

Requesting Transcripts off Xello

Step 1. Go to Xello (<https://xello.world/en/>)

Step 2. Sign in

Username: HORT-Student ID

Password: (student created own password)

*If you do not remember password, please contact your school counselor through Canvas or email to have them reset the password

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Step 3. On homepage under **Goals & Plans** click ***“College Planning”***

Step 4. Click ***“Create Your First Application”***

**Note this is not an application, but a way to keep track your application(s)*

Step 5. Search your college/university

Step 6. Select your college/university and click ***“Next”*** in the bottom right

Step 7. ***Select Admission Type*** and ***Application Deadline*** and then click ***“Create”*** in the bottom right

**This is additional details to help you keep on track*

Step 8. Click ***“Request”*** on **Transcript** tab

**if done correctly the following message should appear:*

“Your high school is processing your transcript. If this status has not changed in 2 days contact your school counselor. Once the institution has received your transcript, you will be able to send a new transcript request if needed”

Step 9. Click ***“College Applications”*** to go back to **College Applications** page

Step 10. Click ***“New Application”*** next to **Application Tracker** if you wish to add more colleges/university