

College and Career Exploration & Application

using **xello** and **common app**

Use the follow steps to assist in the college exploration and university application process.

Remember, follow all instructions from the institution after each college application is submitted. This may include creating an account with the institution, logging in to a portal, self-reporting grades, test scores, and other requirements.

EXPLORE CAREERS AND COLLEGES

1. Log In to Xello using clever clicking the Xello icon to log on and access the Xello website
2. Complete the “About Me” section to find careers that match your interests, personality, and skills.
3. Explore the careers, post-secondary schools, and non-secondary school based careers.
4. Explore schools (majors, demographics, admission criteria, and deadlines)

SET UP A COMMON APP ACCOUNT (IF NOT APPLYING DIRECTLY)

1. Visit Common App Website and click “Create an Account.”
2. Create an account and complete your profile.
3. Add Colleges: Go to the “Colleges” tab to search and add the colleges to start the applications. You must waive your FERPA rights in order for us to see your Common App and request transcripts and letters of recommendations.

CONNECT COMMON APP TO XELLO (IF NOT APPLYING DIRCTLY)

1. Log In to Xello through Clever
2. Hover over “Plans,” and click “College Application”
3. Find the Common App Integration link at the top of the college application section
4. Follow the Prompts: Log in to your Common App account and authorize the connection.
5. Sync Information: Ensure your college list and application details are synchronized.

REQUEST TRANSCRIPTS IF REQUIRED

Applying Directly:

1. Log In to Xello through Clever
2. Navigate to the plans section, click to add a college application
3. Submit Request: Follow the instructions to request your transcripts.

Applying Through Common App:

1. Connect Common App and view colleges on Xello under the applications tab.
2. Under the college, select “assign” next to the common app school report and select your counselor.

Please Note: Many Florida public schools only take the SSAR or Spark. Check your college application portal for transcript need.

REQUEST LETTERS OF RECOMMENDATION

1. Log In to Xello through Clever
2. Navigate to plans, click applications.
3. Under each school, if teacher recommendations is listed as available, click request.
4. Follow the instructions to select a teacher for the request.

Please Note:

1. Only schools that accept letters of recommendation allow you to request.
2. You should ask your teacher first before sending this request.

LOOK FOR SCHOLARSHIPS

1. Log In to Xello through Clever
2. Navigate to the Plans section, then click on Scholarships
3. Search for scholarships by completing the profile to personalize your suggested list. Use filters to find scholarships that match your criteria.