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**TECHNICAL ASSISTANCE MEMO #26**

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**DATE:** JULY 1, 2018  
**TO:** YOUTH SUBRECIPIENTS  
**FROM:** MIRIAM MARTIN, DIRECTOR OF PROGRAMS  
**RE:** XELLO

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All participants enrolled in **SummerWorks, Career Connect WA Out of School Youth** programming, and **Title 1 Youth** will have a student profile set up in Xello. It is important that all information be captured in Xello to extract specific reporting data out on a quarterly basis. In addition, Xello will act as a virtual career guidance tool for planning and implementing the next step for each participant.

**Enrolling Guidance**

Each participant will use their google email they have set up upon enrollment into the programs listed above. This google email will serve as their Username, and their birthdate as their password.

**Administrative Guidance**

Each program listed above has an Administrator enrolled into Xello. It is expected that the other Talent Development Specialist associated with the programs set up a User profile. The Administrator will be charged with ensuring that the Users are utilizing the tool regularly with participants.

**User Guidance**

Each participant will be enrolled into Xello and utilize regularly throughout their program enrollment.