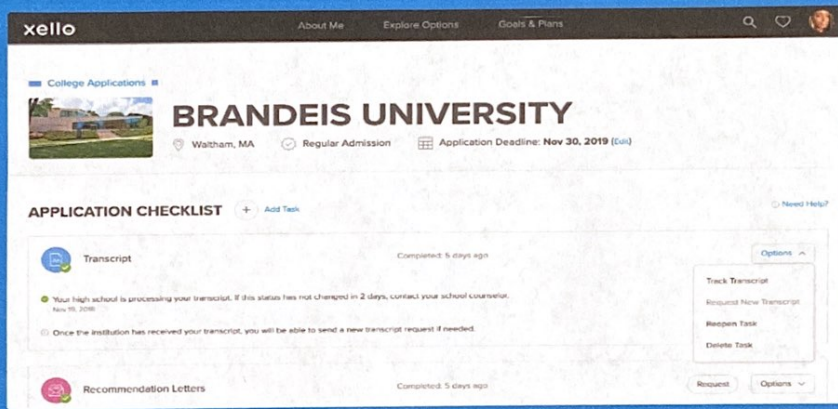


# xello

## How Students Request Transcripts

LOG IN @ [www.fresnounified.org](http://www.fresnounified.org)  
Click on the student tab and select XELLO.  
Use your ATLAS user name and password to  
access XELLO.



### 1 Access the College Applications Tool

To begin with, go to **College Applications** from the **Goals & Plans** link in the top menu or on the **Dashboard**.

This page is a central hub to view all the applications you're tracking and the upcoming important dates.

### 2 Create an Application to Track

Click **Create Your First Application** to choose the college you want to track your application with.

💡 If this isn't your first one, this page will be a list of your previous applications.

Use the search bar to enter the school name and click **Select**, then click **Next**.

On the next page, add details such as your application **Admission Type** and **Deadline**. Then click **Create** to begin tracking your application for this college.

### 3 Send a Transcript

In the application tracker for the college, you'll see the **Applications Checklist**. Use this checklist to track the things you need to complete for the application.

From the list, where it says **Transcript**, click **Request** to request your high school send your transcript to the school.

💡 If you don't see **Transcript** listed under the requirements, this college may not require it. You can still make a request by clicking **Add Task** and selecting **Transcript**.

### 4 View the Progress

View the status of your sent **Transcript** by opening the **Application Tracker** of the college you want to view.

From under **Application Checklist**, click the drop-down next to **Transcript** and select **Track Transcript**.

View the chronological updates of your transcript request.