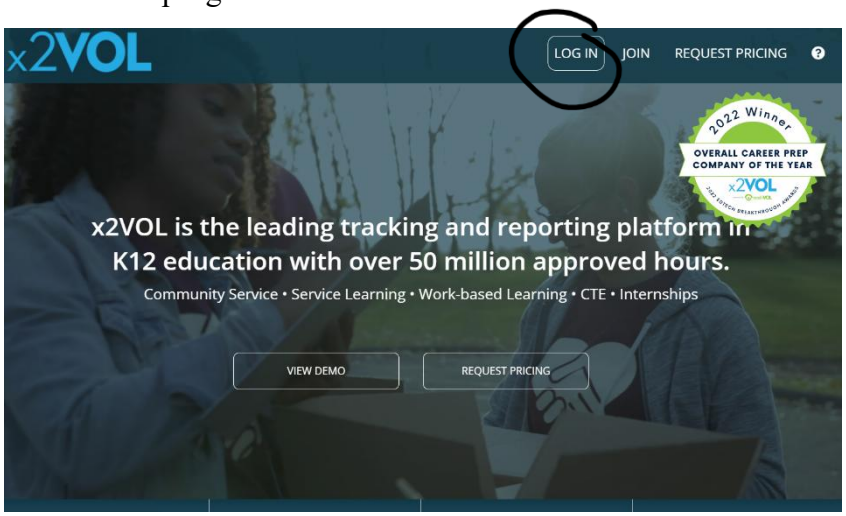
EC Campus Ministry – Logging Community Service Hours

Service Hours should be submitted as you complete them, to ensure your site supervisor can verify them. Hours cannot be approved without supervisor verification. (Parents/siblings may not verify hours!) Please submit hours within the academic quarter completed. Deadlines:

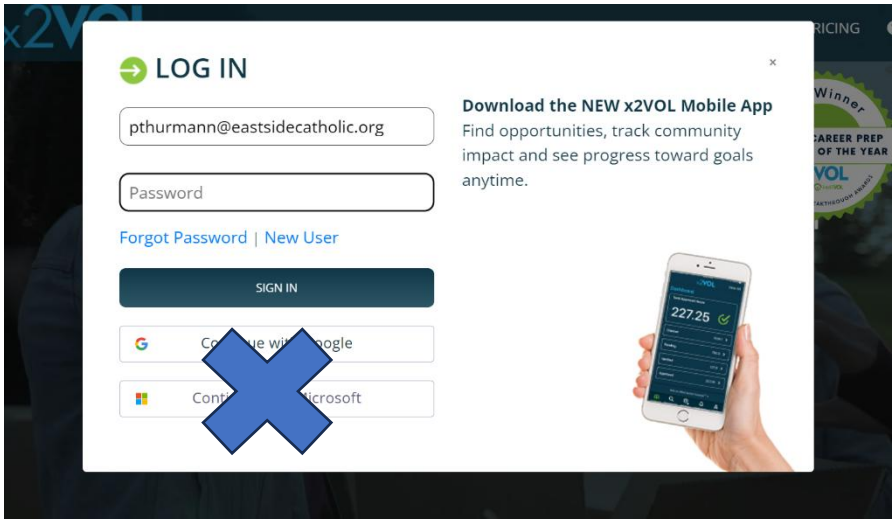
- Hours from summer and Quarter 1: submit by **the end of October**
- Hours from Quarter 2: submit by **the end of January**
- Hours from Quarter 3: submit by **the end of March**
- Hours from Quarter 4: submit by **May 31**

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

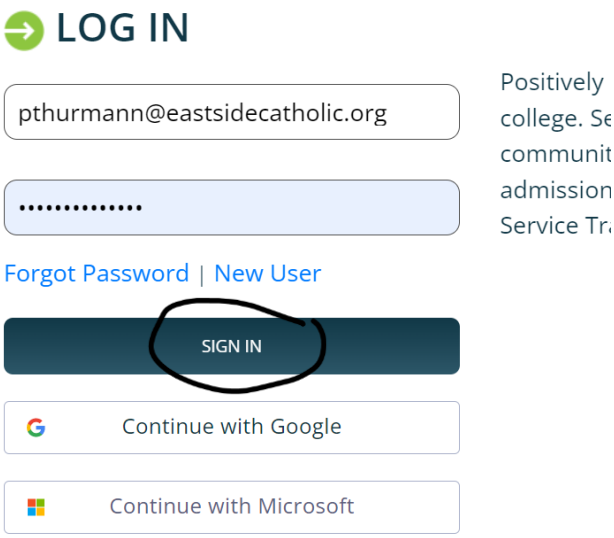
Click 'LOG IN' at the top right of the screen.



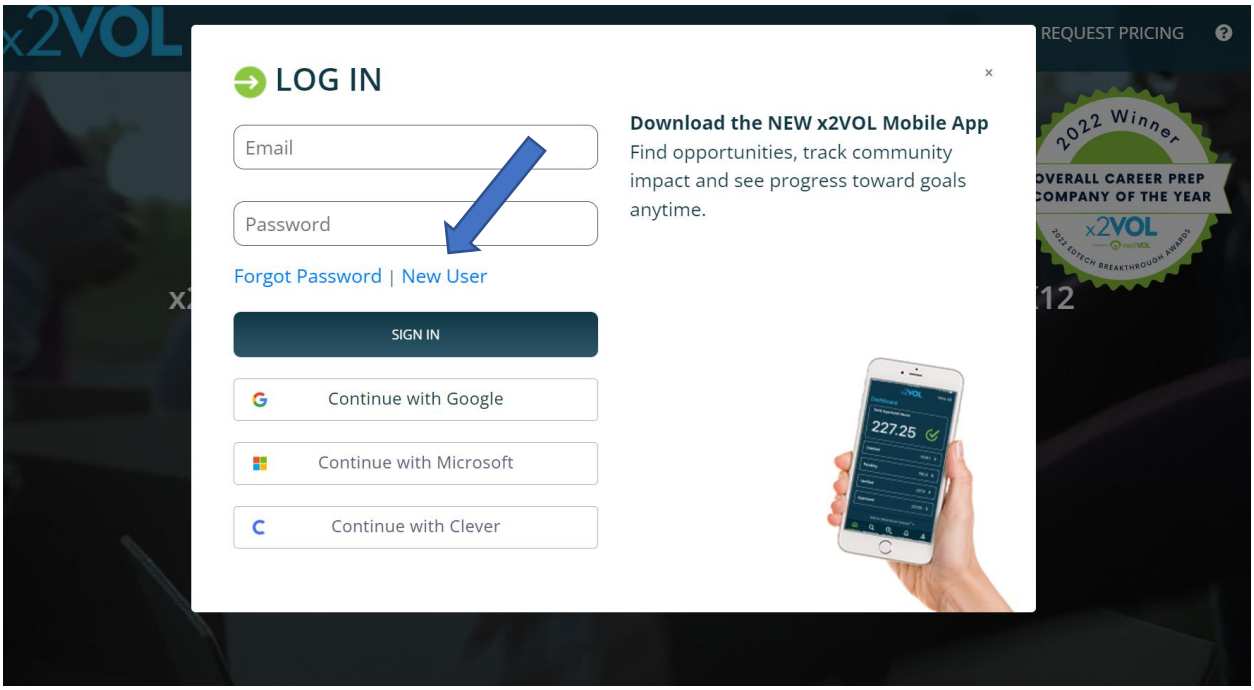
Type in your EC credentials, i.e. your EC email and password. Do not 'Log In with Microsoft' – it often does not work. Autosave your credentials for next time, if you like.



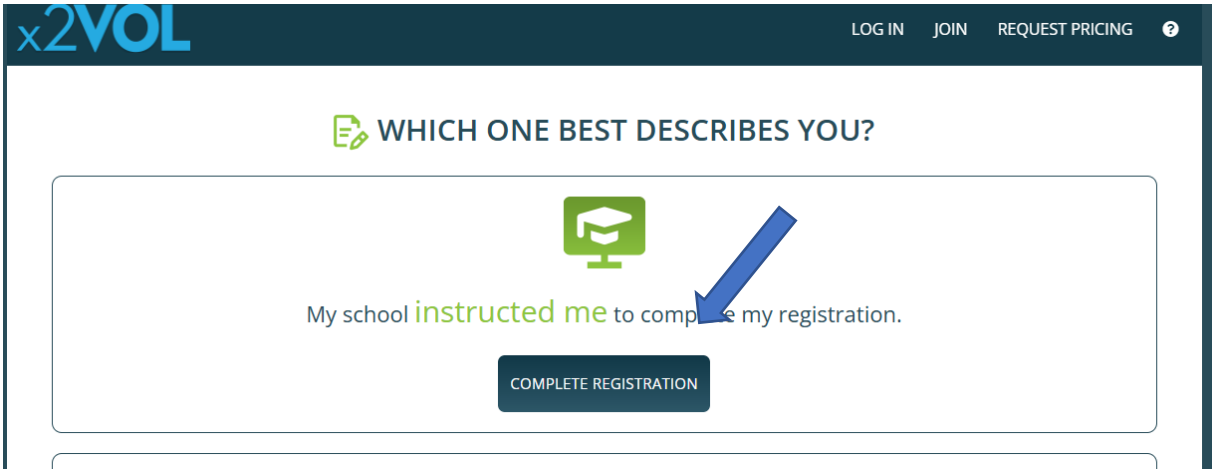
Click ‘sign in.’



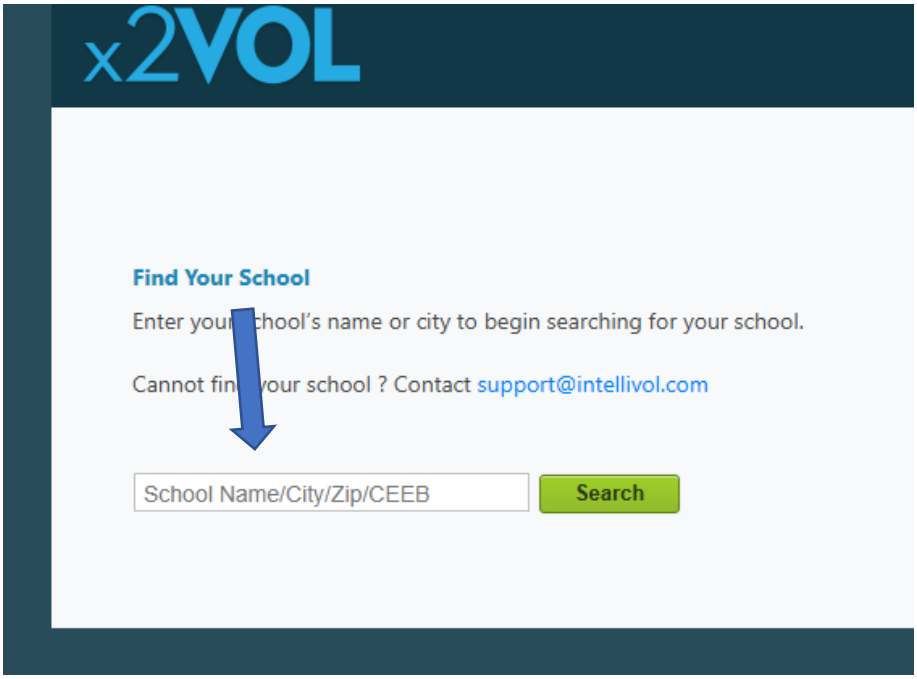
If you have never logged in before, click **New User**.



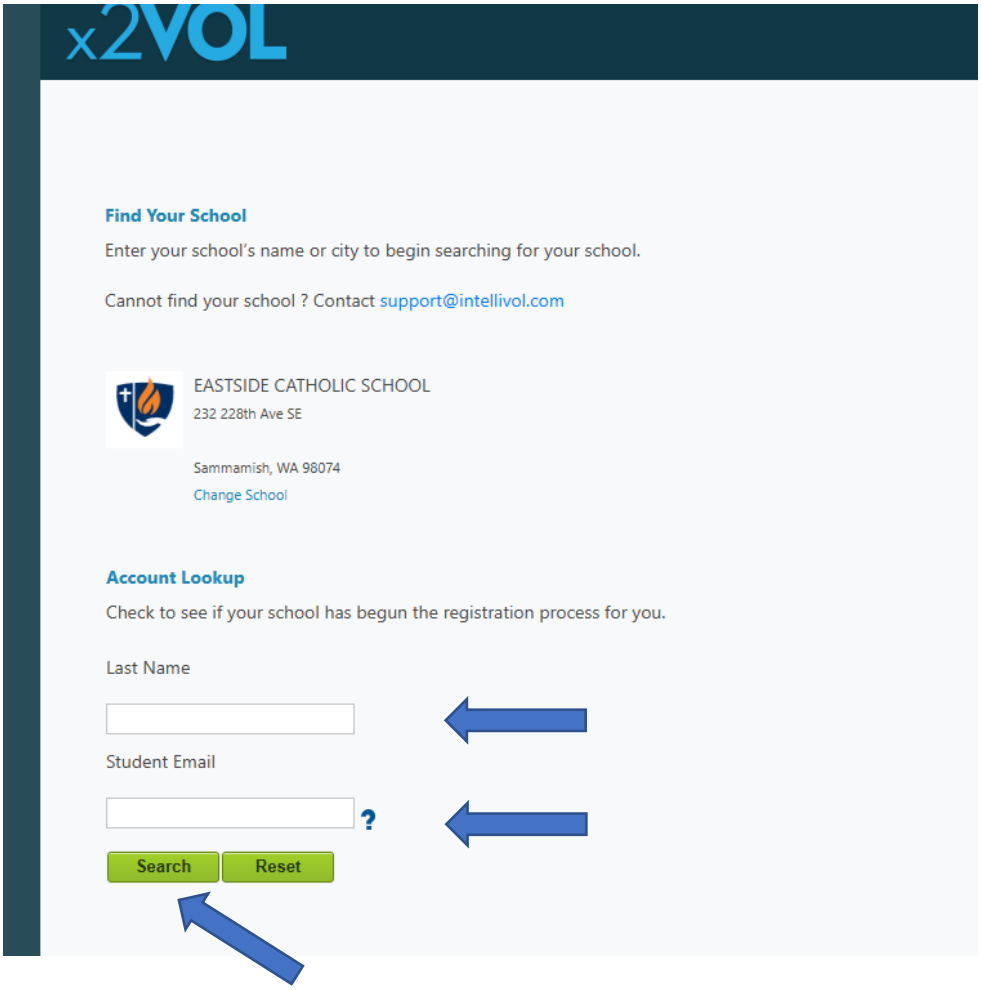
Click Complete Registration



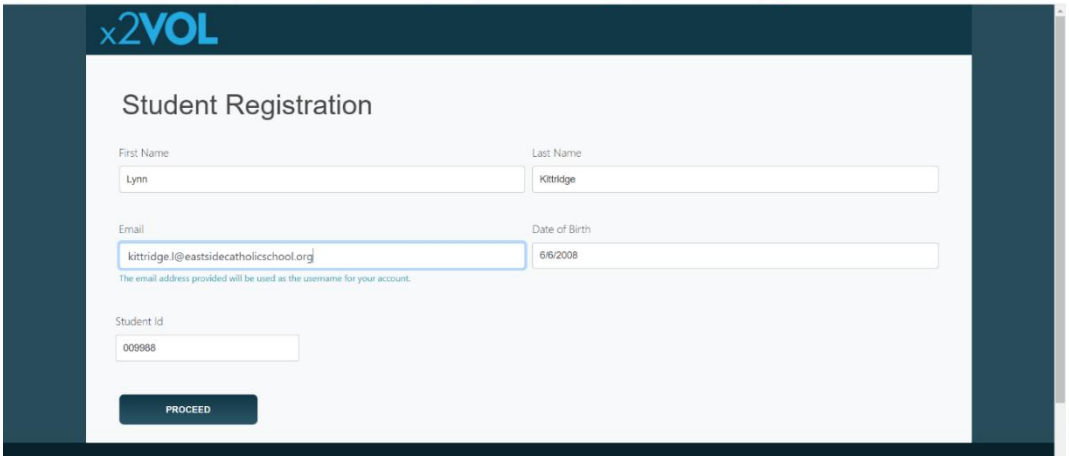
Then type in **Eastside Catholic School**. Select EC when the name pops up, then click **Search**



Type in your **Last Name** and your **EC student Email** and click **Search**



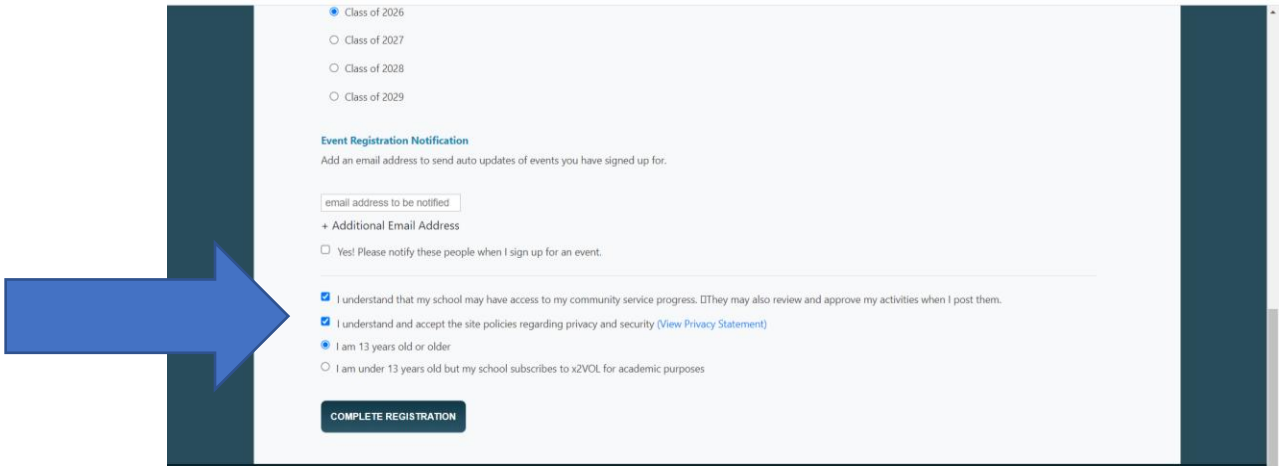
If you are a **new user,** you will need to register. Note: your student ID is also the number you use at the attendance office and to buy lunch. If you are unsure what your number is, look at your student ID card or ask your teacher to look it up. This information may already be populated on the form.



You will need to enter and confirm a password.

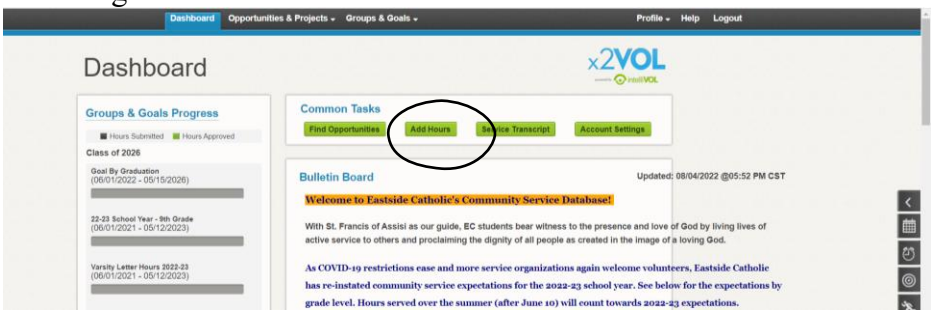
Be sure to check the boxes to give the school access (so that your hours count!) and acknowledge the privacy statement.

Confirm whether you are older than 13. Then click **Complete Registration**.

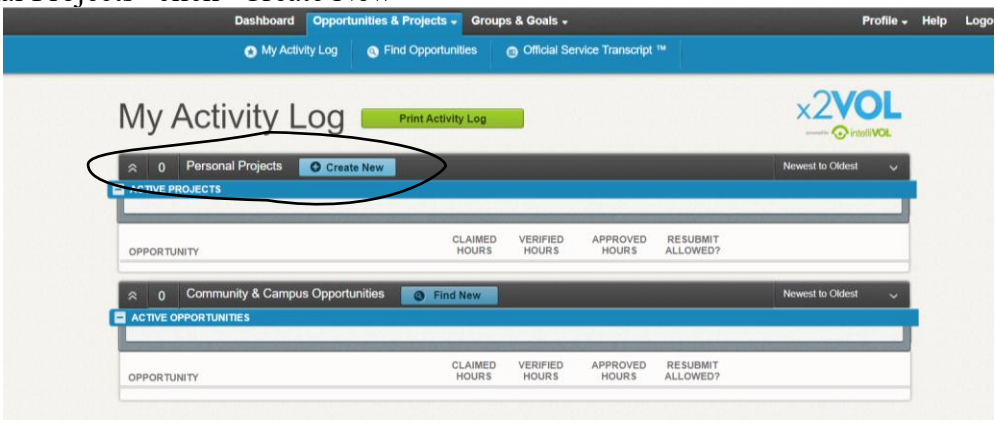


This will take you to the Dashboard. (If you have logged in before, you may have skipped the registration process and come straight to the dashboard page.)

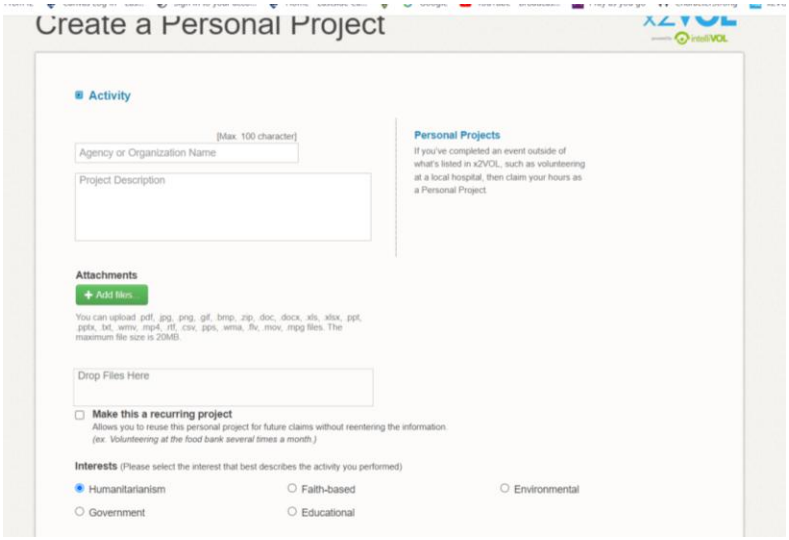
To add hours, click the green button.



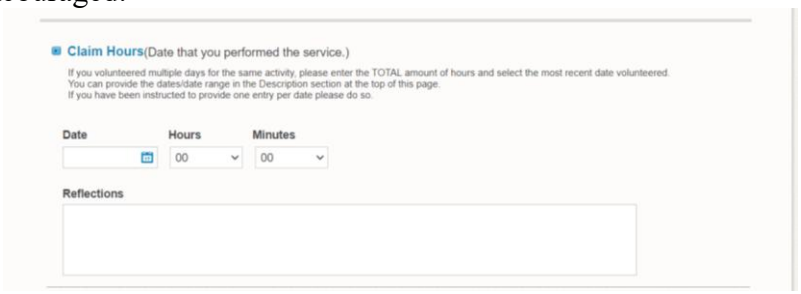
Under "Personal Projects" click "Create New"



Enter all the requested information: who you served with and a brief description of what you did.

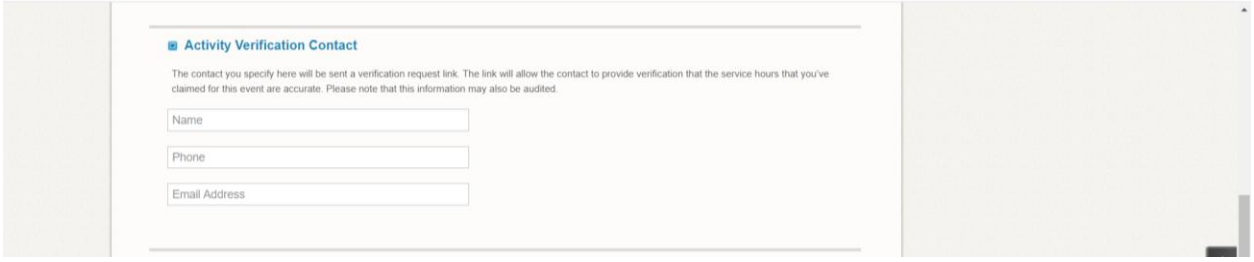


Scroll down to enter date of service and how many hours and minutes you served. Writing a reflection is encouraged.

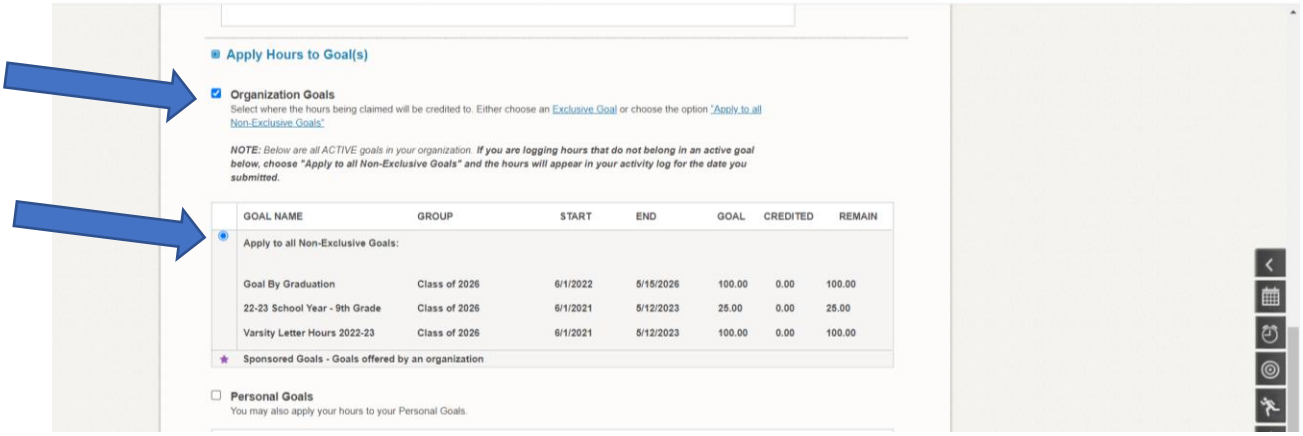


You will need to identify the adult supervisor for your service – someone who works at the organization where you did your service who knows you did service there.

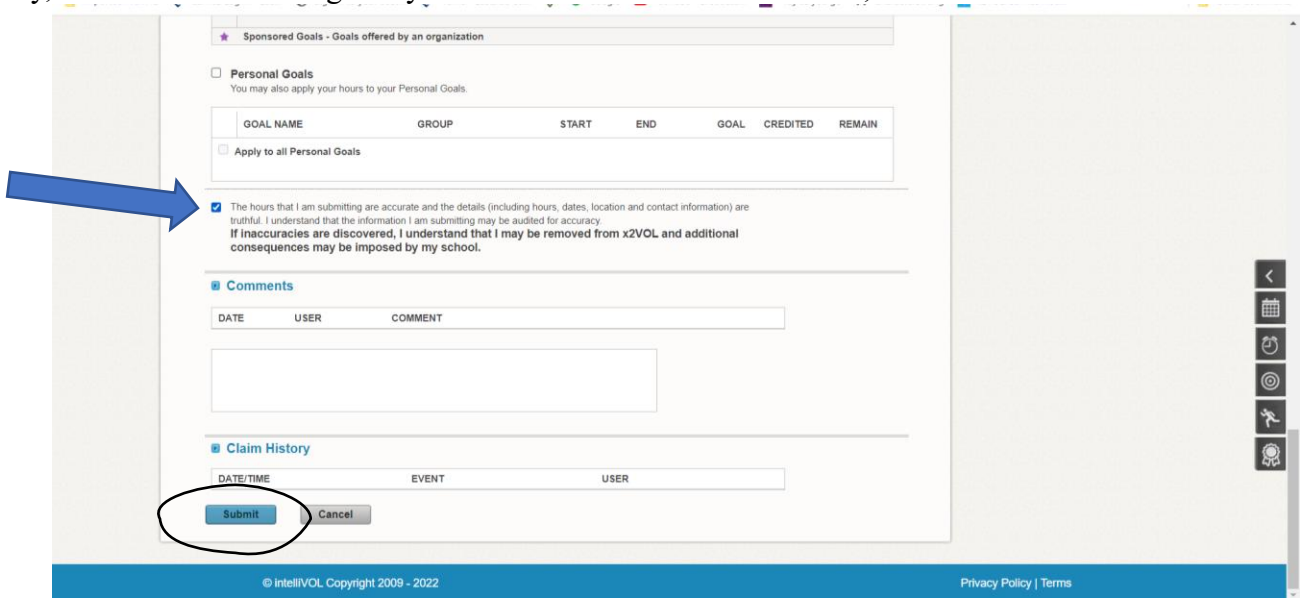
- Hint: entering hours immediately after you do them will help be sure your contact remembers your service!
- It is also **highly recommended** that you let your site supervisor know they will be receiving an email where they can verify your service hours.
- Immediate family members (parents, siblings) are not allowed to serve as the verification contact, unless cleared with Campus Ministry beforehand.



Scroll down and check **"Organization Goals"** and **"Apply to all Non-Exclusive Goals"**



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



Congratulations! You have successfully submitted your service hours.