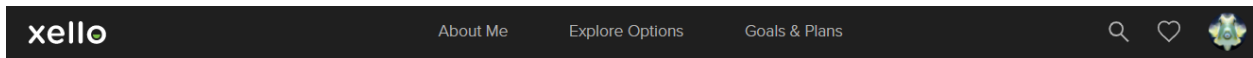## ↓College Planning

In your XELLO account:

Click on Goals and Plans

      Then under College Planning click on Manage

Then click on Create New Application

1. **Type in the school that you want to apply to**
2. **Select Admission Type - See the box on the right to see the definitions of each Admission Type before making your decision**

3. **Know application deadlines and add to your calendar**
4. **Request a transcript through Xello**
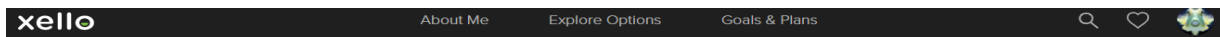
5. **Under the Options dropdown, add possible due dates, mark as complete or have the task deleted if it is not mandatory**

6. **If a task is not listed that the university is requesting, click on the Add Task tab and add it to your To-do list.**

7. **Once tasks are completed, under Options dropdown, select Completed**