Log in to your "Xello" account-

1. From the Student Dashboard, under **Goals & Plans**, click **College Applications**.

2. From the list of institutions, select the one to which you want your transcript sent.

3. Under the **Requirements Checklist** find **Transcript**.

4. To the right, click the three dot icon and select **Request Transcript**.. A banner at the top of the screen will indicate the request was sent.