

Seniors Requesting Final Transcript

Log into your Xello account at:

<https://login.xello.world/>

Username: PCSD-(your PHS username)

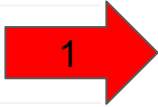
Password: XXX00XXX (your PHS password)

#1 - click “College Planning”
#2 - click “View My Applications”
If you have not created an “application” in Xello, skip to Slide 6

GOALS & PLANS



[My Plans](#)

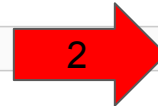


[College Planning](#)

COLLEGE PLANNING

COLLEGE APPLICATIONS | Showing 0 of 4 from Application Tracker


Good job! You have no more active applications to track.



[View My Applications](#)

#3 - Click on the college you are attending in the fall.



APPLICATION TRACKER + New Application		
Institution	Deadline	Action Items
 University of Wisconsin–Stout Menomonie, WI	Oct 31, 2019	2 Transcript, ACT/SAT Exam Score

#4 - Click on “Request”
#5 Be sure the “success” message appears when done.

APPLICATION CHECKLIST

+ Add Task

[Need Help?](#)

Transcript

4 *

Request

Options

✓ **Success!** You sent a transcript request to your high school.

College Applications

UNIVE

5

** If you had sent a transcript in the past, click on “Options” and select “Send New Transcript”.*



If you have already requested your transcript, you can stop here.

If you have not created an “application” in Xello, you will need to complete that task before requesting a transcript. Proceed to the next slide (Slide 6) for instructions on creating your “application”. You can follow the directions on how to send your transcript after the application is set up.

Please understand that Xello uses the word “application” in its system - **It is not your actual application to the college.**

If you have not created an “application” in Xello,
you must do it before requesting a transcript.
#A - click on “Create New Application”.

COLLEGE PLANNING

COLLEGE APPLICATIONS

Showing 0 of 4 from Application Tracker



[Create New Application](#)

Good job! You have no more active applications to track.

[View My Applications](#)

#B - In the search box, type in the name of the college until it appears.
#C - click "Select".

SELECT INSTITUTION

Q madison

B

6 Institutions Found



Madison Area Technical College
Madison, WI

 Previously requested.

Select



Madison Media Institute
Madison, WI

C

Select



Madisonville Community College
Madisonville, KY

Select

#D - After selecting the college, click “Next”.

SELECT INSTITUTION

🔍 madison

6 Institutions Found



Madison Area Technical College
Madison, WI

ⓘ Previously requested.

Select



Madison Media Institute
Madison, WI

Remove



Madisonville Community College
Madisonville, KY

Select



James Madison University
Harrisonburg, VA

Select

D →

Next

#E - “Admission Type” select from pulldown screen (most are “Regular Decision”).
#F - Insert today’s date and then click on “Create”.

Fill in your application details in the fields below:

Admission Type

Select an Admission Type ^

- Rolling Admission
- Regular Decision
- Early Action I



Fill in your application details in the fields below:

Admission Type

Regular Decision

Application Deadline

 |mm/dd/yyyy

July 2020 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



#G - Click on "Request".

#H - You will then see the message with a green checkmark. **You are done.**

APPLICATION CHECKLIST

+ Add Task

[Need Help?](#)



Transcript

G

Request

Options ▾

APPLICATION CHECKLIST

+ Add Task

[Need Help?](#)



Transcript

Options ▾

✓ Your high school is processing your transcript. If this status has not changed in 2 days, contact your school counselor.
Today

H

ⓘ Once the institution has received your transcript, you will be able to send a new transcript request if needed.