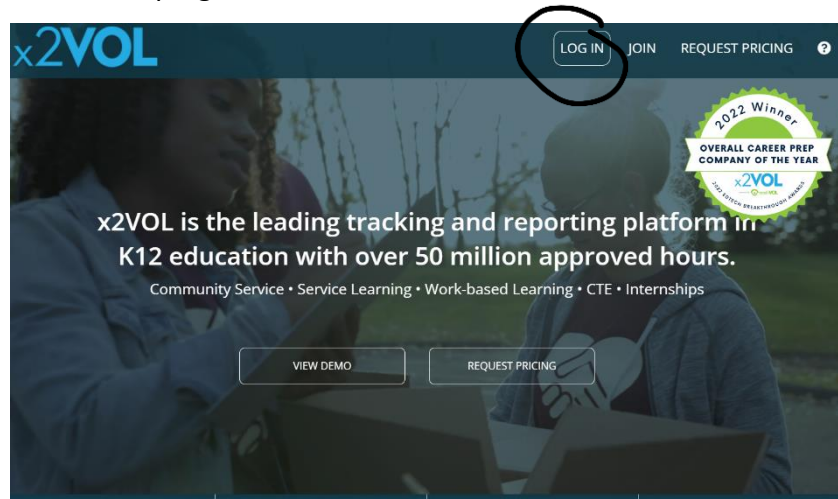
## EC Campus Ministry – Logging Community Service Hours

Service Hours should be submitted once you complete them to ensure your site supervisor can verify them. Hours cannot be approved without supervisor verification. Parents, guardians and siblings may not verify hours! **Please submit hours within the academic quarter completed:**

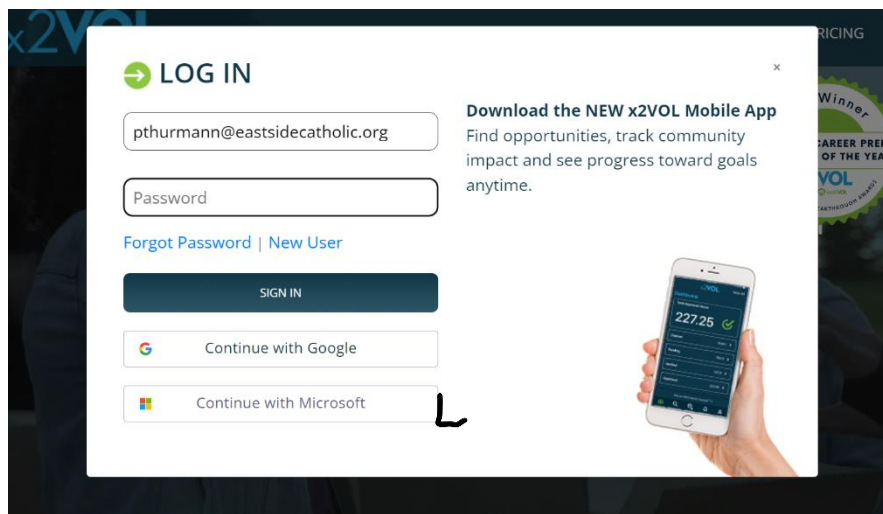
- Hours from summer and Quarter 1: submit by **November 1, 2024**
- Hours from Quarter 2: submit by **January 24, 2025**
- Hours from Quarter 3: submit by **April 4, 2025**
- Hours from Quarter 4: submit by **May 31, 2025**

Navigate to the main X2vol login page: [x2vol.com/index.html](https://x2vol.com/index.html). You can find a quick-link button on the EC website → Student Life → Campus Ministry page → right side.

Click “LOG IN” at the top right of the screen.



Type in your EC credentials, i.e. your EC email and password. Do not click “Continue with Microsoft” – it often does not work. Autosave your credentials for next time, if you like.



Click "SIGN IN"

→ LOG IN

pthurmann@eastsidecatholic.org

.....

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

SIGN IN

Continue with Google

Continue with Microsoft

Positively  
college. Se  
communit  
admission  
Service Tr

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

First - Time Naviance User

Student  
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

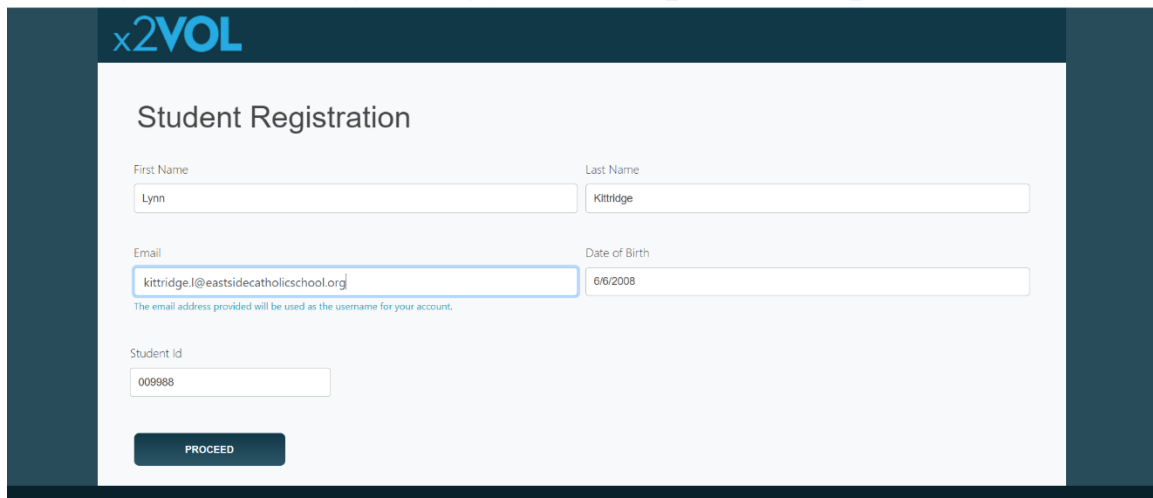
Student Email

[Already have a x2VOL account?](#)

Search

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

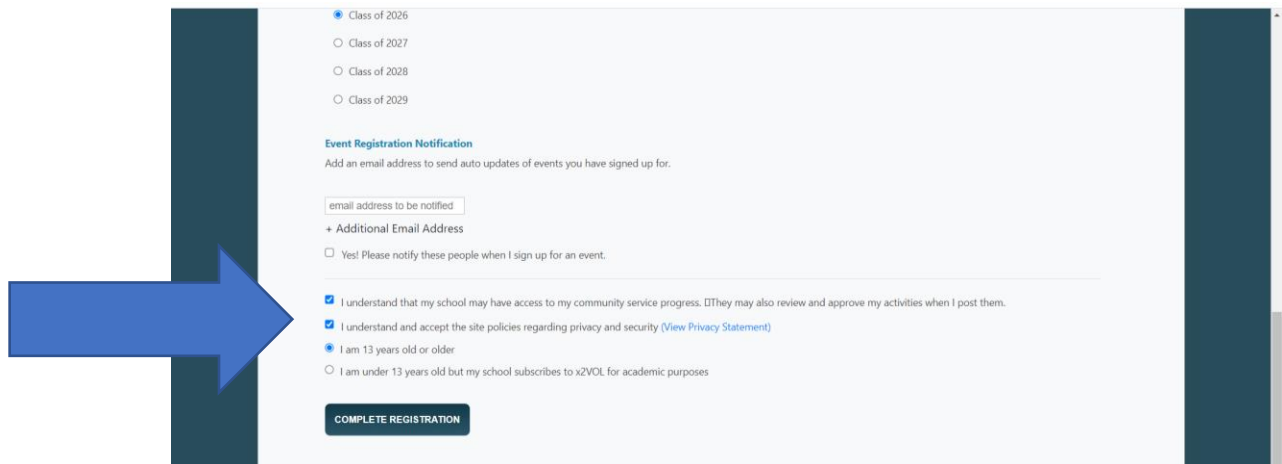
If you are a **new user**, you will need to register. Your student ID is also the number you use at the Attendance Office and to buy lunch. If you are unsure what your number is, look at your student ID card or ask your teacher to look it up.



The screenshot shows the 'Student Registration' page 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 (009988). 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.



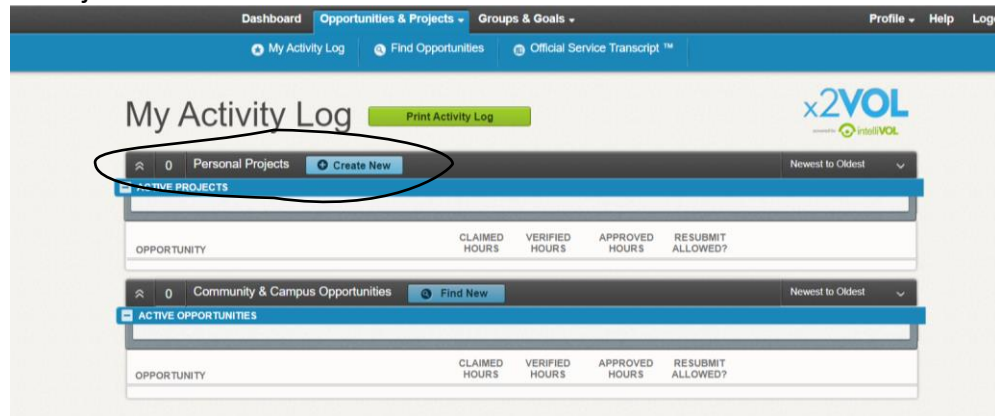
The screenshot shows the final registration confirmation page. It includes radio button options for 'Class of 2026' (selected), 'Class of 2027', 'Class of 2028', and 'Class of 2029'. Below this is the 'Event Registration Notification' section with a text input for 'email address to be notified' and a '+ Additional Email Address' link. There are three checkboxes: 'Yes! Please notify these people when I sign up for an event.' (unchecked), 'I understand that my school may have access to my community service progress. They may also review and approve my activities when I post them.' (checked), and 'I understand and accept the site policies regarding privacy and security (View Privacy Statement)' (checked). At the bottom, there is a radio button for 'I am 13 years old or older' (selected) and another for 'I am under 13 years old but my school subscribes to x2VOL for academic purposes' (unchecked). A 'COMPLETE REGISTRATION' button is at the bottom. A large blue arrow points to the 'I am 13 years old or older' option.

This will take you to the Dashboard. (If you went to EC for middle school, you may have skipped the registration process and come straight to this page.)

To add hours, click the green button that says "Add Hours"



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' with a text input for 'Agency or Organization Name' (with a character limit) and a larger text area for 'Project Description'; 'Attachments' with an 'Add Files' button and a list of supported file types (pdf, jpg, png, gif, bmp, zip, doc, docx, xls, xlsx, ppt, pptx, xls, xml, zip4, rar, cbr, ppt, xml, flv, mov, zipg files, maximum file size is 20MB) and a 'Drop Files Here' area; 'Make this a recurring project' with a checkbox and a note; and 'Interests' with radio buttons for Humanitarianism, Faith-based, Environmental, Government, and Educational. The 'Humanitarianism' option is selected.

Scroll down to enter the date of service and 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 will need to identify the adult supervisor for your service – someone who works at the organization where you did your service is best. An immediate family member is not allowed to be the verification contact.

Entering hours immediately after you do them will help be sure your 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 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

**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
<input type="checkbox"/> 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
<input type="text"/>		

**Claim History**

DATE/TIME	EVENT	USER
<input type="text"/>		

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Congratulations! You have successfully submitted your service hours.