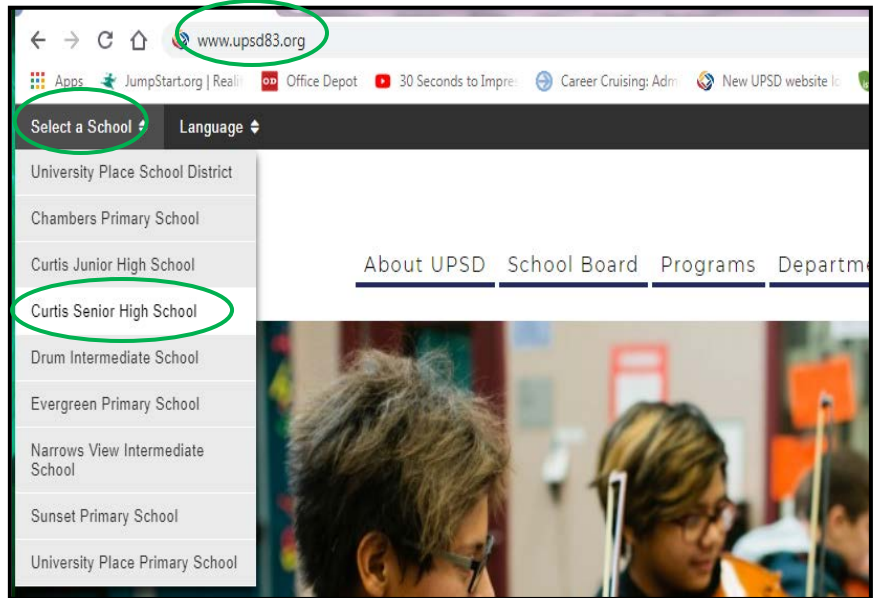# HOW TO LOG HOURS IN X2VOL
(VOLUNTEER SERVICE TRACKING PROGRAM)
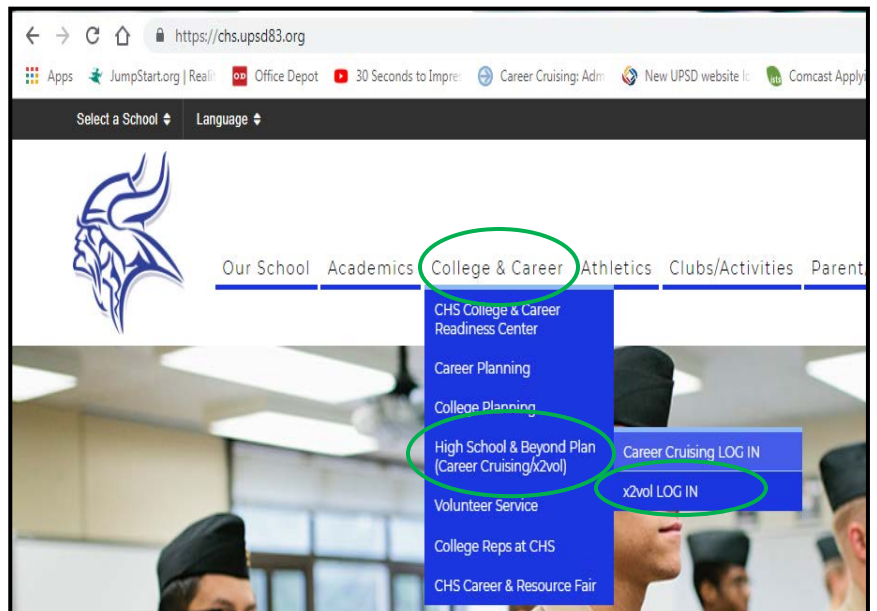
STEP #1: UPSD WEBSITE

- Go to the UPSD website at **www.upsd83.org**

- Click **Select a School** on the top left bar
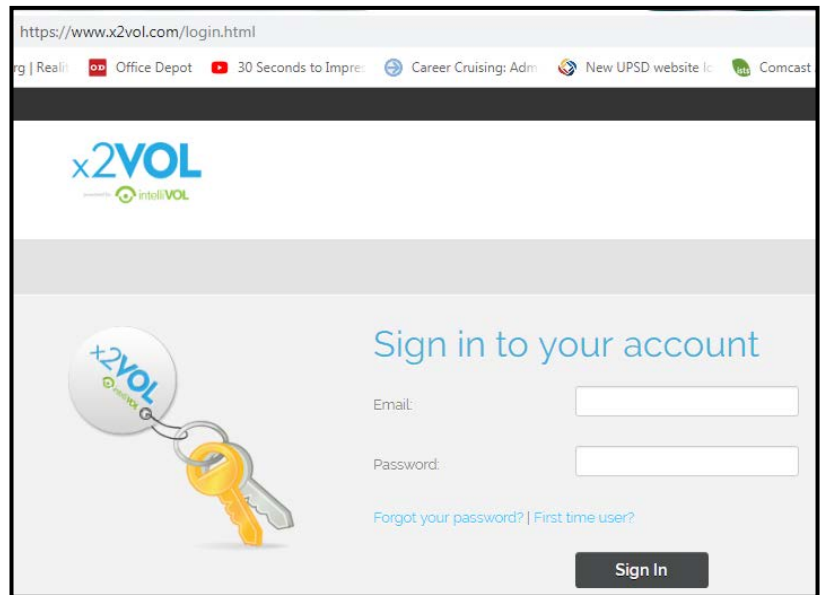
- Click **Curtis Senior High School**

STEP #2: CHS WEBSITE

- Hover over **College & Career** tab

- Hover over **High School & Beyond Plan (Career Cruising/x2vol)**

- Click **x2vol LOG IN**

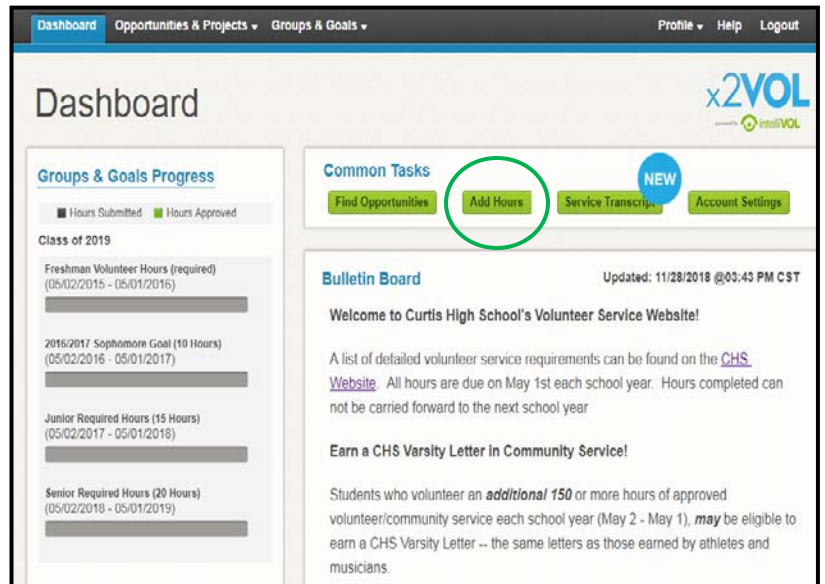## STEP #3: x2VOL SIGN IN

- Type your **Email**

- Type your **Password**

  - If you don't remember your password, Click "Forgot your Password"

- Click **Sign In**

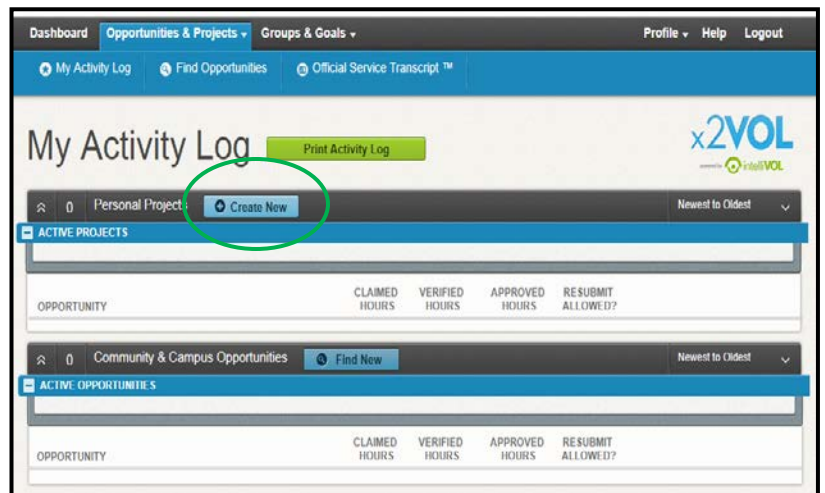## STEP #4: ADD HOURS

- The **Dashboard** is your x2vol home screen

- Click **Add Hours** to enter completed Volunteer Service

- **My Activity Log** screen will show all volunteer service hours entered into x2vol

- Click **Create New** to enter completed Volunteer Service

STEP #5: Create a Personal Project to ADD HOURS

- Type **Name of Agency or Organization**

- Type a **Project Description** (Need details of the activity you performed)

- If you will be completing future activities for this organization, then Select **Make this a recurring project**

- Select the **Interest** that best describes the activity

- Add **Activity Contact** info:
  - Name
  - Phone and/or Email

- Add **Claim Hours** (If you volunteered multiple days for the same activity, please enter the TOTAL hours and select the most recent date volunteered. Type the dates/date range in the Description section at the top of this page.)
  - Select **Date** of Activity
  - Select Total **Hours**

- Type a **Reflection** (Type 2-3 sentences of how this service impacted the community.)

- Click round button to **Apply Hours to Goals**

- Click square button to confirm **"The hours that I am submitting…"**

- Click **Submit**

Create a Personal Project

Activity

[Max. 100 character]

Boys and Girls Club

Provide art activities for children ages 5-8. Supervise snack time for all children. I volunteer afterschool every Tuesday and Wednesday for 4 hours. This entry is for the date range of July 1, 2018 - August 30, 2018.

Personal Projects
If you've completed an event outside of what's listed in x2VOL, such as volunteering at a local hospital, then claim your hours as a Personal Project.

Attachments

+ Add files...

You can upload pdf, .jpg, .png, .gif, .bmp, .zip, .doc, .docx, . xls, .xlsx, .ppt, .pptx, .txt, wmv, mp4, rtf, csv, pps, wma, .flv, mov, mpg file . The maximum file size is 2MB.

Drop Files Here

☑ **Make this a recurring project**
Allows you to reuse this personal project for future claims without reentering the information. *(ex. Volunteering at the food bank several times a month.)*

Interests (Please select the interest that best describes the activity you performed)

○ Humanitarianism　　　○ Faith-based　　　○ Environmental
○ Government　　　　　⦿ Educational

Activity Contact

Mr. Thomas

Phone

mrthomas@boysandgirls.org

Verification
The contact specified here will receive a verification request through the email address you've provided. The contact will verify that the service hours claimed for this event are accurate. (Remember that this information may also be audited.)

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**
08/30/2018 📅　72 ▾　00 ▾

Reflections

I enjoy teaching elementary aged children different art techniques. My volunteer contribution supports families by providing a safe place for kids to hang out while their parents work.

Please enter how this service opportunity impacted the community

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
⦿	Apply to all Non-Exclusive Goals:						
	Senior Required Hours (20 Hours)	Class of 2019	5/2/2018	5/1/2019	20.00	0.00	20.00
★	Sponsored Goals - Goals offered by an organization						

☑ 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

Claim History

DATE/TIME	EVENT	USER

[Submit]　[Cancel]