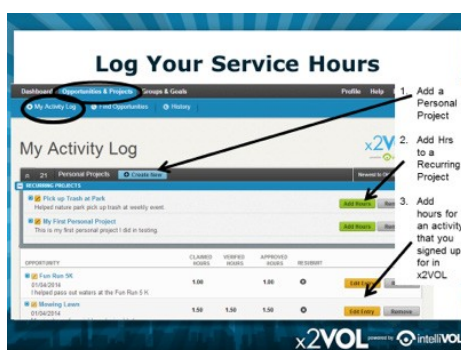


# LOGGING HOURS IN X2VOL



1. Log in to x2VOL and view your Dashboard.
2. Click the green button, [Add Hours].
3. You will be on your Activity Log page.
  - a. If you signed up for an opportunity in x2VOL prior to the event happening, you will see it listed in the bottom section, Community and School Opportunities. Click the [Add Hours] button to log your hours.
  - b. If you did not sign up for the opportunity in x2VOL, you can log your hours as a Personal Project. Click the blue, [Create New] button in the top section titled Personal Projects.



## My Hours were denied, what do I do?

If your Service-Learning Program Coach denies your hours for any reason, you will receive an email notifying you the hours have been denied. If they added a comment, you will see that as well.

## Editing your entries in x2VOL...

You can edit your project entry by going to your Activity Log page and clicking the [Edit] button next to the entry you wish to edit. You only can edit opportunities that have not been approved by the school yet.

HELP! How to use x2VOL additional videos and instructions:

<https://myintellivol.desk.com/>

4. Every time you log hours, there will be fields to fill out: Activity Name, Project Description, Hours amount, date etc. You can add an attachment if needed.
5. **Recurring Project:** if this project is something you do on a regular basis, make sure you check the box, [Make this a Recurring Project]. It will save to your Activity Log and allow you to just add the hours and dates in the future, instead of logging the entire activity from scratch each time.
6. **Multiple Dates:** if you've done a project over the span of multiple dates, you should enter the last date you volunteered and then explain the details of all the dates you served in the description box.
7. **Goals:** please select the proper goals for this project to count towards. You may only have one option to select with all your goals which allow double-dipping.
8. **Honor Code:** you must check the honor code before submitting your hours. You are claiming that the information you submitted is accurate and true.