# Quick Reference Guide

Here is some helpful information as you get the hang of using x2vol for logging service hours.

## *Creating an account*

- Go to x2vol.com and click "*join*" at the top right of the screen
- Type "*Peoria Christian*" in the search box. (if you type 'school' it will not show any results)
- Then type your last name and your 4 digit student ID number
- Fill in demographic information – please make sure to use your student email address and create a password you will remember. It is strongly recommended to use the same password as your student email, Schoology, etc.

## *Logging hours*

- Hours cannot be logged before the day of the service activity, but they MUST be logged within 2 weeks of the service date.
- Click on the "*Add Hours*" button, then "*Create New"*.
- List the organization where the activity was and provide a brief description of duties performed.
- If this is a project that you work more than once (i.e. working in the nursery at church once a month), you can check "*Make this a recurring proje*ct" so it will save the information and you can add hours to this project each time you work.
- List the Activity Contact and Email (make sure the email address is accurate!)
- Input date and hours worked as well as a brief reflection of the activity.
- Apply to goal, verify accuracy, then submit.
- There are 3 steps to the approval process
  - Hours are **claimed** – the student submits the hours in x2vol
  - Hours are **verified** – the supervisor (activity contact) confirms that the student worked the hours.
  - Hours are **approved** – Mrs. Downing approves the hours to go toward the service hour goal for the current school year.

## *Supervisor verification*

- Sometimes it takes a while to get verification from the activity contact. Service hours will not be approved that have not been verified from a supervisor, so make sure you are checking to see if they verified the hours.
- If it has been a couple of weeks since you submitted hours and the supervisor has not responded to the email, you have the option to "Resend Verification Email" to the supervisor to send them a new email. You can only do this once though.

- If they still do not verify the hours OR didn't get the email, you will need to start over and submit the hours as a new activity (simply hitting "resubmit" does not send a new email to the supervisor).
- If too much time goes by and the supervisor has not verified your hours, I will deny the approval but you will have the opportunity to resubmit the request. BUT you will need to still "Resend Verification Email" to send the supervisor a new email. Or you will need to completely recreate a new event to send the supervisor a new email.
- If you need to create a new event for an activity that you already submitted (but didn't get verified) make a note in the reflection that you are creating this again because the verification didn't go through. That will serve as a reminder to me that you did submit the hours within the 2 week window of serving.
- Helpful hints
    - When you serve, tell your supervisor to look for an email title "Service Hour Verification" to be coming in the next few days so they can verify that you served (make sure that you input the hours into x2vol when you say you will!)
    - Remind them to check their spam/junk folders if they do not see the email.

## *Log all your service hours!*

- Cannot earn more than 20 hours per year for PCS but it can be verify helpful for you log ALL hours served.
- When applying to colleges and even to jobs, often times they will ask for volunteer service activities.
- National Honors Society will ask for service activities – what has been done for school and what has been done on your own.
- X2vol will keep all your records in one place so you will be able to access it at any time!
- So input hours even if you know they will be denied by PCS! It will still show up in your records.

## *Forgot your password?*

- Click the "*forgot your password*?" link. It will send you an email to change your password.
- Since x2vol is set up with your student email accounts, you will need to log into your student email. Remember the website to access your student email is NOT Schoology, but outlook.com.
- If you try to log into your 2xvol account more than 5 times unsuccessfully, you will be locked out and it will force you to change your password through the "forgot your password?" link.
- I would recommend using your school password so it is consistent with all of your other school logins. Also save the web address to your favorites so you have easy access to the site.