

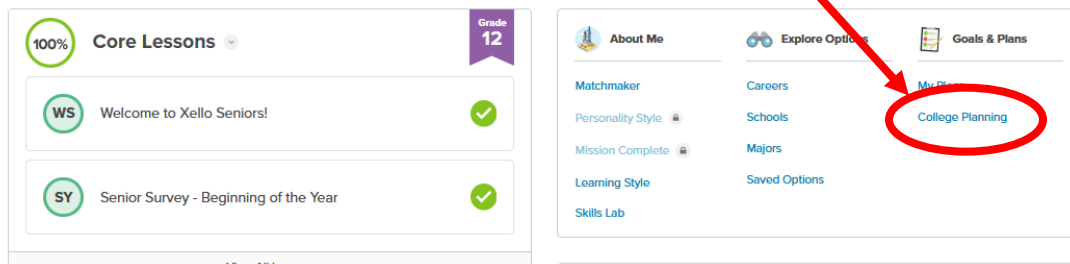
Connecting Common App with Xello and Assigning Your Counselor

1. Click on Xello from ClassLink



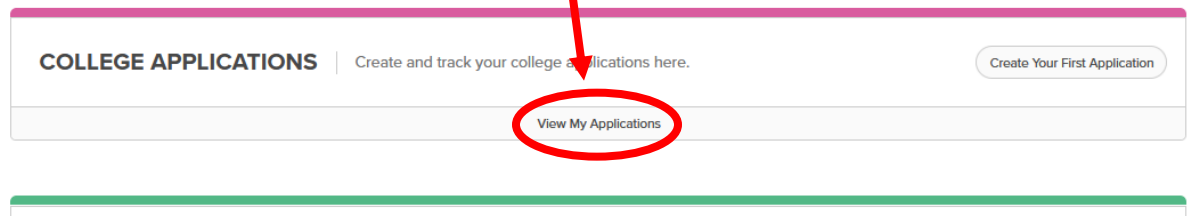
2. From your Xello Dashboard/homepage the right side select "College Planning" (right side of screen)

Hey **CANDICE!**

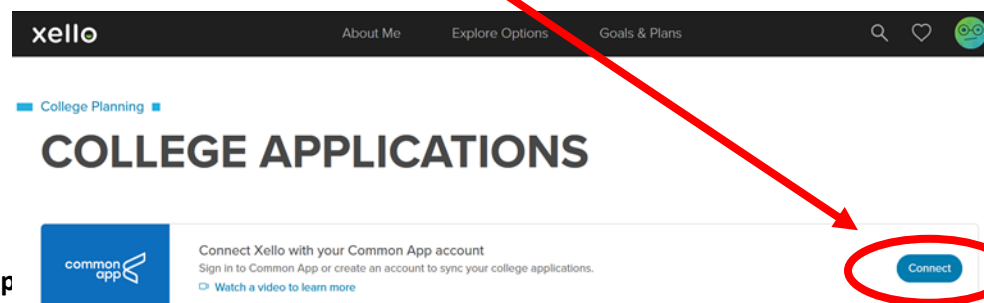


3. Under College Applications click on "View My Applications"

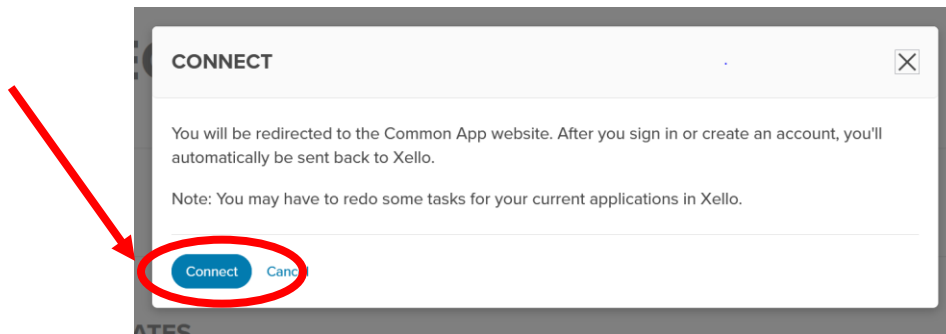
COLLEGE PLANNING



4. You will see the Common App icon and a banner for you to link your Common App and Xello account. Click the blue "Connect" button



5. A p



6. A message will appear to Connect Your Common App. Type in your email and password used for you Common App account. Then click "Sign In"

A screenshot of the 'Connect your Common App' page. At the top is the 'common app' logo. Below it is a message about the Coronavirus situation. The main heading is 'Connect your Common App'. Below that, it says 'First year student? Great! Enter your email and password below to sign in. [Create an account](#) to get started.' There is a note: '* Indicates required fields.' Below this are two input fields: 'Email *' and 'Password *'. At the bottom right is a link 'Forgot password?'. At the bottom center is a blue 'Sign in' button. A large red circle is drawn around the email and password input fields.


7. A new message will appear. Click the "I agree" box and then click "Connect"

A screenshot of the Common App authorization page. At the top is the 'common app' logo. Below it is a greeting 'Hi, _____'. The main text reads: 'By checking the box below you will enable Xello to access certain information from your Common App account that is necessary for integration and processing. If you authorize this connection, you will be granting permission to Xello to:'. Below this is a list of permissions: '• See the status of your applications and recommendations' and '• View additional Common App data in order to support submitting recommendations on your behalf'. At the bottom left is a checkbox labeled 'I agree *', which is checked and circled in red. At the bottom right are two buttons: 'Cancel' and 'Connect'. The 'Connect' button is circled in red, and a red arrow points from the left towards it.

8. You will be directed back to your Xello College Application page and it will show you a green circle with a check to indicate the link was successful.

College Planning ■

COLLEGE APPLICATION





✔ Your accounts are connected


You may need to redo some tasks for your Xello applications.

[Watch a video to learn more](#)

9. Next scroll down and click any one school you are applying to through Common App.


APPLICATION TRACKER + New Application		
Institution	Deadline	Action Items
 Florida Atlantic University Boca Raton, FL	Apr 15, 2021	2 Transcript, ACT/SAT Exam Score
 University of South Florida Tampa, FL	Apr 1, 2021	1 Transcript

10. On the line that says “Counselor” click “Assign”



UNIVERSITY OF SOUTH FLORIDA

Tampa, FL Rolling Admission Application Deadline: Apr 1, 2021




✔ Your accounts are connected

You may need to redo some tasks for your Xello applications.

[Watch a video to learn more](#)

APPLICATION CHECKLIST

[Need Help?](#)

 Assign Counselor

Assign

11. A pop screen will appear asking you to select your counselor. In the search for school counselor bar, make sure to type the correct counselor's name, or your application will be incomplete. There are multiple available options with the same last names, so please refer to the list below this image of who is the correct person to select.

Cancel TRANSCRIPT REQUEST

SELECT SCHOOL COUNSELOR

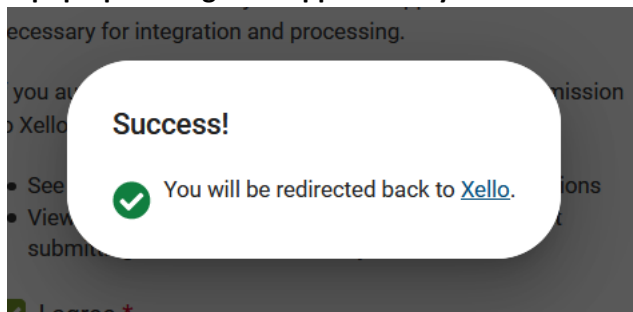
Select your school counselor to send your transcript through Common App
Your counselor will send your transcript to all Common App schools you are applying to. You won't need to repeat this step.

Search for your school counselor

APRIL DEL VALLE DEYES

Last Names A-D: Jenifer Wright
Last Names H-L: Kristi Parks
Last Names M-Ri: Judith Crowell
Last Names Ro-Z: Peter Cordero

12. A pop-up message will appear that you have successfully selected a counselor.



13. When you look at your Common App schools on Xello you will now see below the transcript line that you have matched your counselor to your application.

UNIVERSITY OF SOUTH FLORIDA

Tampa, FL Rolling Admission Application Deadline: Apr 1, 2021

common app

Your accounts are connected
You may need to redo some tasks for your Xello applications.
[Watch a video to learn more](#)

APPLICATION CHECKLIST

Need Help?

Transcript

You sent a transcript request to your school counselor, Jenifer Wright. [Delete Request](#)
Today

14. All you have left is to complete each section of the application on Common App, and then submit each application!

Congrats and please reach out if you need any help!!!