



Public Charter High School

# X2VOL INSTRUCTIONS

## HOW TO LOG YOUR SERVICE HOURS

### USING THE OPPORTUNITIES & PROJECTS TAB

1. Go to [www.myx2vol.com](http://www.myx2vol.com).
  - 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 (NOTE! 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).