

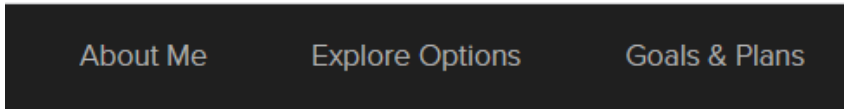


Directions to Request a Transcript through Xello

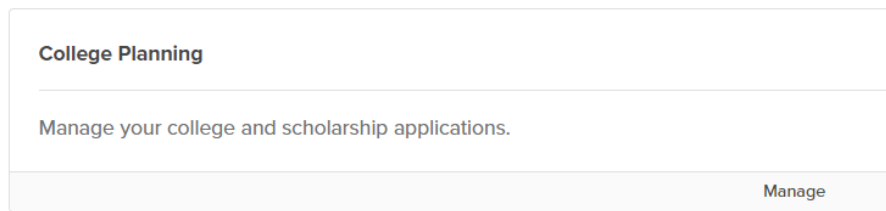
1. From your student portal, click on Xello



2. From student dashboard, go to Goals & Plans



3. Click on College Planning, then Manage



4. In the pink College Applications box:
 - Click on *Create Your First Application* button
 - Type in the name of college you are applying to
 - Click on that college (box turns purple)
 - Click *Next* button (bottom right hand corner of screen)
5. Admission Type
 - If applying to Community College, select *Rolling Admission*
 - If applying to College/University, select *Regular Admission*
6. Application Deadline
 - Choose tomorrow's date
**It's important for you to know your Application deadline for your specific college/university, however for this request, please choose tomorrow's date. All transcript requests will be sent within one week.*
 - Select *Create* button.
7. To track Transcript Requests:
 - Log in to Xello
 - Goals and Plans
 - College Planning
 - College Application
 - Click on College of choice
 - Click on Options