# EDUCATION DEVELOPMENT PLAN INSTRUCTIONS

Log into Xello:  https://login.xello.world
**Username:**  TSD student email (ztsmith25@troyschools.org)
**Password:**  Student ID # (8 digit number)
**Add your personal email to your profile to continue using Xello after high school!**

Contact Maria Nikishina, Career Development Facilitator,
for help with log in or with any questions!



Push the **Get Started** button, and it will lead you to the activities that you need to finish in order to complete the lesson for your current grade.

You will see a checkmark in a green circle ✅ next to the task when it is complete or if you completed the task during a previous grade level

**Your EDP is complete when you see 100% next to "All Lessons."**
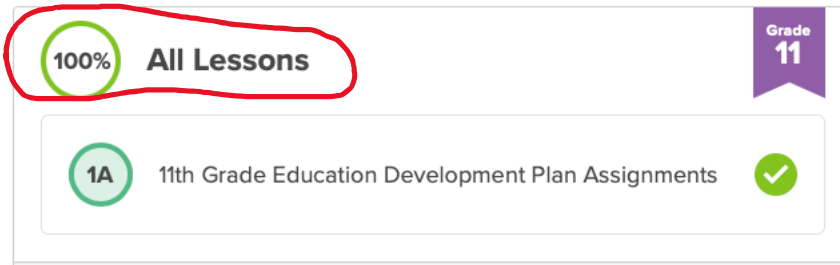


Use the buttons on top of the Home page to move between different sections.

**Home** – use to return to Home Page, also can push Xello in top left corner.

**About Me** – to answer the questionnaires or to <u>change</u> any of your previous answers.

**Explore –** to find information on Careers, Colleges and Majors

**Plans** – to manage college applications and scholarships

## ADDITIONAL RECOMMENDATIONS

| College Planning |
|---|
| On the Xello **homepage**, locate the Goals & Plans section, locate **College Planning**, click **Manage.**<br><br>• **College Applications –** Create and track your college applications here.<br>• **Scholarships –** Search for and manage scholarships here.<br>• **Knowledge Hub -** Find answers to your college planning questions |

Order your **official high school transcript** for college, apprentice or job applications using **Parchment.**

- This service is free to high school seniors until July 31st of your graduation year.
- You will need to create an account. This will allow you to log back in and track your transcript progress.
- Make sure you select TROY ATHENS HS as your school.
- You may need to order a transcript when you place your initial application and again after your graduation is official.

Parchment allows you the option to send a copy of your transcript to yourself via email.  **This is recommended**