

Log in to your **Xello Account**

Click on **College Planning**



Goals & Plans

My Plans

▶ College Planning

Click **Create New Application** (note this is for your tracking purposes only and does not send an application to the school.)

**COLLEGE APPLICATIONS** | Showing 3 of 5 from Application Tracker ▶ Create New Application

Start typing in the **name of the school** in the search bar

1 Institution Found



UW-La Crosse  
La Crosse, WI

Select

Choose the school < **Select** < Click **Next**

Choose **admission type** - this is for your reference only

### Admission Type

Select an Admission Type ^

- Rolling Admission
- Regular Decision
- Early Action I

Choose **application deadline** (this can be any date you choose as it is for your reference only)(06/15/2022)

### Application Deadline

03/25/2022

## Click **Create**

You will now see the Transcript request option available for this school. Simply click on **“request”** in the transcript box and the request will be sent to Student Services. Note you can add a due date if you need it sent by a specific date. You will be able to track the transcript so you will know when it has been submitted to the school.

### APPLICATION CHECKLIST

[+](#) Add Task

[Need Help?](#)



Transcript

Request

Options