

# Knights in Action

## *x2VOL Set-up and Documentation of Service Hours*

To access the x2VOL platform for the first time, students should follow these steps:

### **Step 1: Login to Naviance Account**

Access the Naviance login webpage at: <https://connection.naviance.com/family-connection/auth/login/?hsid=akhs>. If a student forgets their login credentials or is having issues accessing their account, they should speak with their [counselor](#).

### **Step 2: Click the x2VOL Link on Naviance Homepage**

Once the student accesses their Naviance account, a link to x2VOL can be located under the index bar on the left hand side of the page. The x2VOL link is located under the “Resources” heading.

### **Step 3: Complete x2VOL Student Registration**

Clicking the x2VOL link will direct students to the Student Registration page of x2VOL. Students will need to complete the registration process before accessing their x2VOL account. Students should complete all information fully and accurately.

### **Step 4: Review Groups and Goals**

Students have been pre-assigned to groups and goals in x2VOL based on their grade level. If a student has already completed the designated hours for prior years, it should be reflected in the account as 25 hours completed toward the specific Knights in Action goal.

To record service hours in the x2VOL platform, students should follow these steps:

### **Step 1: Access x2VOL Account**

Students can access their x2VOL account through several different platforms. First, students can access x2VOL through their Naviance account (see steps above). Additionally, x2VOL has developed mobile apps for both iPhone and Android devices. Students can download the x2VOL app to their phone and login using their mobile device. Lastly, students can login to the x2VOL account through the x2VOL sign in page: <https://www.x2vol.com/login.html>.

### **Step 2: Click 'Add Hours' link found under 'Common Tasks' heading**

A list of common tasks is located on the dashboard once a student is signed in to x2VOL. By clicking on the 'Add Hours' link, students are directed to their activity log.

**Step 3: Click 'Create New' button located under the 'Personal Projects' section**

On the 'My Activity Log' webpage students should click the 'Create New' button. This will direct students to the 'Create a Personal Project Page.'

**Step 4: Complete the form on the 'Create a Personal Project' page in its entirety**

- **Activity Name:** Should be name of non-profit organization
- **Project Description:** Should include a description of the work the student completed and relevant information about the organization. Do not assume the KIA Committee has knowledge about an organization or what it does. The more information you provide, the faster the approval process will be. Hours will be denied if not enough information is included.
- **Activity Contact:** You must include the full name, phone number, and direct e-mail address of the site supervisor/leader of the service project you completed. This is the only way that hours can be verified. Unverified hours will not be approved by the Knights in Action Committee. It is the responsibility of the student to ensure the correct phone number and e-mail address are recorded. Students should communicate with supervisors that a verification e-mail will be sent to the given e-mail address and this is how the recorded hours will be verified.
- **Claim Hours:** Enter the date the hours were completed, as well as the number of hours. If you volunteered multiple days for the same activity, please enter the TOTAL amount of hours and select the most recent date you volunteered. Be sure to provide the dates/date range in the Description section at the top of the page.
- **Reflection:** Provide a brief reflection on the volunteer experience.
- **Apply Hours to Goal(s):** Select the goal where you would like the hours to be recorded.
- **Click 'Submit':** An e-mail will be sent to the supervisor you listed under activity contact. Once the hours have been verified by the supervisor, the Knights in Action Committee will review the hours for approval. Please note: it is the responsibility of the student to follow-up with the Activity Contact to request verification of hours.

**Get the x2VOL App for Android or Apple products and log your hours wherever you are...**

**For additional information please visit The Ardrey Kell Virtual College & Career Center (AKVC3) website at [www.akvc3.com/kia](http://www.akvc3.com/kia) or contact Mr. Knoblich (pronounced "No-Blick"), Career Development Coordinator.**