



March 11, 2019

**IMPORTANT: Notice for Registering for X2Vol -Tracking Service hours- ALL students**

Dear Student,

Some of you have already heard about and registered for the software program “X2Vol” -the user friendly electronic program that tracks service hours as well as listing various service opportunities. Once registered, this software program allows you to request confirmation of your service hours- hours that can be verified that have been completed both in and/or out of school! Using this system will allow us to eliminate the “paper forms” that circulate and teachers that in the past have had to sign off on for confirmation of any service. Additionally and most importantly, this electronic tracking of service stores will store ALL of your service hours - you can even go back and request verification using X2Vol for previous service and “store it” all in one place. The service hours posted on your X2vol will be “linked” to as well to Naviance- which is a software program used to assist and organize your high school career for the college admissions process.

**If you have not done so already register ASAP! This is important for all students!**

1. Go online to X2Vol
2. Click on **Join** at the upper right of the screen
3. The next screen is find your school-type **The Ursuline School** and then click on our name
4. The next screen is Volunteer Registration -**fill in your last name and your Student ID** number. Make sure you correctly type in the number under the bar code from your ID or print card.
5. The next screen HAS all of your information. The school phone number and address is listed as well **DO NOT ADD YOUR CELL NUMBER.**
6. Create a password for your account and click submit- you should receive a confirmation that you have registered.
7. You can submit verification of any service you have performed by using this program and also view “the dashboard” for opportunities to serve.
8. **GOOD LUCK!**