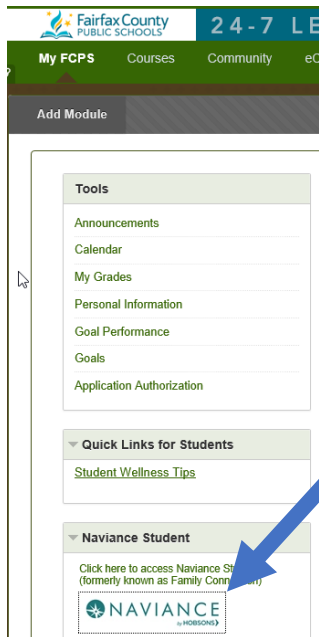
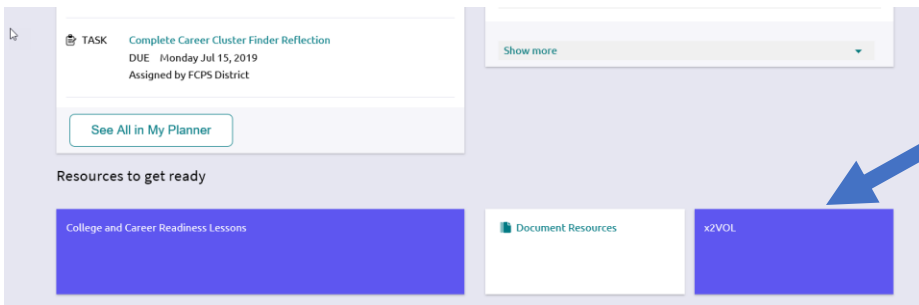


How to Log Community Service Hours through x2VOL

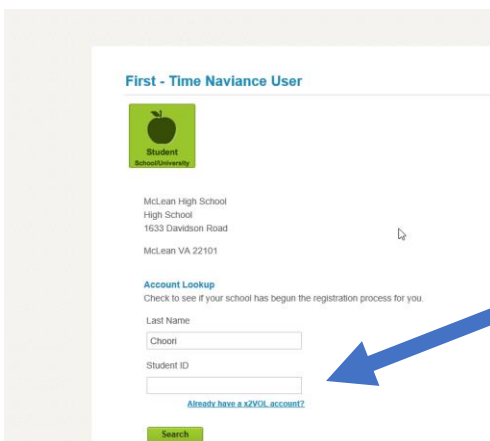
1. Start by logging into your **Blackboard account**. (fcps.blackboard.edu)
2. Click on the **Naviance Student** icon.



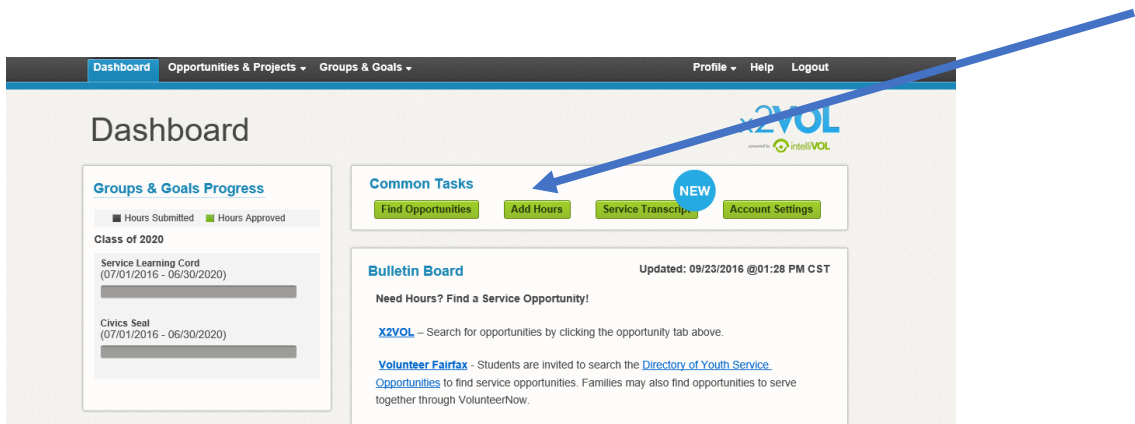
3. Scroll to bottom of the **Naviance Student homepage** and click on the box titled **“x2VOL”**.



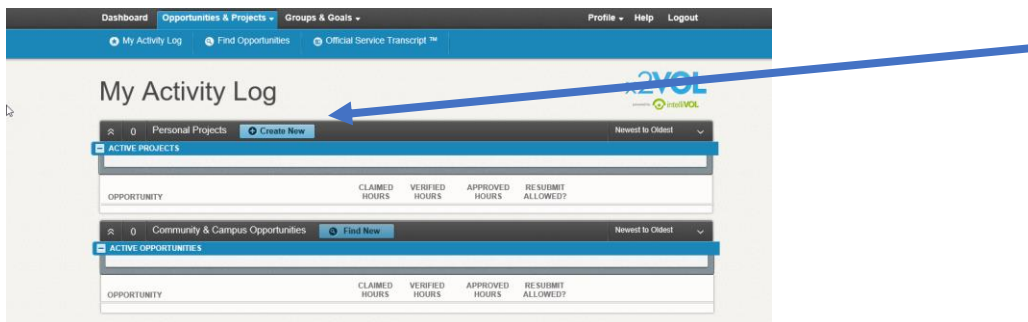
4. If you are a “First Time User”, please enter your ID number then click Search.



5. Proceed with filling in your name, address, and email before submitting.
6. After you finish completing your x2VOL account, you will be sent to the **Dashboard homepage**. On this page, you can see your progress bars toward earning hours.
7. **To add new hours**, click the green button titled “**Add Hours**”.



8. Once you are in “**My Activity Log**” click “**Create New**” under **Personal Projects**.



9. Fill in information on your community services hours, then click **Submit**.