

How to request Common App documents in Xello

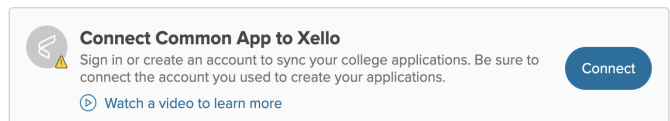
1 Choose your application method

If you are applying to a college with Common App, you can request required documents in **Xello**. First, make sure your high school is set up with the Common App feature.

If your high school does not have this feature, don't worry! You can still request your documents on the Common App website.

2 Connect your Xello and Common App accounts

- From your dashboard, under Goals and Plans, click **College Planning**.
- Under College Applications, click **View my applications**. On the next screen you'll see a banner prompting you to connect your Xello and Common App accounts.
- Click the **Connect** button to get started. You will be redirected to the Common App website where you will have to sign in or create an account.



Tip: It's a good idea to have your Common App account already created and colleges added to the My Colleges list.

3 Select your college

Once you have connected your accounts, any colleges in your **Application Tracker** in Xello that use Common App and are in your My Colleges list will now display a Common App logo.

- Select the Common App college you'd like to request documents for.

4 Assign your counselor

- Under the college's **Application checklist**, you will find **Counselor forms**. On the right, click the **Assign counselor** button.
- On the next screen you will be prompted to **select your counselor**. You can enter a name in the search bar or select from the list.

APPLICATION CHECKLIST

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Counselor Forms

Assign Counselor

Once you have assigned your counselor, they will receive an email. They will send all the forms you need for your Common App college applications. This means you only need to assign a counselor once!

5 Assign a teacher

- Under the college's **Application checklist**, you will find **Teacher evaluations**. On the right, click the **Request** button.
- On the next screen you will be prompted to **add a teacher**. You can enter a name in the search bar or select from the list.


Teacher Evaluations
(Minimum 0 / Maximum 2)

Request

Once you have selected a teacher, they will receive an email. This lets them know you have requested a teacher evaluation. If your teacher accepts your request, they will complete the evaluation and submit it for any Common App colleges you have assigned them to.