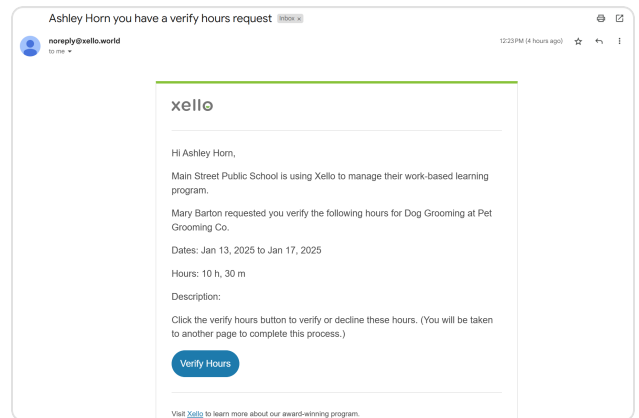# E-verify student hours

As a work-based learning supervisor, you'll receive an email from Xello when students add their completed hours to Xello. You'll be required to check and confirm the hours.

Here's what to expect:

1 Watch for an email from Xello

First, you'll receive an email notification from noreply@xello.world. You may need to check your spam folder. This email will let you know that the student has entered the hours they've completed. You'll see their name, the opportunity they're in the process of completing, and the hours they're submitting.

2 Review the hours

Click the **Verify hours** link in the email to begin the verification process in a new tab. On this page, you'll see more details. The student may have included supporting documents for you to review. These can include:

- Timesheets
- Work and safety logs
- Weekly training outcomes
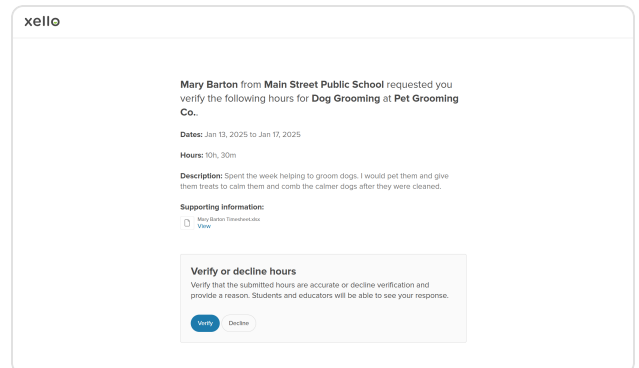
3 Verify or decline the hours

If everything looks good, click **Verify**. You'll be prompted to enter your name to confirm that the student's hours are accurate.

If something is not right, click **Decline**. You'll need to enter an explanation for why you're declining the submission. The student and their educators will be able to see your message. Students can then re-submit their hours with any necessary changes.