Xello is an Internet-based career exploration and planning tool used by students to explore career and college options and develop a career plan. Xello can be accessed from school, from home, or wherever you have access to the Internet. Features of the program include:

- **ASSESSMENTS** - World-renowned assessment tools to help students identify his or her career interests, skills, abilities, and learning styles

- **CAREER PROFILES** - Thorough and up-to-date information about hundreds of different occupations, including direct links between careers and related college programs

- **MULTIMEDIA INTERVIEWS** - Interviews with real people in each occupation, which add depth and realism to career profiles

- **COLLEGE AND FINANCIAL AID INFORMATION** - Comprehensive college and financial aid information, with a number of useful search tools to help students find the right college and the right scholarships

- **EMPLOYMENT GUIDE** - Advice for all stages of the job search process, including developing a job search plan, networking, writing resumes and cover letters, preparing for interviews, and adjusting to a new job

- **MY PLAN** - An online portfolio where students can develop and reflect on his or her academic, personal, and career exploration activities, and make plans for the future

- **PARENT ACCESS** - In Xello students have the option to generate a shareable link to their profile, which they can use to connect with friends, mentors, and more. Students can also share this link with their parents, who can then view their child's profile without needing a username and password.

It's similar to the shareable link option in Google Docs.

Enabling the Shareable Profile
There are two ways for students to enable the shareable profile from the Student Experience:

1. On any page in Xello, from the top right corner, students click their avatar and select Share your profile.
   * Or, from beneath their name on the About Me page, students click Share your Profile to open a preview of their shareable profile.

2. From the top right corner of the profile, students click Share.

3. From the Share Your Profile window, switch the toggle to ON to get a shareable link.

4. Students can copy and share the link with parents or other people with whom the student wants to share their Xello profile.
   Note: A unique URL is created when the user turns on the share option. It does

not exist until that happens. There is no way to access the profile until this link is activated by the student. The student can also turn the link off.

Turn Off the Shareable Profile
If the student has shared the link with someone and no longer wants to allow access to their profile, they can unshare their profile. This will turn the link off for everyone.

- Follow the same steps as above to switch the toggle to **OFF.**

FYI: If a student turns their profile off and then turns it back on again, a new link will be generated. This is important from a privacy point of view.