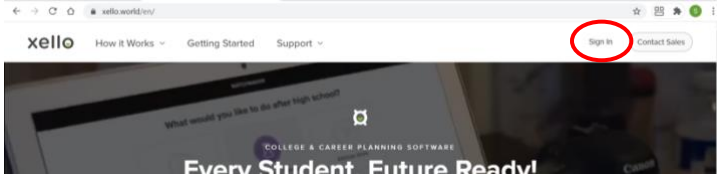


## To Request Your Transcript Using Xello

**Step 1: Go to xello.world**

**Step 2: Click “Sign In”**

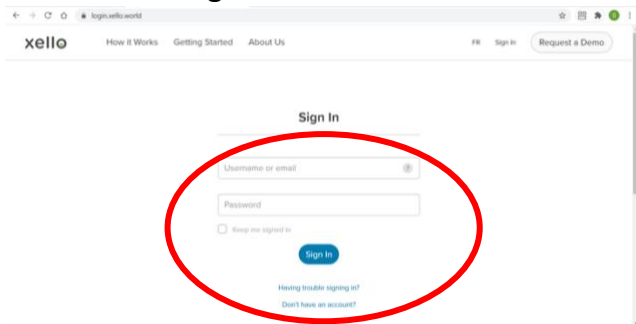


**Step 3: Input your information**

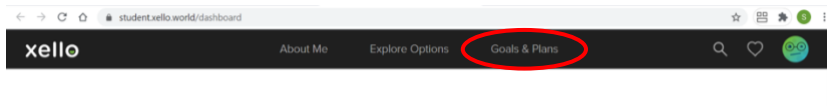
**Username: PXU-ID Number (you must include the -)**

**Password: 1Pu...**

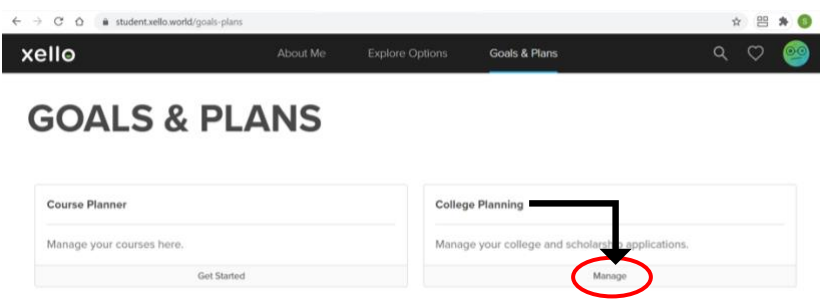
**Click “Sign In”**



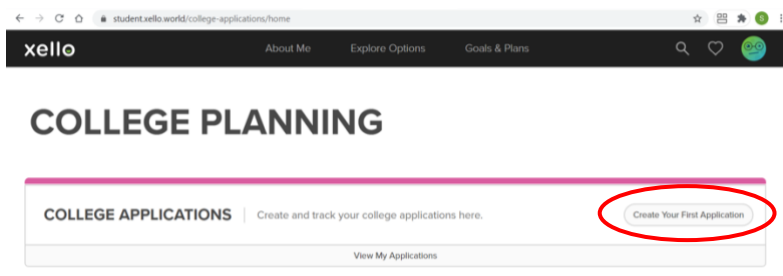
**Step 4: Click on “Goals and Plans”**



**Step 5: Click on “Manage” under College Planning**



**Step 6: Click on “Create Your First Application” in the College Application Section**



## Step 7: Find Your College

- Type the name of the school
- Click “Select”
- Click “Next”

student.xello.world/college-applications/home(actionview:search-institution)

Cancel COLLEGE APPLICATIONS

# SELECT INSTITUTION

Arizona State University

4 Institutions Found

Arizona State University at the Downtown Phoenix campus  
Phoenix, AZ **Select**

Arizona State University at the Polytechnic campus  
Mesa, AZ **Select**

## Step 8: Add Details

- Admission Type: Selection “Rolling Admission” for in state schools
- Input Application Deadline
- Select “Create”

student.xello.world/college-applications/home(actionview:application/171531\_47401\_0/details/add)

Cancel COLLEGE APPLICATIONS

# ADD DETAILS

Arizona State University at the Downtown Phoenix campus  
Phoenix, AZ

Fill in your application details in the fields below:

**Admission Type**  
Rolling Admission

**Application Deadline**  
09/02/2020

**ADMISSION TYPES**

This is a guideline to help you choose the correct admission type for your application. However, some colleges have unique rules and deadlines. It's important to check the college website to make sure you have the correct information.

**Rolling Admission**  
This option allows you to apply to a college on any date. But spaces run out, so it's best to apply early! The college will review your application once it's received. You'll only have to wait a few weeks.

Ready to create a new college application? **Create**

## Step 9:

Select the “Request” button in the Transcript section

Welcome to Synergy! | https://educator.xello.world/app/ | Arizona State University at the D... | +

student.xello.world/college-applications/application/43358

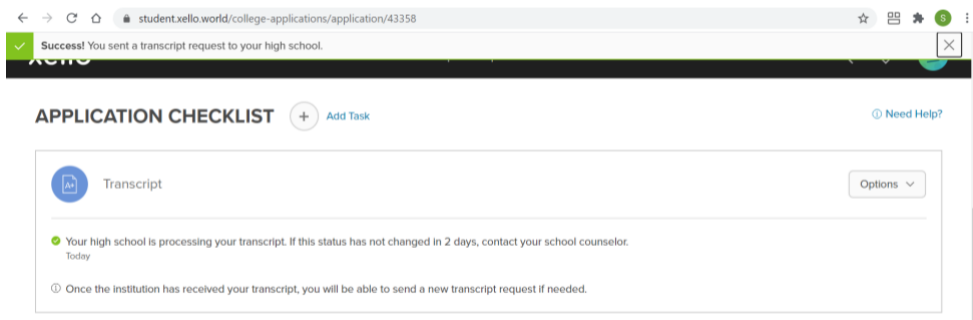
xello About Me Explore Options Goals & Plans

APPLICATION CHECKLIST + Add Task Need Help?

Transcript **Request** Options

Recommendation Letters Options

## Step 10: You should now see the following message to let you know you are complete



## Step 11: Log out