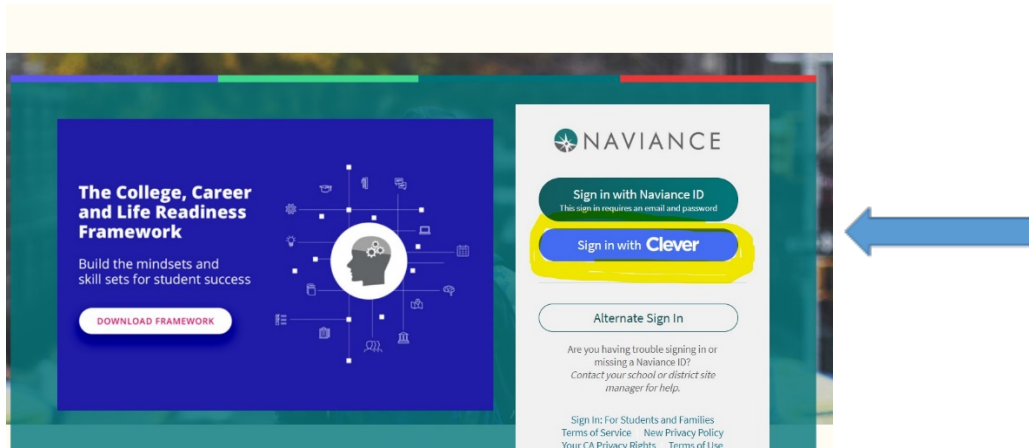


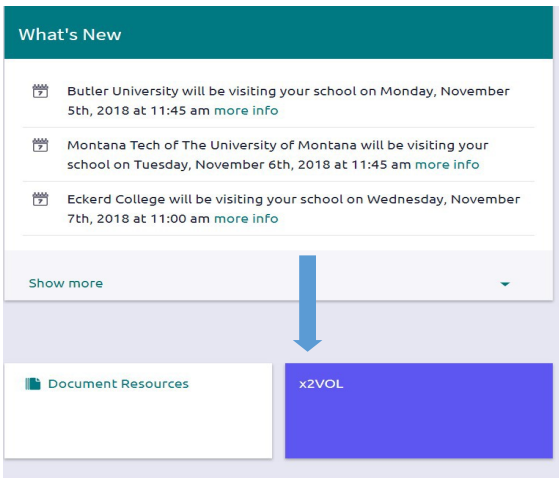
Community Service

Steps to link your new community service record system (x2VOL) to your Naviance account.

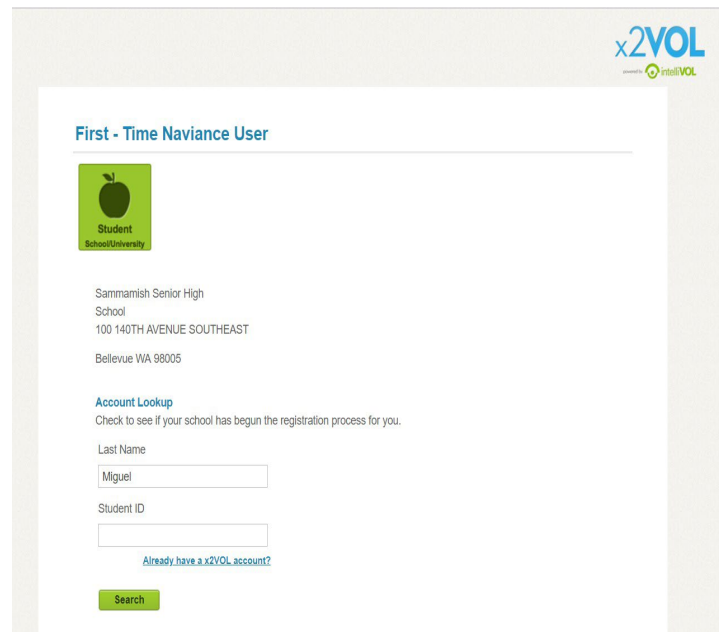
1. Log in to your Naviance account using CLEVER



2. On your Naviance home page, click the **X2VOL** button on the bottom right of screen



3. Click **Continue** – you will be taken to another website to complete the registration.



4. Verify and update your student registration on this page, and then click Proceed. Make sure the student ID matches with your BSD student ID number. *Make sure the email address listed is the same as your*

Student Registration

Basic Information

Name
 First Last Student ID
 123456

Month/Year of Birth
 1-Jan 1997 Gender
 Male Female

Contact Information

Address
 United States 98007
 1325 145th ne
 Suite/Apt
 BELLEVUE WA

BSD student Login ID.

Your BSD Student ID #

Email [View Privacy Statement](#)
 @bsd405.org

The email address provided will be used as the username for your account.

Proceed

Sign-In Preference

Email Address (Username) [View Privacy Statement](#)

@bsd405.org

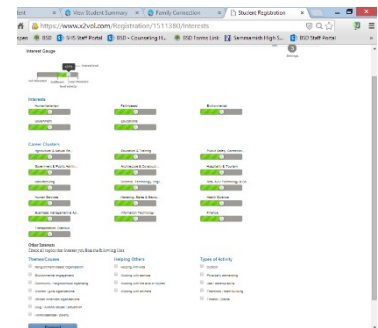
Create Account Password

(You may optionally create a password if you plan to use the free x2VOL mobile app to log your hours.)

New Password

Confirm New Password

5. Optional – Use the level selector to show your interest level in possible community service options, and check all topics that may interest you. You can come back to this at a later time and edit this page.
 *Click **Proceed** when finished.



6. Check and make sure the email address listed (Username) is the same as your BSD student Login ID. *Type in a password only if you plan on using the free X2VOL mobile app on your phone.*

Sign-In Preference

Email Address (Username) [View Privacy Statement](#)

@bsd405.org

Create Account Password

(You may optionally create a password if you plan to use the free x2VOL mobile app to log your hours.)

New Password


Confirm New Password


7. Make sure your mandatory group (this is your graduation year) is checked.

 **Mandatory Group:(Select One)**

- Class of 2016
- Class of 2017
- Class of 2018
- Class of 2019

8. Click the buttons to acknowledge that you understand that your school may have access to your community service progress and that you accept the site privacy policy.

 I understand that my school may have access to my community service progress. They may also review and approve my activities when I post them.

 I understand and accept the site policies regarding privacy and security [\(View Privacy Statement\)](#)

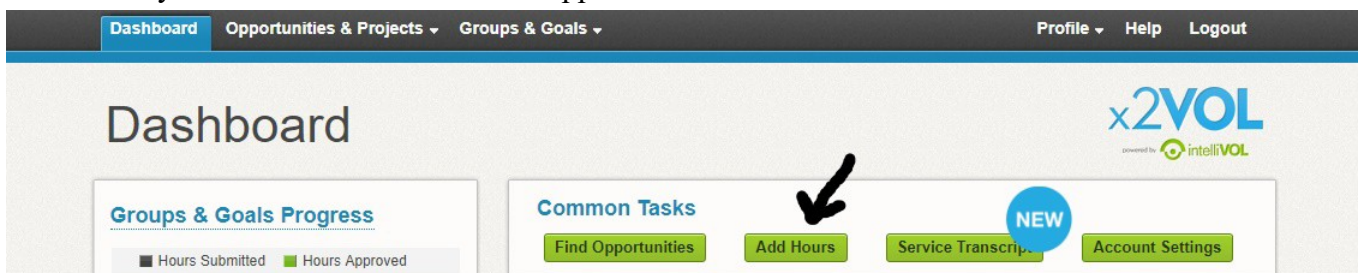
I am 13 years old or older

I am under 13 years old but my school subscribes to x2VOL for academic purposes

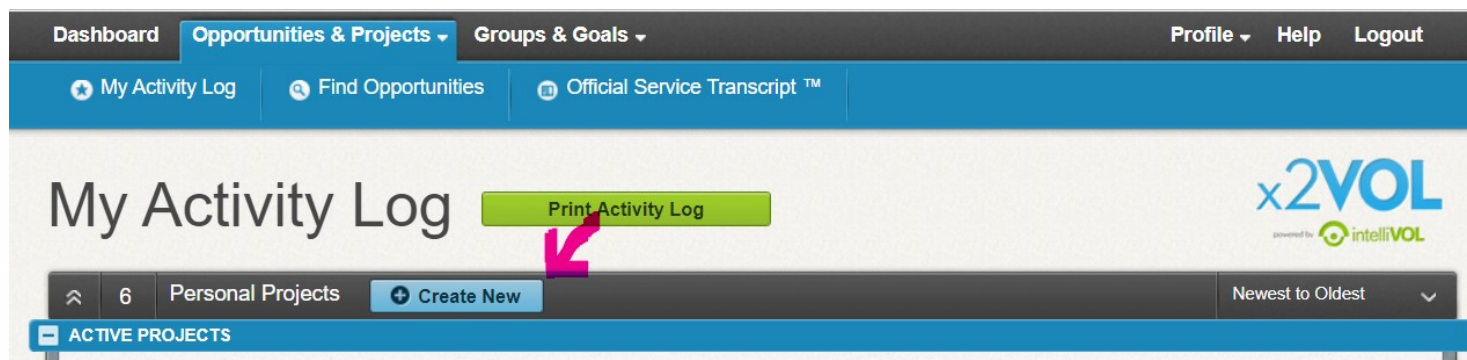
[Complete Registration](#)

Click **Complete Registration**.



9. Once you have completed your registration, you will be taken to your Dashboard where you will be able to add your hours and find volunteer opportunities.



10. You will then click to create a new project



11. You will be taken to the page to enter your information, enter organization name and description of the community service hours you did.


powered by 

Create a Personal Project

Activity

[Max. 100 character]

Agency or Organization Name

Project Description

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.

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

Make this a recurring project

Allows you to reuse this personal project for future claims without reentering the information.
(ex. Volunteering at the food bank several times a month.)

Interests (Please select the interest that best describes the activity you performed)

Humanitarianism Faith-based Environmental

Government Educational

12. Enter contact information of the person who can verify you did the community service hours. Enter the hours you are claiming and any reflections regarding the community service you did.

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/date 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.

Date	Hours	Minutes
<input type="text" value=""/>	<input type="text" value="00"/>	<input type="text" value="00"/>

Reflections

13. Make sure you check off all boxes as shown below to apply to hours to your community service goal.

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"/>	Apply to all Non-Exclusive Goals:						
	Community Service Hours Class of 2022	Class of 2022	6/1/2018	6/18/2022	40.00	149.00	0
<input checked="" type="checkbox"/>	Sponsored Goals - Goals offered by an organization						

The hours that I am submitting are accurate and the details (including hours, dates, location and contact information) are truthful. I understand that the information I am submitting may be audited for accuracy.
If inaccuracies are discovered, I understand that I may be removed from x2VOL and additional consequences may be imposed by my school.

14. Submit your hours

Comments

DATE	USER	COMMENT
<div style="border: 1px solid #ccc; height: 50px;"></div>		

Claim History

DATE/TIME	EVENT	USER
<div style="border: 1px solid #ccc; height: 20px;"></div>		

An email will now be sent to the contact person that you listed. After that person verifies your hours the hours will be approved by SHS.