

# HOW TO CLAIM HOURS x2vol

You **MUST** claim your hours to receive them; hours are applied after they are verified, issues will be emailed to you directly

- **GO TO:** [www.x2vol.com](http://www.x2vol.com)
- **LOG IN:** right corner “log in”, or gray colored drop down menu  
Email: your Riordan email & Password (chosen at sign up)
- **CLICK:** “Add Hours”, then “Create New” personal projects
- **Fill in Report:**

1. Agency or Organization Name: **where you did the work**

2. Project Description: **what you did**

3. Activity Contact: **Person verifying your work**

(if you are submitting a printed document [ex. CCSL Report form] put Mr. M)

Name: **supervising person’s name or Mr. M**

Email and Phone: **their direct contact info**

or Mr. M’s: [Lmagnaye@riordanhs.org](mailto:Lmagnaye@riordanhs.org)

4. Claim Hours: **Last date of service; & Total Hours**

(if MULTIPLE DAYS: under reflection input the date range of service and hours)

5. Apply Hours to **“SHED Service” or “Support Service”**

(mixed hours in one service must be reported individually for SHED and Support)

6. Select that you **acknowledge** that you are always held accountable to the ARHS honor code for honesty.

7. Click **Submit**. (*Wait for a pop up acknowledging your submission.*)