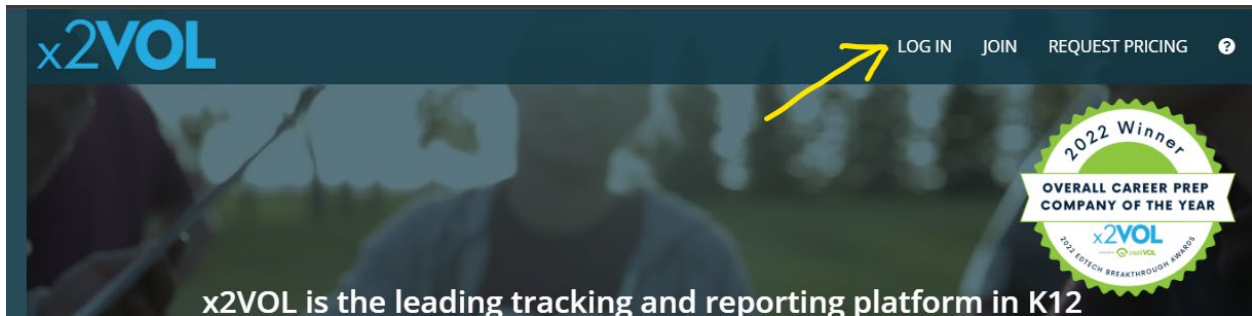


How to login for the first time and submit service hours to your student account within X2VOL, for verification and approval:

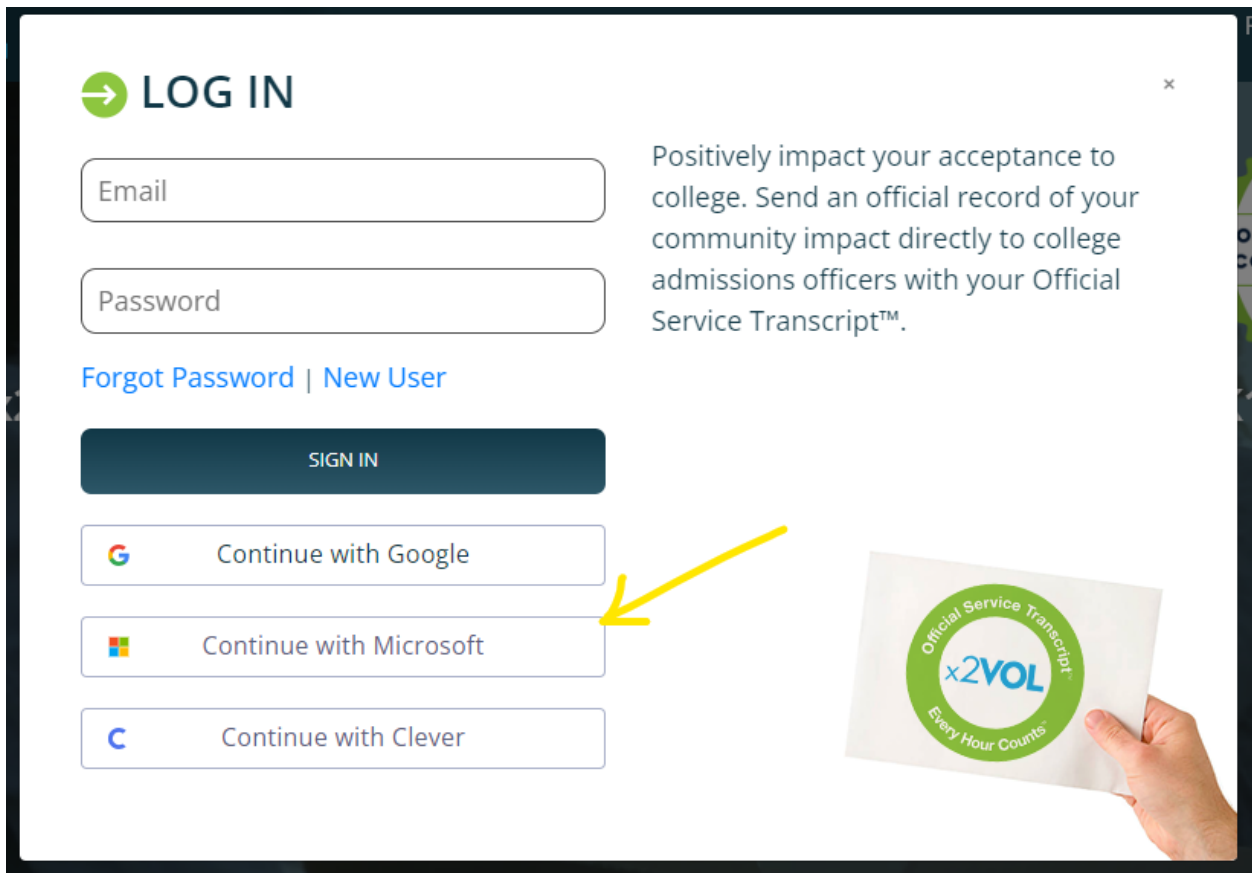
Log into your x2VOL account by going to:

<https://x2vol.com/index.html>

Click **LOG IN** (**Oak Hall Students will never have to start with the Join Option)



Then go down to the **Continue with Microsoft** button, to easily sign on.



Then enter your **@OakHall.org email address** and then password if prompted.

Once logged in, at the top under **Common Tasks**, click on **ADD HOURS**:

Dashboard

Groups & Goals Progress

■ Hours Submitted ■ Hours Approved

Class of 2025

UNPAID Service Hours Class of 2025 (06/01/2021 - 04/01/2025)

PAID Service Hours Class of 2025 (06/01/2021 - 04/01/2025)

Common Tasks

Find Opportunities Add Hours Service Transcript Account Settings

Bulletin Board Updated: 07/15/2024 @12:16 PM CST

Please read below for graduation requirement totals, deadlines to submit hours, paid working hours, and transfer student information:

Oak Hall Upper School students **through the class of 2027** are required to complete ***40** service hours as a graduation requirement.

Upper school students in the class of **2028 and beyond** will be required to submit **80** service hours as a graduation requirement.

For more information about Service Learning and how to get involved, please contact Interim Division Director, Jeff Malloy, at jmalloy@oakhall.org. Questions regarding your X2VOL

For most hours you are going to be clicking the **CREATE NEW**, under **Personal Projects**, as circled in the below example:

My Activity Log Print Activity Log

0 Personal Projects Create New Newest to Oldest

ACTIVE PROJECTS

| OPPORTUNITY | CLAIMED HOURS | VERIFIED HOURS | APPROVED HOURS | RESUBMIT ALLOWED? |
|-------------|---------------|----------------|----------------|-------------------|
|-------------|---------------|----------------|----------------|-------------------|

0 Community & Campus Opportunities Find New Newest to Oldest

ACTIVE OPPORTUNITIES

| OPPORTUNITY | CLAIMED HOURS | VERIFIED HOURS | APPROVED HOURS | RESUBMIT ALLOWED? |
|-------------|---------------|----------------|----------------|-------------------|
|-------------|---------------|----------------|----------------|-------------------|

Next, you will fill out the form in its entirety, sections to be aware of within the form:

For any **PAID hours**, you **MUST** include an attachment with a PDF of your pay stub, using the **Attachments** button circled below. *If this PDF is not attached your hours will be denied until you do so.

Create a Personal Project

Activity

[Max. 100 character]

Agency or Organization Name

Project Description

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

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.

For the section titled, **Apply Hours to Goals section**, you **MUST** use one of the 2 goals listed. Select either **UNPAID service hours** for your graduating class (this will be what most submissions for volunteer service will be listed under) or **select PAID service hours**, if this is a paid job you are submitting service hours for.

****Please do NOT select the 3rd option to apply to Non-Exclusive Goals or your submission will be denied**:**

Apply Hours to Goal(s)

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 checked="" type="radio"/> | UNPAID Service Hours Class of 2025 | Class of 2025 | 6/1/2021 | 4/1/2025 | 40.00 | 0.00 | 40.00 |
| <input type="radio"/> | PAID Service Hours Class of 2025 | Class of 2025 | 6/1/2021 | 4/1/2025 | 40.00 | 0.00 | 40.00 |
| <input type="radio"/> | Apply to all Non-Exclusive Goals: Select this to log your hours without a goal. | | | | | | |

Finally make sure to click **SUBMIT**, to save and submit these hours for verification and approval:

Claim History

| DATE/TIME | EVENT | USER |
|-----------|-------|------|
|-----------|-------|------|

Once your hours have been submitted, they are sent to the **Activity Verification Contact** listed in that section of this form for verification. Once that Contact has verified your hours, Oak Hall receives verification from them, your hours are then processed inhouse before Oak Hall processes a final approval.

Next, tracking your hours and totals you have towards your graduation requirement:

You can track your hours within your Dashboard of your account in 2 ways:

1. To see a summary of your hours within Oak Hall's 2 categories for submission, named goals; when logged in, just below the heading at the top of your Dashboard, you will find a status bar listing our 2 goals (Paid & Unpaid Hours).

In the picture below, you can see that the circled goals for your class are at the top left. These 2 goals TOGETHER equal your total hours towards your graduation requirement. From this view, your 2 goals may never individually reach your graduation requirement, and this is ok, as it's the combined total of the two goals.

***As an important NOTE, you should always read through the BULLETIN BOARD section fully and take note of the date it was last updated, to see if additional notes have been added for your to review, marked with the yellow star below:**

The screenshot shows the x2VOL Dashboard. The 'Groups & Goals Progress' section is circled in yellow and contains two progress bars for 'Class of 2025': 'UNPAID Service Hours Class of 2025 (06/01/2021 - 04/01/2025)' and 'PAID Service Hours Class of 2025 (06/01/2021 - 04/01/2025)'. The 'Bulletin Board' section is marked with a yellow star and contains a message about graduation requirements for the class of 2027 and 2028.

2. In your **Hours Snapshot** section, (found if you scroll down past your Bulletin Board), you can see your *total hours submitted* (grey box), total hours that are *pending* verification from your contact listed (yellow box), total hours that may have been *denied* (red box), total hours that have been *verified* by your contact listed (blue box), and finally your total hours that were *approved* by Oak Hall (green box). ***This green box, your approved hours, are the total you have towards your graduation requirement.**

The screenshot shows the 'Hours Snapshot' section. It features a bar chart with five categories: 'Hours Submitted' (grey), 'Hours Pending' (yellow), 'Hours Denied' (red), 'Hours Verified' (blue), and 'Hours Approved' (green). All categories show a value of 0.00. Below the chart are input fields for 'Start' and 'End' dates, and a 'Refresh' button. A yellow circle highlights the bar chart, and a yellow arrow points to the 'Hours Approved' bar.