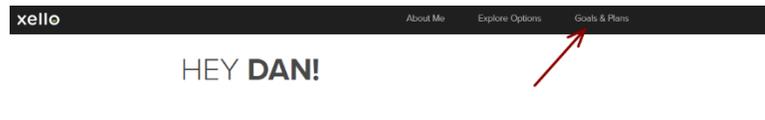
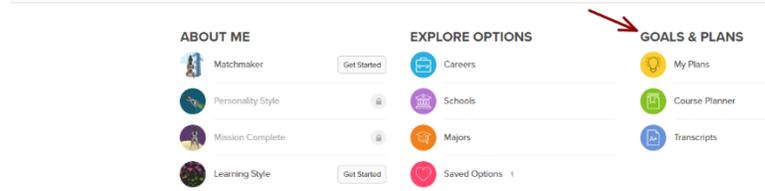


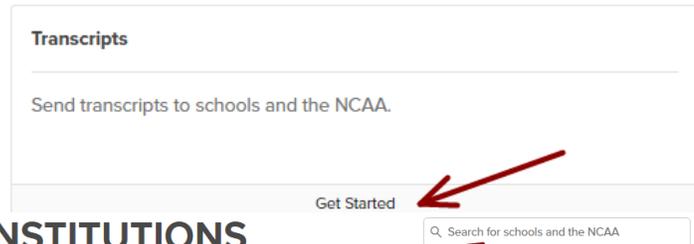
## Sending Transcripts in Xello



From the student home screen, select **Goals & Plans**

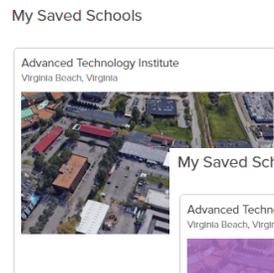


In the Transcripts box, select **Get Started**.

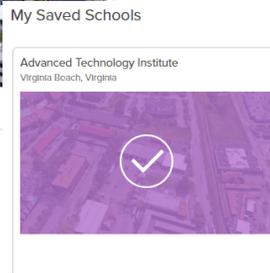


## SELECT INSTITUTIONS

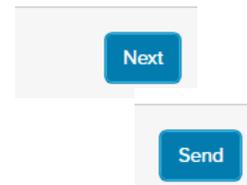
If you previously saved one or more schools, you can just click on the school tile.



Otherwise, go to the Search box in the upper right hand corner to search for your institution.



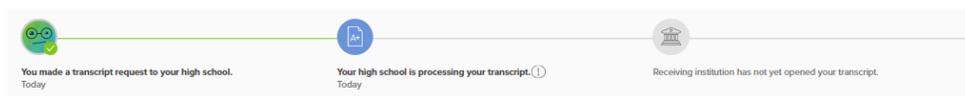
In the bottom right-hand corner of your screen, click **Next** and **Send** when you are finished.



\*\*\* If the institution that you are selecting is out of network, you may be asked to provide the email address for the individual that you transcript needs to go to.

Once you click Send, your school registrar will be able to process your request. Please check back within 2-3 days to check on the progress of your request.

Track My Requests



\*\*\* If you submitted a request by mistake, please contact your school registrar directly to ask him/her to remove the request.