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1st time user  
registration &  
logging hours.

# Logging Service Hours

— Navigating Naviance & x2vol —

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# Service Hour Requirements

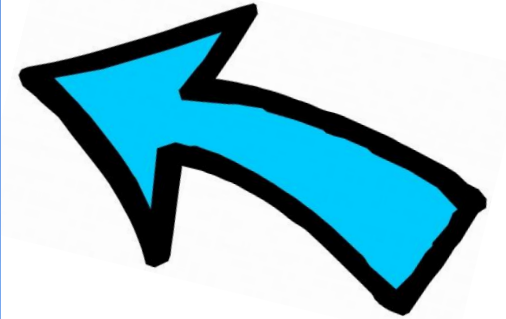
5 Total Hours

- Money earned does not earn hours
  - Supporting others in need *outside* of immediate family
  - Community organizations
  - Follow your passions with your volunteer work
  - More information to come
-



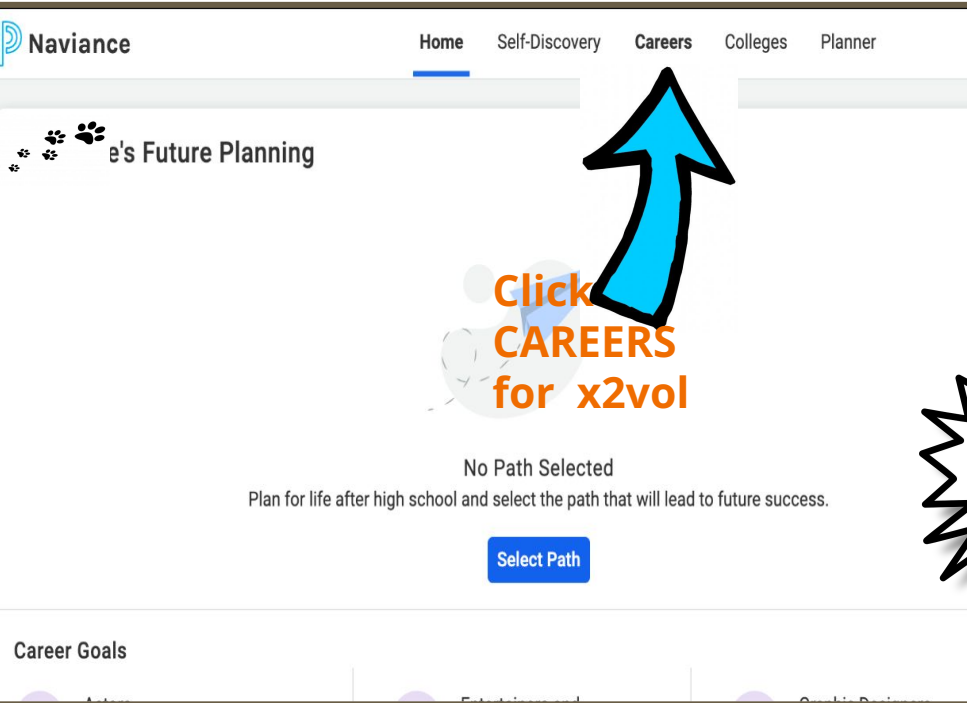
# Finding x2vol

1. Go to CLASSLINK
2. Find NAVIANCE
3. Click on NAVIANCE



**\*Log in using your school email and six digit student ID number**

# Naviance Homepage. Next: Find CAREERS.



Naviance

Home Self-Discovery **Careers** Colleges Planner

e's Future Planning

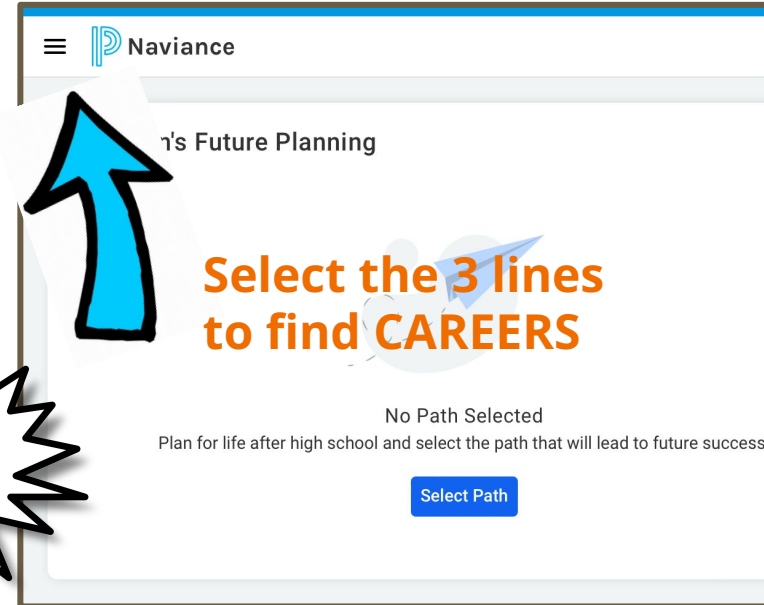
**Click CAREERS for x2vol**

No Path Selected  
Plan for life after high school and select the path that will lead to future success.

Select Path

Career Goals

**OR**



Naviance

1's Future Planning

**Select the 3 lines to find CAREERS**

No Path Selected  
Plan for life after high school and select the path that will lead to future success.

Select Path

# Select x2vol to Begin Entering Service Hours

Home Self-Discovery **Careers** Colleges Planner

**Career Exploration**  
Favorite Careers and Clusters  
Explore Careers  
Explore Clusters and Pathways

**Military Exploration**  
Favorite Military Branches  
Explore Military Branches

**Experiential Exploration**  
Explore Roadtrip Nation Videos  
x2vol

Family Connections for a variety of  

- Self-Discovery
- Career Exploration
- Academic Planning

No Path Selected

Naviance Home

Self-Discovery

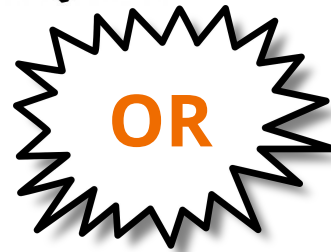
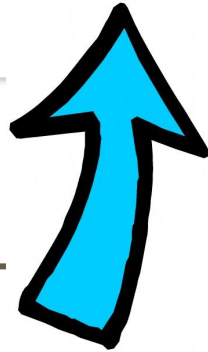
**Careers**

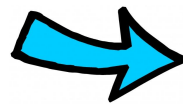
**Career Exploration**  
Favorite Careers and Clusters  
Explore Careers  
Explore Clusters and Pathways

**Military Exploration**  
Favorite Military Branches  
Explore Military Branches

**Experiential Exploration**  
Explore Roadtrip Nation Videos  
x2vol

Colleges





## First - Time Naviance User



Upper Arlington High School  
High School  
1650 RIDGEVIEW RD  
Upper Arlington OH 43221

### Account Lookup

Check to see if your school has begun the registration process for you.

Last Name



Student ID

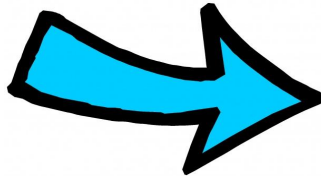
[Already have a x2VOL account?](#)

Search



1st time  
users only!

Fill in your  
Last Name &  
Student ID.





**1st time  
users only!**

## Student Registration

**Add your  
first name.**

First Name

Last Name

Email

Date of Birth

The email address provided will be used as the username for your account.

Student Id

PROCEED



**Use your  
school  
email.**



**Update your  
birthdate.**



**1st time  
users only!**

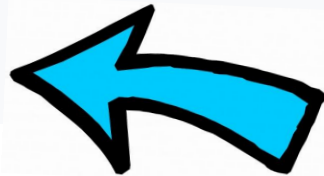
## Student Registration

### Sign-In Preference

Email Address (Username) [\(View Privacy Statement\)](#)

Create Account Password

(You may optionally create a password if you plan to use the free x2VOL mobile app to log your hours.)



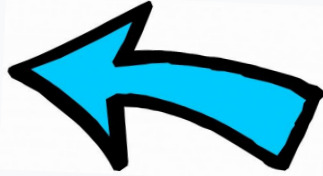
**Use your Student ID  
number as your password.**



COLUMBUS, OH 43221

**Mandatory Group:(Select One)**

- Class of 2024
- Class of 2025
- Class of 2026
- Class of 2027



**Add your  
graduation  
year.**

**1st time  
users only!**

**Event Registration Notification**

Add an email address to send auto updates of events you have signed up for.

**+ Additional Email Address**

Yes! Please notify these people when I sign up for an event.

- 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.
- I understand and accept the site policies regarding privacy and security ([View Privacy Statement](#))
- I am 13 years old or older
- I am under 13 years old but my school subscribes to x2VOL for academic purposes

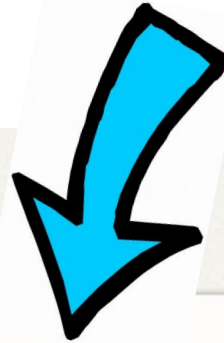
**COMPLETE REGISTRATION**

**Don't  
forget  
these!**



# Select “Add Hours”

## Dashboard



### Groups & Goals Progress

■ Hours Submitted ■ Hours Approved

#### Class of 2029

7th Grade Community Service Hours  
(06/01/2023 - 05/25/2024)

### Common Tasks

[Find Opportunities](#)

[Add Hours](#)

[Service Transcript](#)

[Account Settings](#)

### Bulletin Board

Updated: 06/05/2023 @02:20 PM CST

Welcome to x2VOL (Time to Volunteer)!

Each year, JMS students are required to complete 5 hours of community service. Community service is voluntary work completed in order to support another person, group of people, or organization. The following organizations participated in our September 2021 or 2022 Service Learning Fair and welcome JMS student volunteers:

\*Packing for the Streets

\*Heart to Heart Pantry

\*Columbus Marathon

\*LIA Libraries

\*Barrington Clown Around

\*Nationwide Children's Hospital

# Start a New Log by Selecting “Create New”

## My Activity Log

Print Activity Log



2

Personal Projects

+ Create New

Newest to Oldest



ACTIVE PROJECTS

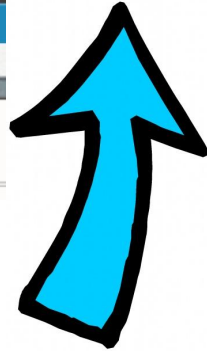
OPPORTUNITY

CLAIMED  
HOURS

VERIFIED  
HOURS

APPROVED  
HOURS

RESUBMIT  
ALLOWED?



# Begin Entering Your Service Hours...

## Create a Personal Project



### Activity

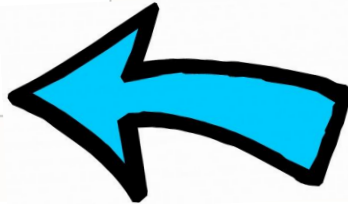
[Max. 100 character]

Agency or Organization Name

Project Description

### 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.



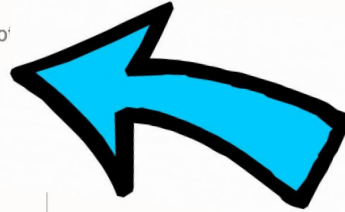
**Be specific and thorough in your description.**

Attachments

## 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 files. The maximum file size is 20MB.



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.)*

**Upload service hours documentation here. If you don't have paper documentation, skip this step.**

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

Humanitarianism

Faith-based

Environmental

Government

Educational

**Career Clusters**

Agricultural & Natural Reso ...

Education & Training

Public Safety, Corrections ...

Government & Public Adminis ...

Architecture & Constructions

Hospitality & Tourism

Manufacturing

Science, Technology, Engine ...

Arts, AVV Technology & Comm ...

Human Services

Marketing, Sales & Service

Health Science

Business, Management & Admi ...

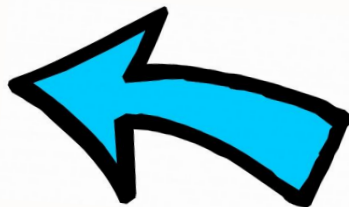
Information Technology

Finance

Transportation, Distributio ...

## 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.



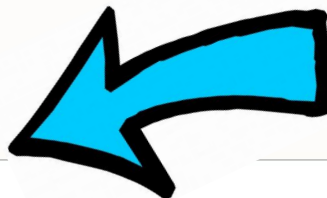
**This is the person who will verify your hours. Double check to make sure the information is accurate!**

## 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
<input type="text" value=""/> 	<input type="text" value="00"/> ▾	<input type="text" value="00"/> ▾

### Reflections



**Make sure you thoroughly reflect on BOTH questions or you may be asked to redo your response.**

1 - In what way did you contribute (to the individual/agency/organization) where you volunteered?

2 - What did you learn about your own skills and interests?

Don't forget these two!

**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 type="radio"/>	Apply to all Non-Exclusive Goals:						
	7th Grade Community Service Hours	Class of 2029	6/1/2023	5/25/2024	5.00	0.00	5.00
★	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 checked for accuracy.

**Comments**

DATE	USER	COMMENT
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**You Did It! Hit Submit!**

**Claim History**

**DATE/TIME**

**EVENT**

**Submit**

**Cancel**

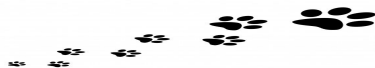




# What Your Verifier Sees...

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Action Requested: Confirm hours for



External

Inbox x



**x2VOL** <student-verification-noreply@x2vol.com> [Unsubscribe](#)  
to me ▾

Sun, Sep 17, 9:59 PM (1)



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Shannon Rook,



listed you as the verification contact in x2VOL for the work done on 07/14/2023.

school uses x2VOL to track student hours and experiences.



Please click below to see the details and verify their hours for Moving on 07/14/2023.

[Verify Hours](#)