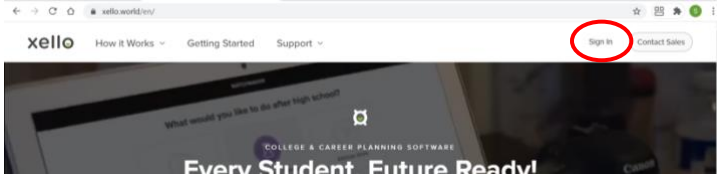# To Request Your Transcript Using Xello

Step 1: Go to xello.world

Step 2: Click "Sign In"
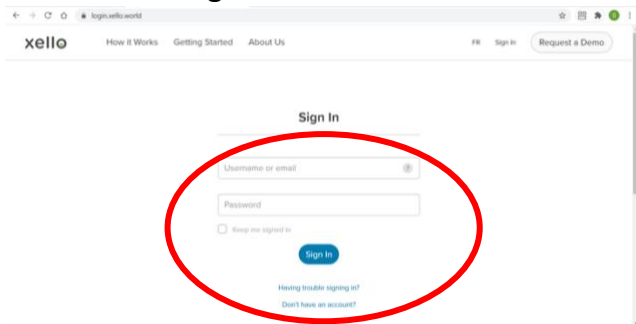
Step 3: Input your information
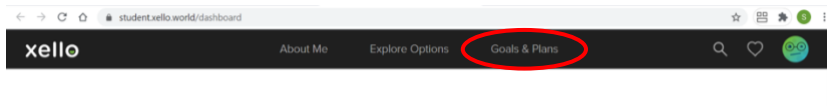   **Username: PXU-ID Number (you must include the -)**
   Password: 1Pu…
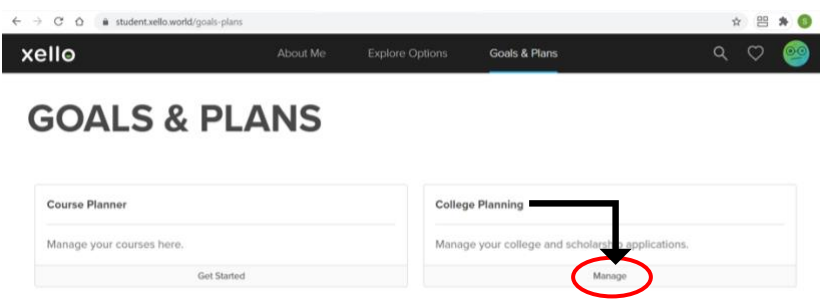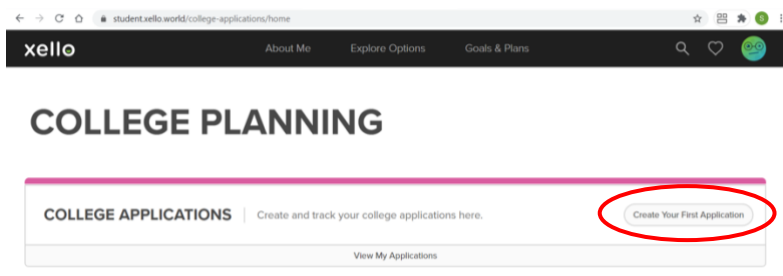   **Click "Sign In"**

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"**

Step 8: Add Details
- **Admission Type: Selection "Rolling Admission" for in state schools**
- **Input Application Deadline**
- **Select "Create"**

Step 9:
Select the "Request" button in the Transcript section

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

Step 11: Log out