Step #1: Log into [www.x2vol.com](http://www.x2vol.com) and by using your school issued email and password.

Step #2: Click on the “Add Hours” button on the following page.
Step #3: Click on the “Create New” button under Personal Projects
Step #4: Enter in your service experience. Please complete the following sections: Activity Name, Activity Description, Activity Contact Information, and Claimed Hours.

Step #5: Remember to select the appropriate goals when submitting your hours. The Ignatian Service Office will verify and/or approve your service experience.
**Activity Contact**

- Name
- Phone
- Email Address

**Verification**
The contact specified here will receive a verification request through the email address you've provided. The contact will verify that the service hours claimed for this event are accurate. (Remember that this information may also be audited.)

**Claim Hours** *(Date that you performed the service.)*

If you volunteered multiple days for the same activity, please enter the TOTAL amount of hours and select the most recent date volunteered. You can provide the dates/dates range in the Description section at the top of this page.

If you have been instructed to provide one entry per date please do so.

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reflections**

- 

**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.*

<table>
<thead>
<tr>
<th>GOAL NAME</th>
<th>GROUP</th>
<th>START</th>
<th>END</th>
<th>GOAL</th>
<th>CREDITED</th>
<th>REMAIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomore/Junior Service Requirements</td>
<td>Class of 2019</td>
<td>10/1/2016</td>
<td>8/1/2018</td>
<td>40.00</td>
<td>7.50</td>
<td>32.50</td>
</tr>
</tbody>
</table>

- Apply to all Non-Exclusive Goals:
  - There are no non-exclusive goals available for the given date. Your claimed hours will be recorded but may not be approved. If your organization adds a non-exclusive goal for this date, your claim will automatically be applied to it.

- Sponsored Goals - Goals offered by an organization

**Comments**

<table>
<thead>
<tr>
<th>DATE</th>
<th>USER</th>
<th>COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Claim History**