Logging Community Service Hours in x2VOL

Submit your service hours as soon as possible after completing them so your site supervisor can verify them promptly. Hours cannot be approved without supervisor verification. Parents and siblings **may not** verify hours!

Please submit service hours within the academic quarter in which they are completed.

Service Hours Submission Deadlines

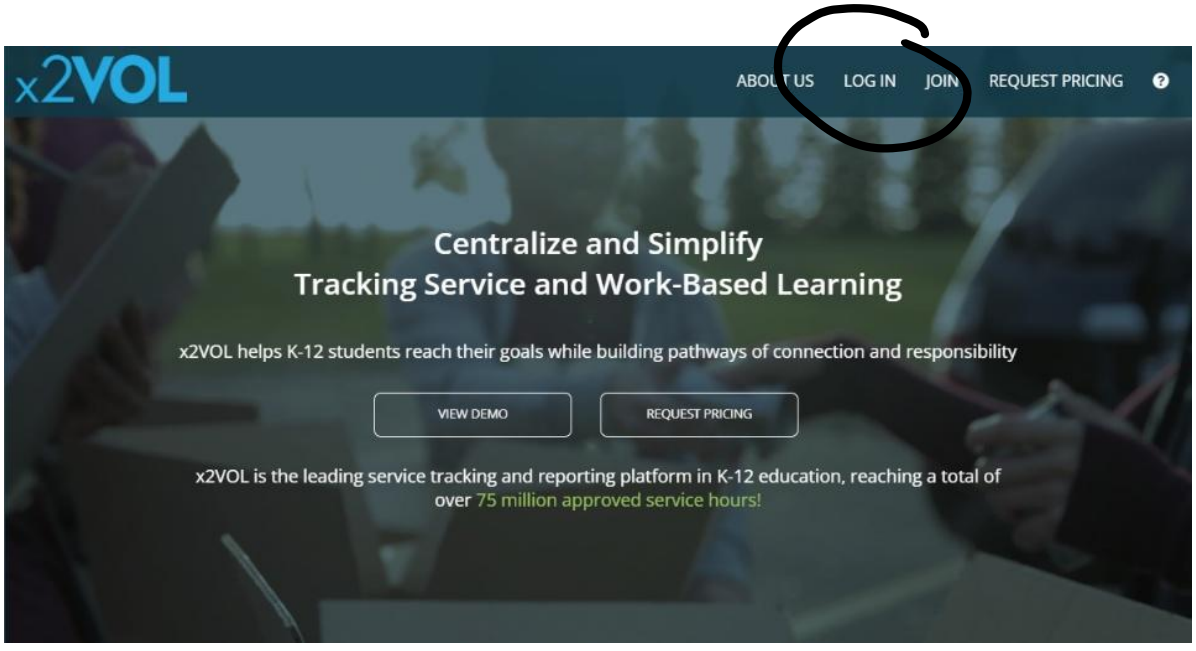
- Summer and Quarter 1: Submit by **the end of October**
- Quarter 2: Submit by **the end of January**
- Quarter 3: Submit by **the end of March**
- Quarter 4: Submit by **May 31**

Log In or Create Your Account

1. Visit the main x2VOL login page: x2vol.com/index.html.

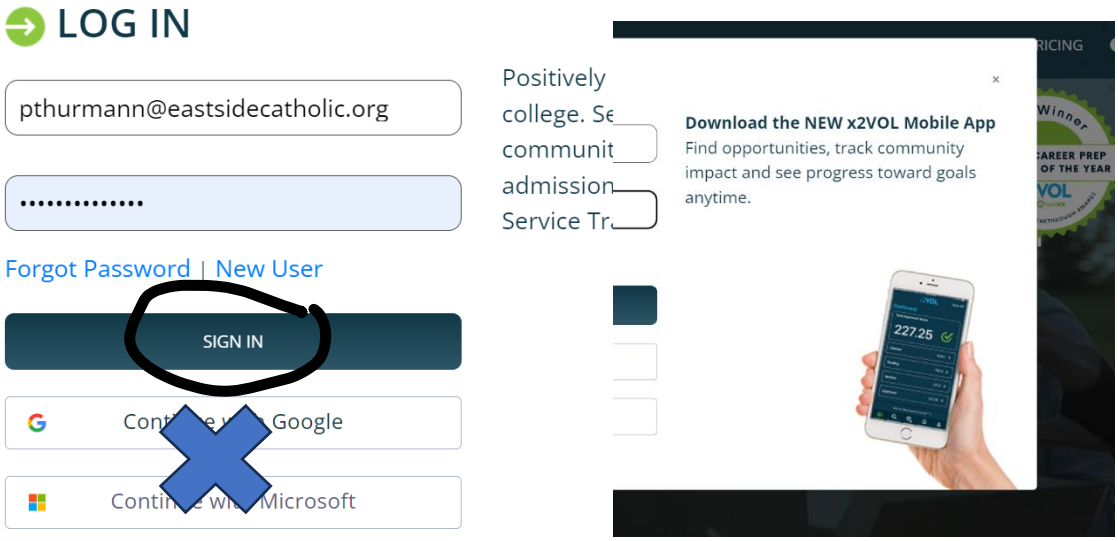
   You can also access x2VOL from the EC website by navigating to **Student Life → Campus Ministry** and selecting the x2VOL link on the right side of page.

2. Select **LOG IN** in the upper-right corner of the screen.



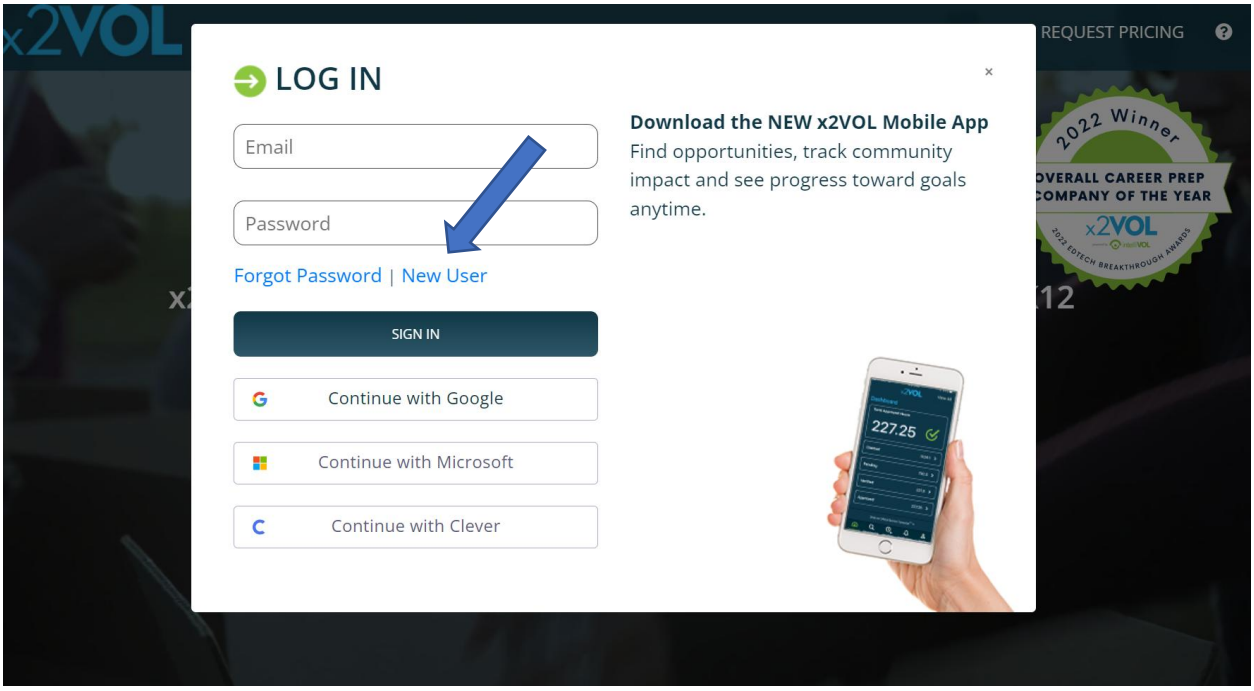
3. If you have **never** logged into x2VOL before, skip ahead to Step 5 to create a **New User** account.

4. If you **have logged into** x2VOL before, enter your **EC email address and password** to log in. **Do not use the "Sign in with Microsoft" option**, as this may not work properly. You may choose to save your credentials for easier access next time. Click **SIGN IN**. Then skip ahead to Step 14.

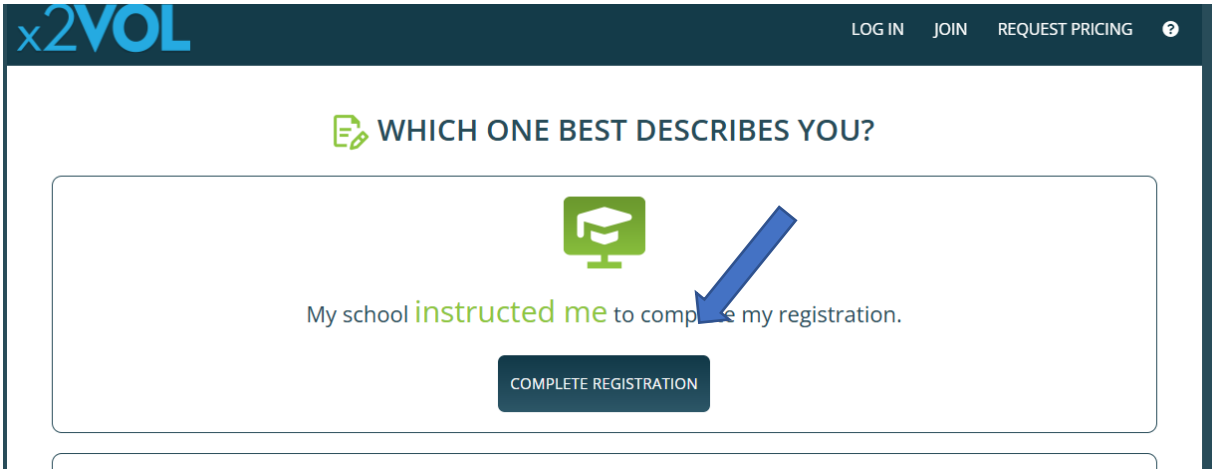


NEW User Registration

5. If you have never logged in before, click **New User** to register your account.

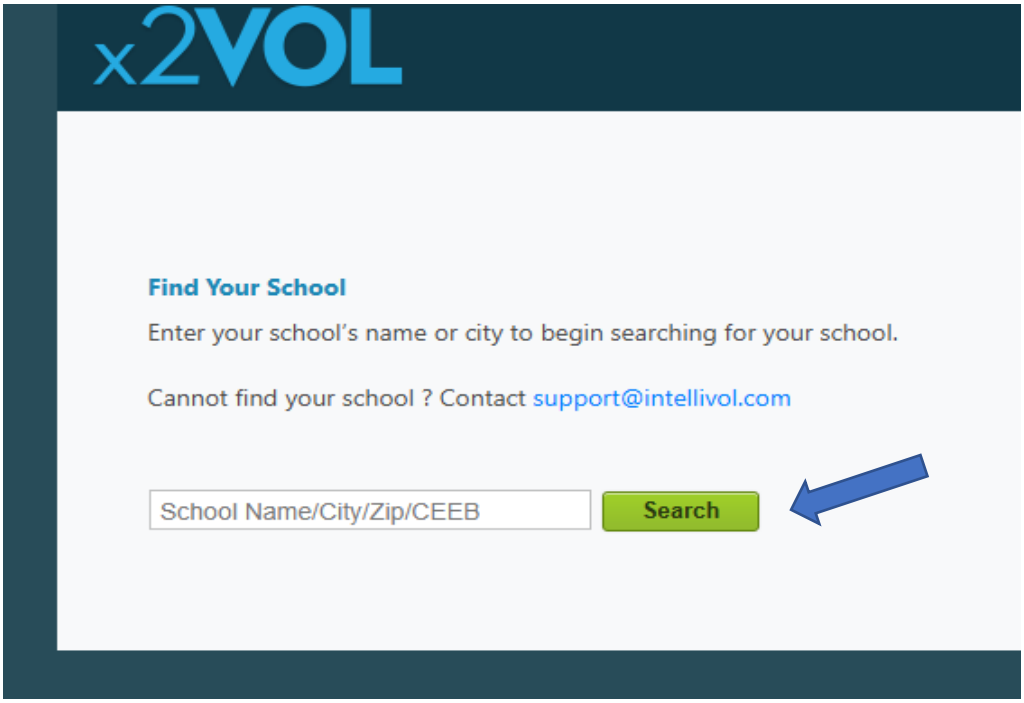


6. Click **COMPLETE REGISTRATION**.

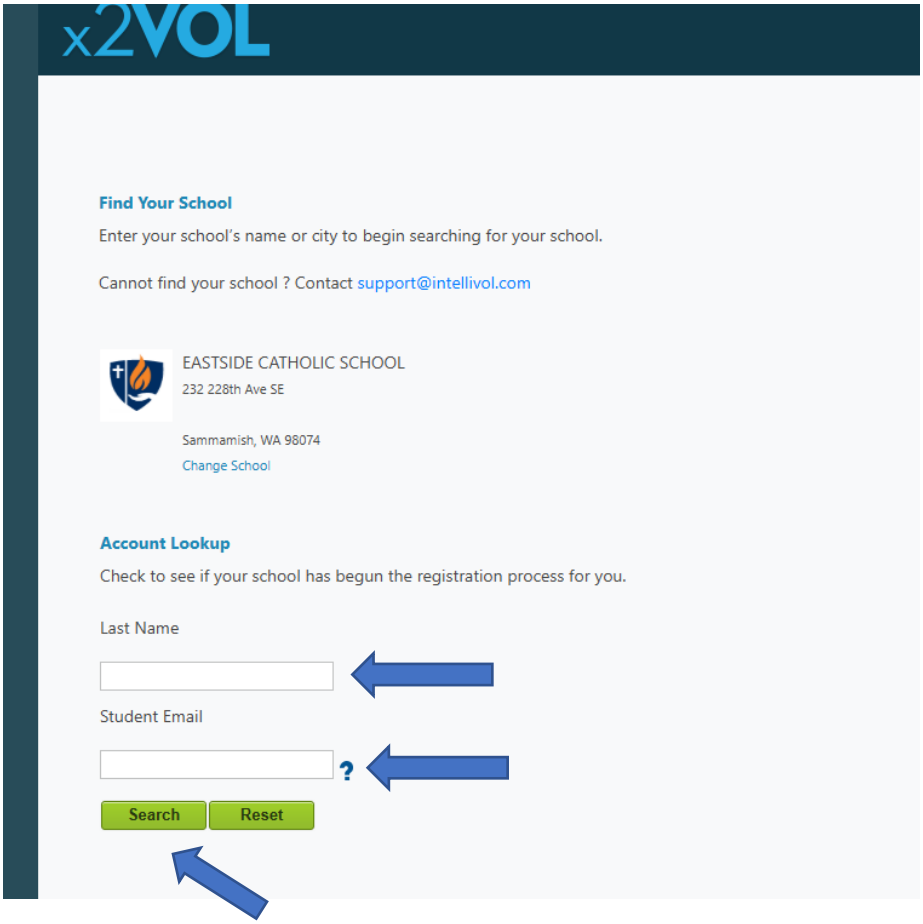


7. Enter **Eastside Catholic School** in the School Name field.

8. Select EC when the school's name appears, then click **Search.**

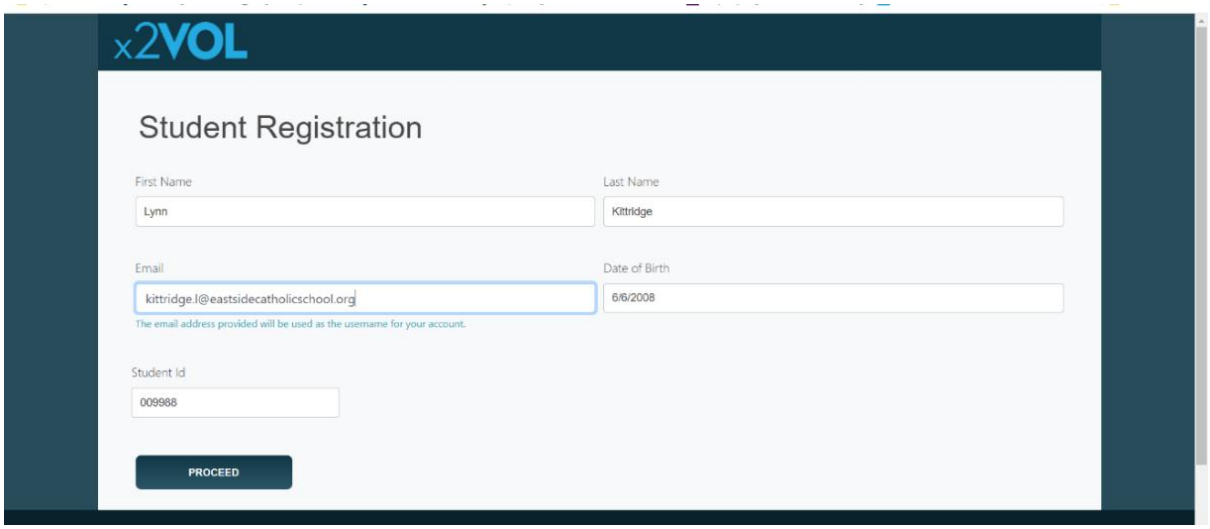


9. Enter your **Last Name** and your **EC student email** address, then click **Search**.



10. If you are a **new user,** you will need to register for an account.

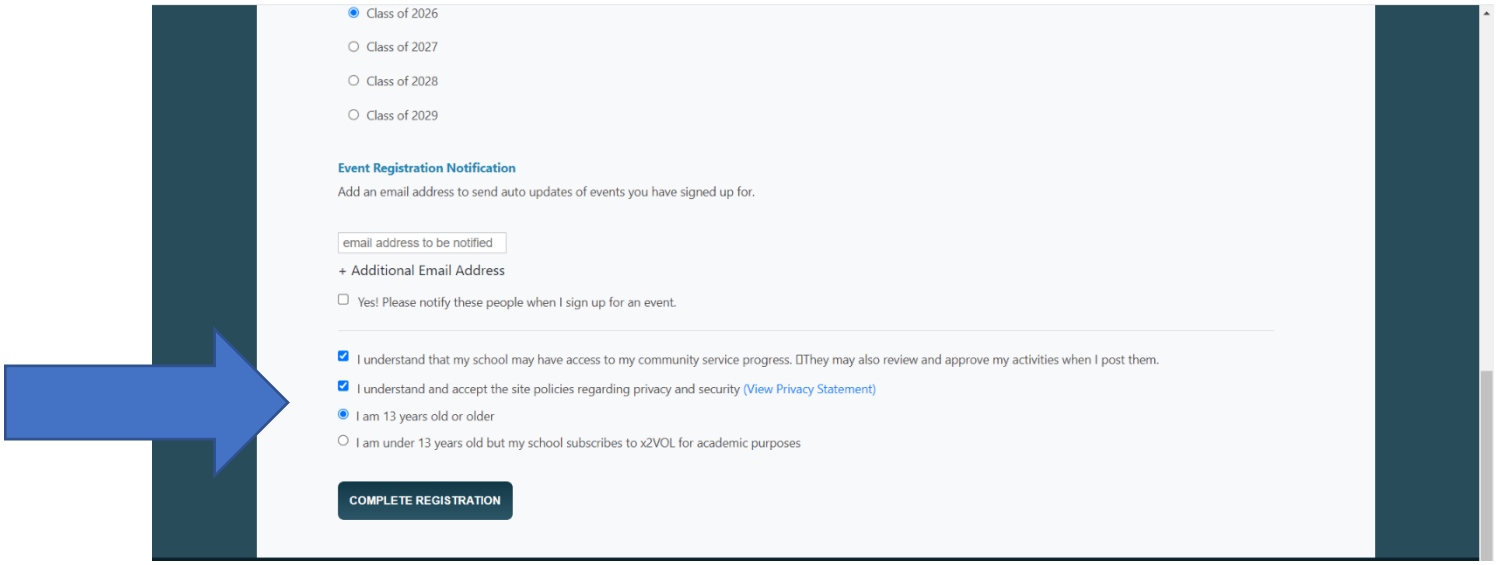
    Please note: Your student ID is the same number you use at the Attendance Office and to purchase lunch. If you do not know your student ID number, check your student ID card or ask a teacher to look it up. Your student ID information may already be auto-filled in on the registration form.



11. Create and confirm a password. We recommend using your EC computer password so it's easy to remember.

12. Check the appropriate boxes to give the school access to your service hours so they can be counted and verified. Be sure to also acknowledge the privacy statement.

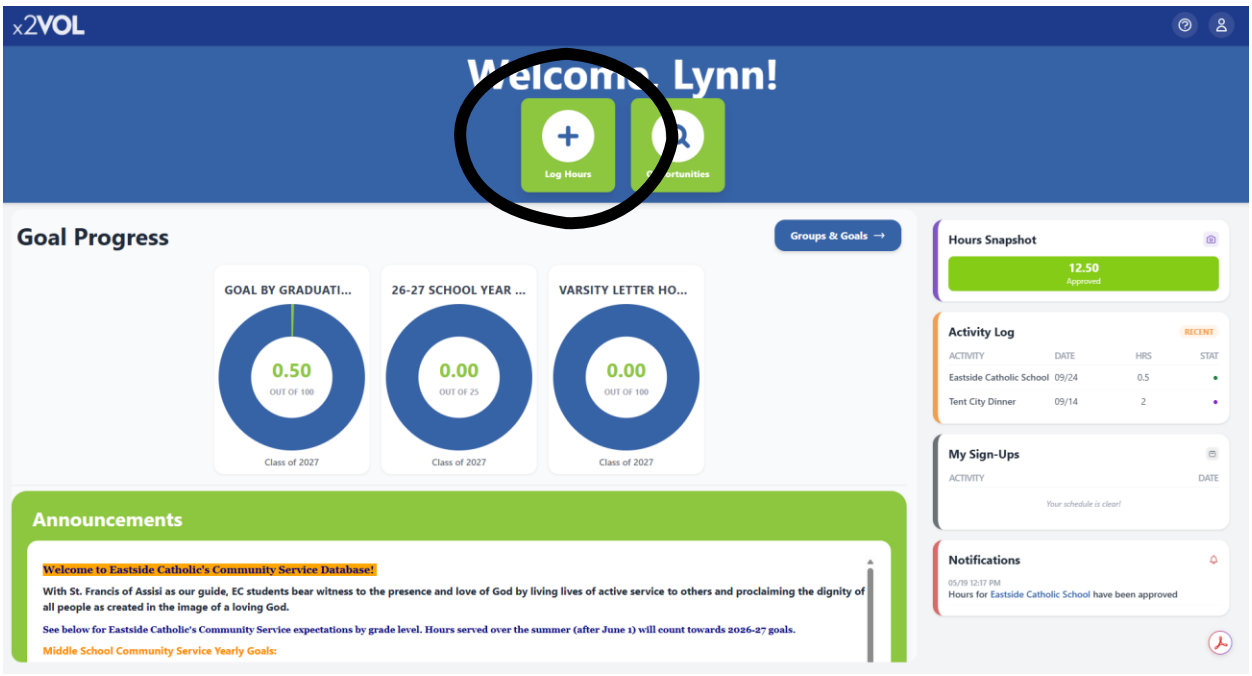
13. Confirm whether you are over age 13, then click **Complete Registration** to finish setting up your account.



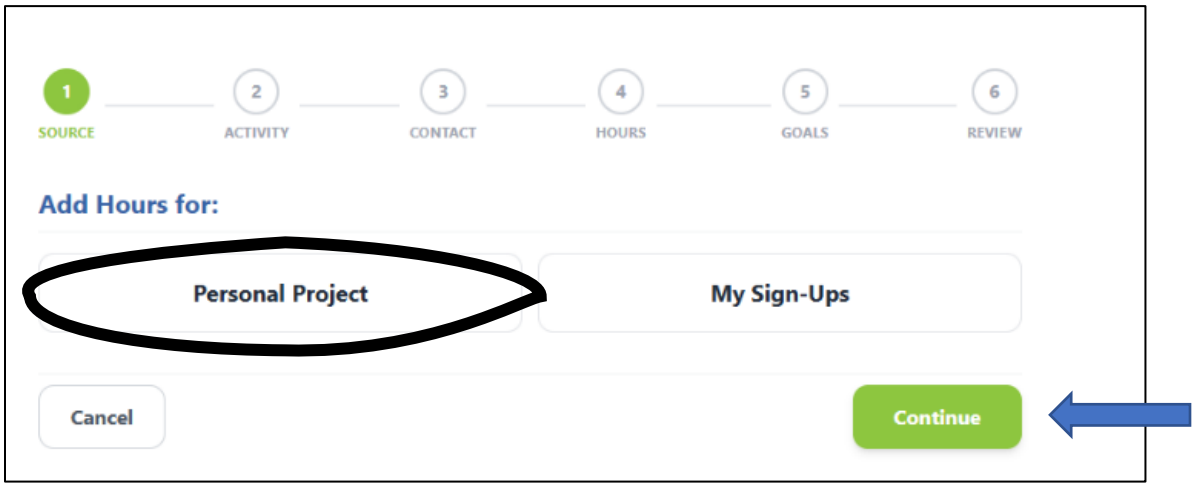
14. After completing your registration, you will be taken to your **Dashboard**. Returning users will go directly to the **Dashboard** after signing in.

Submit Your Service Hours

15. Click the green **Log Hours** button.



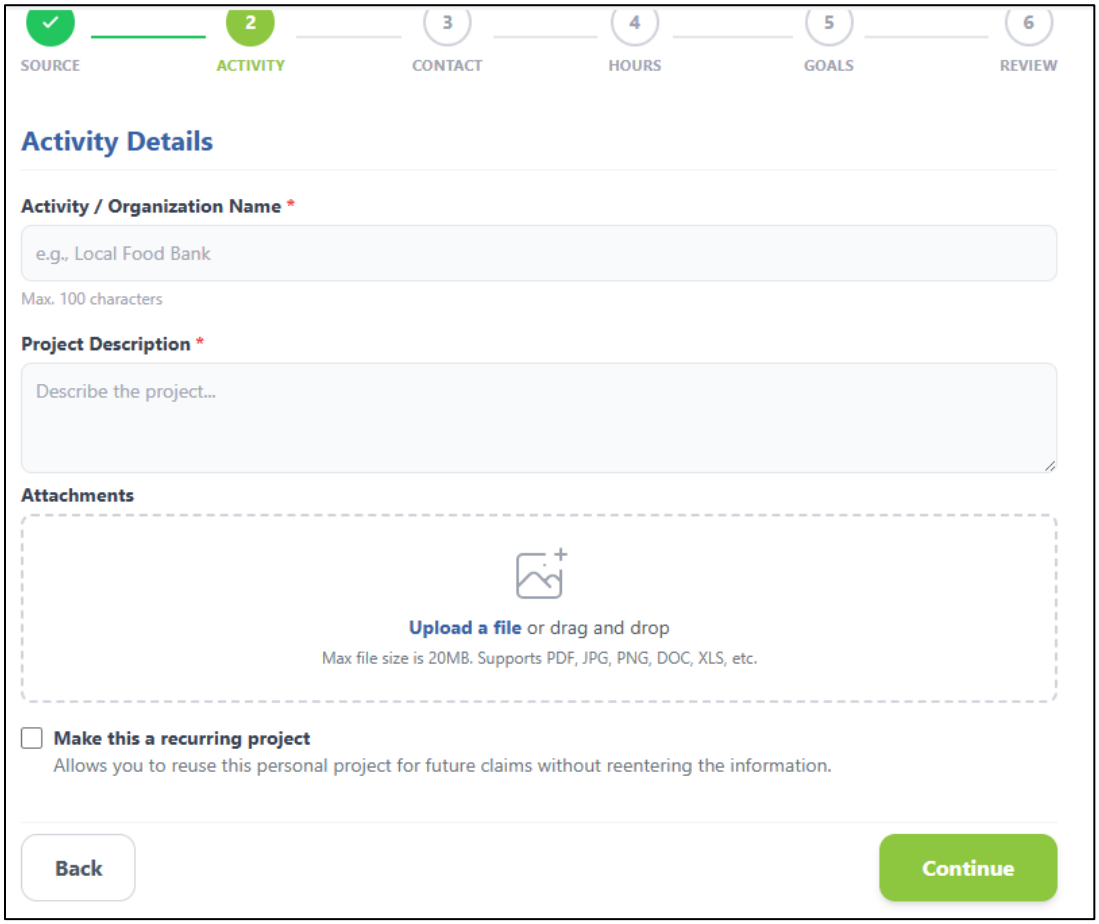
16. On the **Source** screen, select **Personal Project**, then click **Continue**.



17. On the **Activity Details** screen, enter all requested information, including
    - The name of the activity or organization where you served
    - A brief description of the work you completed.

18. If you have photos of yourself completing your service or a paper or electronic verification form, you may upload them as attachments.

19. Click **Continue**.



Add Your Verification Contact

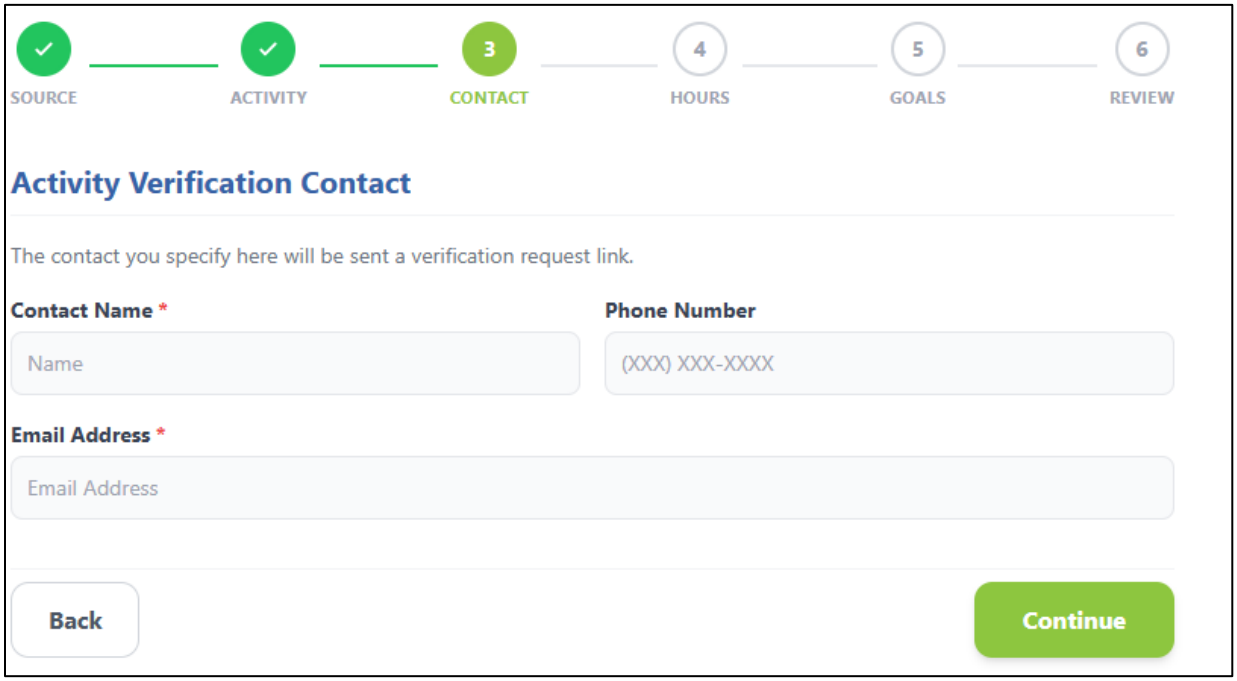
20. Provide the name and contact information for an adult supervisor at the organization where you completed your service. This person must be able to verify that you have completed your service hours.

    For faster verification:

    - Enter your hours promptly after completing your service so your supervisor remembers your participation.
    - Let your site supervisor know they will receive an email from x2VOL asking them to verify your hours. (This is a highly recommended step.)
    - Immediate family members—including parents, guardians and siblings—may not serve as verification contacts unless approved by Campus Ministry in advance.

21. On the **Contact** screen, enter the supervisor's name and email address. You may also include their cell phone number.

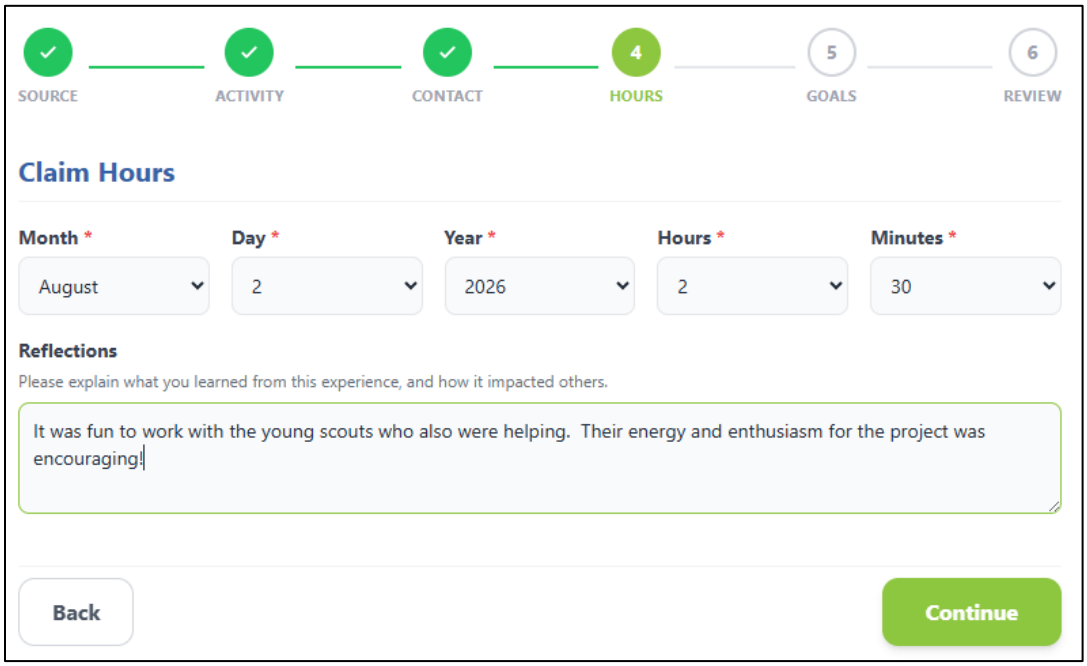
22. Click **Continue**.



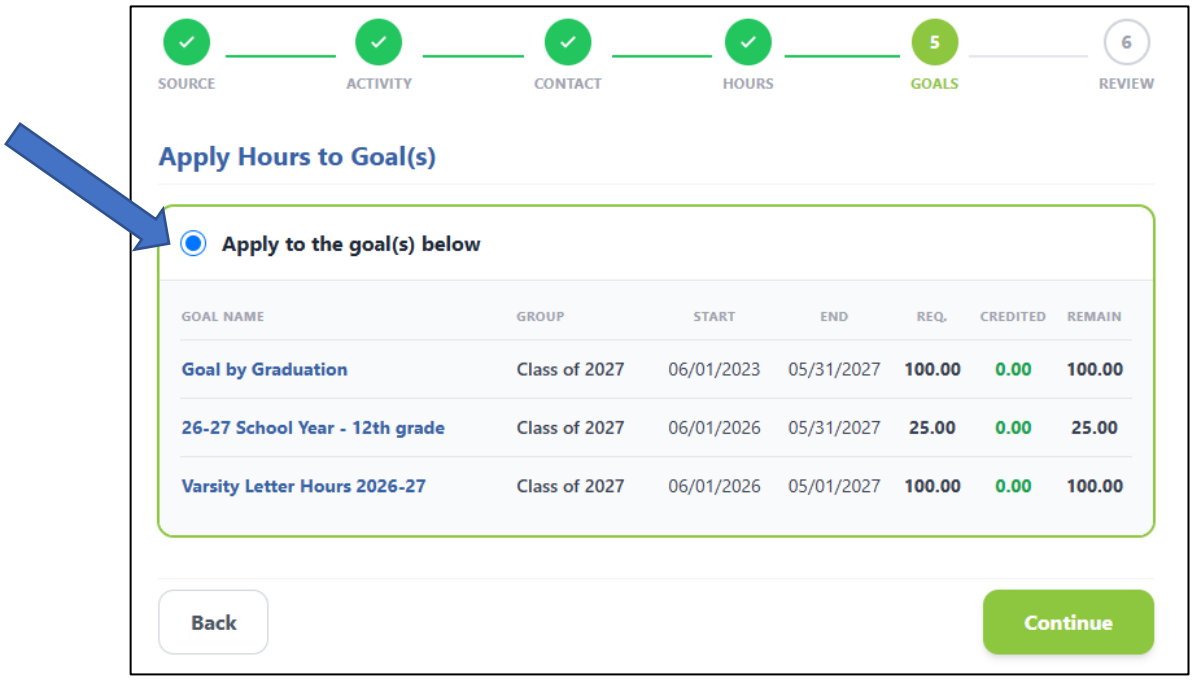
Enter Your Hours

23. On the **Hours** screen, enter the **date of service** and the **number of hours and minutes** you served. You are also encouraged to include a brief reflection about your service.

24. Click **Continue**.



25. On the **Goals** screen, click "**Apply to the goal(s) below**," then click **Continue**.



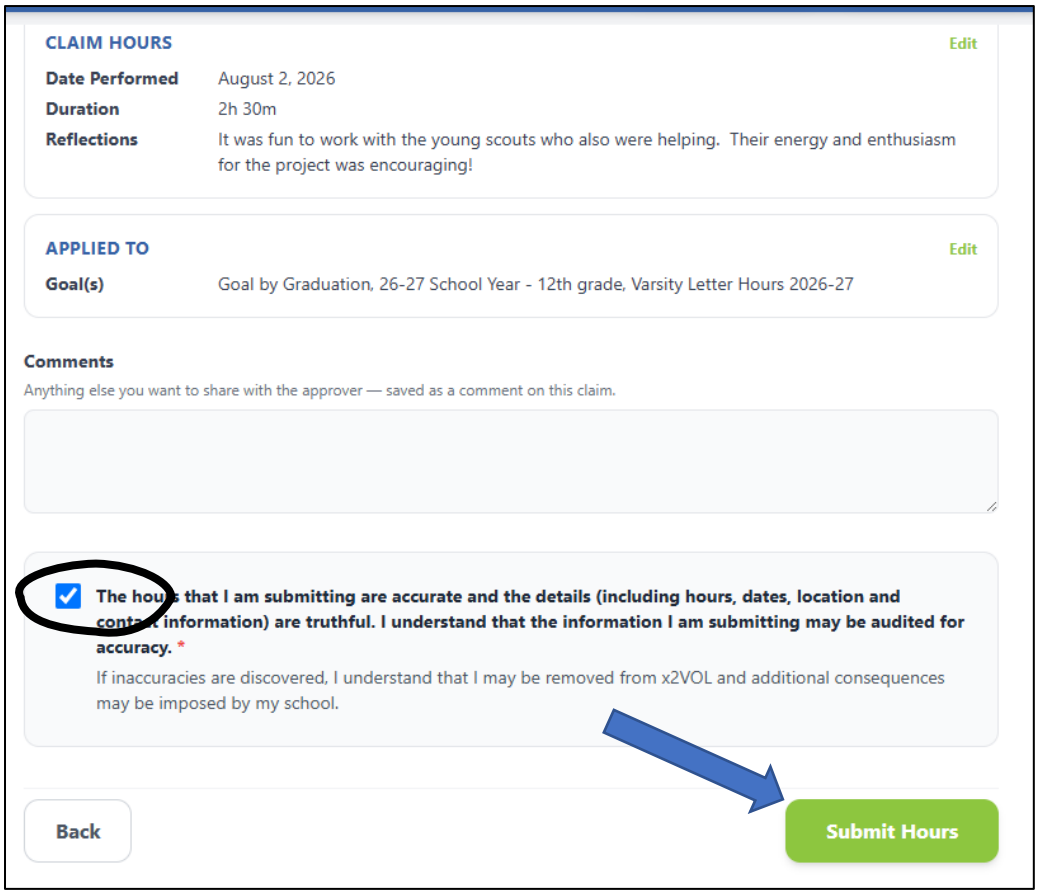
Important for NHS members: NHS service hours do not count toward your Goal by Graduation, yearly service goal or award hours. If you are an NHS member, you will have a separate NHS goal to select when entering NHS service hours.

Review and Submit

26. On the **Review** screen, carefully check that all your information is correct. If you need to make changes, you can go back and update your entry.

    If there are any special circumstances or additional information about your service, include a comment in the space provided.

27. Check the box confirming that your service hours are accurate and truthful. Then click **Submit Hours** to complete your submission.



28. Congratulations! Your service hours have been submitted.

Remember: Your hours are not approved until your site supervisor verifies them.