

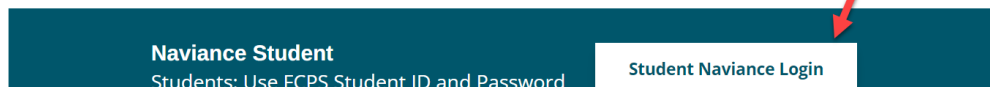
How to Log Community Service Hours through x2VOL

1. Start by logging into your **Naviance Student**. (<https://www.fcps.edu/naviance/>)
2. Click on the **Student Naviance Login**.

Students

Middle and High School students can:

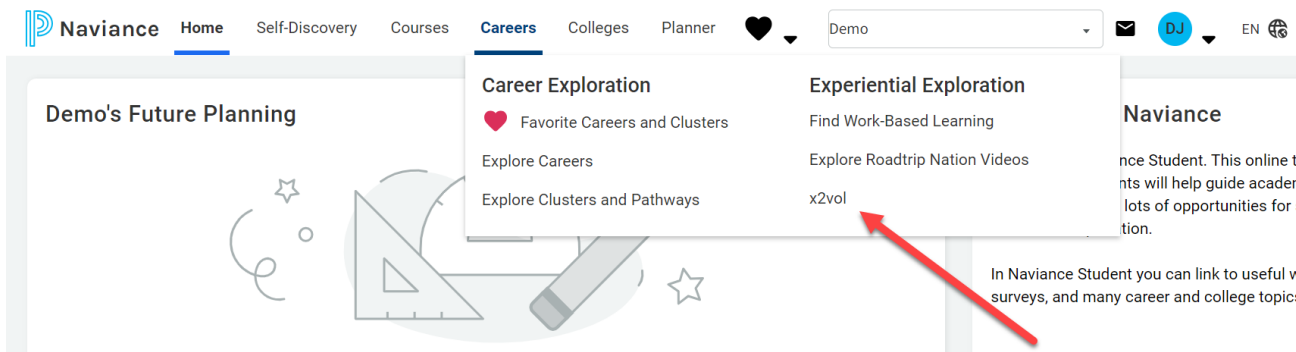
- Explore their strengths and interests.
- Research colleges.
- Investigate career pathways.
- [Access x2VOL for Service Learning](#)
- Look up [enrichment activities](#) and [scholarship opportunities](#).



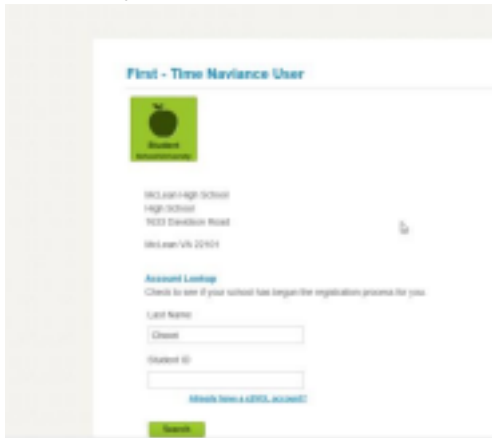
3. Login using your FCPS username and password.



4. On the top toolbar, click on "Careers". Then click on "x2vol" listed under Experiential Exploration.



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



First - Time Naviance User

180201 High School
180201 School
180201 Division Road
180201 VA 22101

Account Lookup
Check to see if your school has begun the registration process for you.

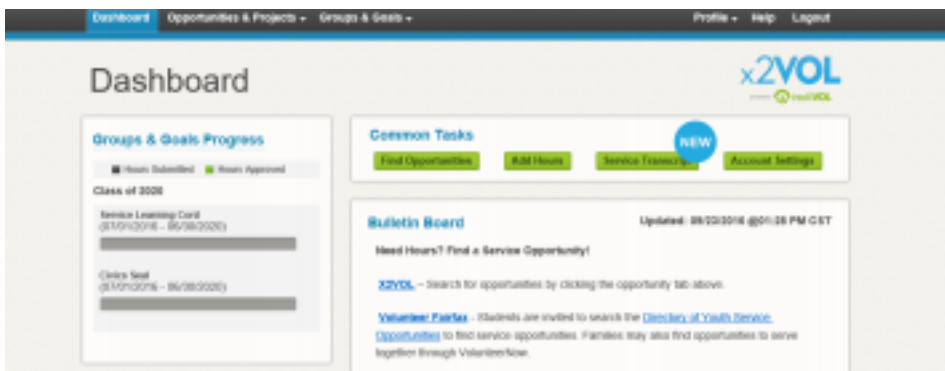
Last Name:
Class:
Student ID:
[Click here to create account](#)

Search

6. Proceed with filling in your name, address, and email before submitting.

7. 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.

8. **To add new hours**, click the green button titled “**Add Hours**”.



Dashboard Opportunities & Projects Groups & Goals Profile Help Logout

Dashboard

x2VOL

Groups & Goals Progress

Hours Submitted Hours Approved

Class of 2020

Service Learning Card (8/1/2018 - 8/28/2020)

Class Seal (8/1/2018 - 8/28/2020)

Common Tasks

Find Opportunities Add Hours Service Training Account Settings

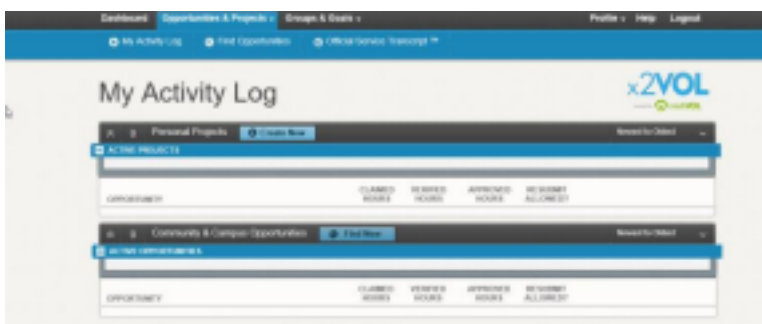
Bulletin Board Updated: 8/22/2018 @ 01:28 PM CST

Need Hours? Find a Service Opportunity!

x2VOL - Search for opportunities by clicking the opportunity tab above.

Volunteer Families - Students are invited to search the [Directory of Youth Service Opportunities](#) to find service opportunities. Families may also find opportunities to serve together through VolunteerNow.

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



Dashboard Opportunities & Projects Groups & Goals Profile Help Logout

My Activity Log

x2VOL

Personal Projects [Create New](#) [View My Log](#)

ACTIVE PROJECTS

OPPORTUNITY	CLAIMED HOURS	SERVED HOURS	APPROVED HOURS	RECEIVED ALLOWED HOURS

Community & Campus Opportunities [Create New](#) [View My Log](#)

ACTIVE OPPORTUNITIES

OPPORTUNITY	CLAIMED HOURS	SERVED HOURS	APPROVED HOURS	RECEIVED ALLOWED HOURS

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

11. Please note: If you are applying hours to specific diploma seals, please be sure to

confirm the requirements for each seal first. Some diploma seals have specific requirements within a service learning area. Information on diploma seals can be found here: <https://www.fcps.edu/node/31260>

12. Your hours will be reviewed by a counselor every few weeks.