X2VOL INSTRUCTIONS
HOW TO LOG YOUR SERVICE HOURS

USING THE OPPORTUNITIES & PROJECTS TAB

   a. Enter your email address.
   b. Enter your password.
   c. Click the “Login” button.

2. Click on the “Opportunities & Projects” tab.

3. From the “My Activity Log”, click the “Create New+” button.

4. Add the following information on the “Create a Personal Project” window:
   a. Activity Section
      i. Activity Name – add the Organization Name
      ii. Project Description – include details about your service activities (what you did)
      iii. Check the “Make this a recurring activity” checkbox if you plan to complete additional days of service with this organization.
      iv. Select the correct interest.
      v. Check all applicable “Career Clusters”.
   b. Activity Contact Section
      i. Name – include the name of the person responsible for verifying your hours
      ii. Phone – include the work number of the person responsible for verifying your hours
      iii. Email – include the work email address of the person responsible for verifying your hours. An email will be sent to this address to verify your hours
      iv. NOTE: Failure to include all fields (name, phone and email) will result in your hours being rejected.
   c. Claim Hours Section
      i. Date – add the date of the service activity (NOTEL you must add each day individually).
      ii. Hours and Minutes – add the number of service hours and minutes completed for the project.
      iii. Reflection – write a brief reflection about your service activity. Entries with no reflection included will be rejected.
   d. Apply Hours to Goal(s) Section
      i. Select appropriate goal from
      ii. Check the statement box.
      iii. Click the “Submit” button.

5. Congratulations!! You have submitted your hours!

6. Be sure to check x2vol to confirm when your hours are verified (by the organization) and approved (by Thurgood Marshall Academy staff).