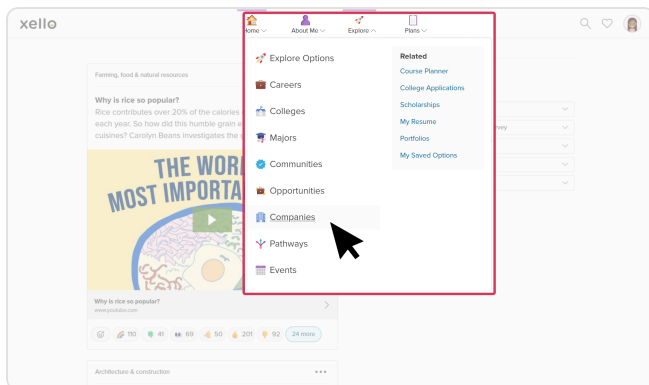


# Take career exploration to the next level

Dive into Xello to learn more about local companies and find opportunities to gain real-world experience through job shadows, internships, and more.

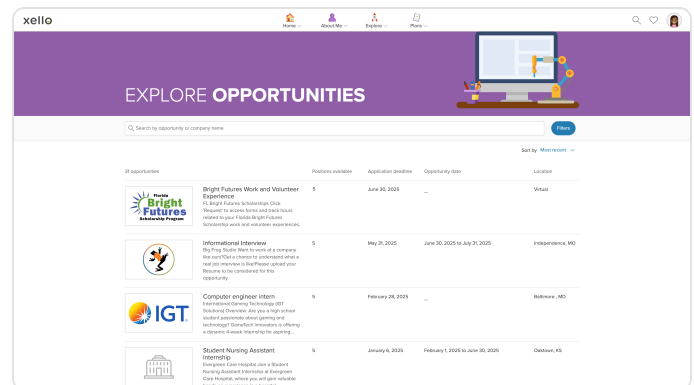
## Explore local businesses

From **Explore** click **Companies**. Search or browse to find interesting local businesses offering learning experiences centered around work.



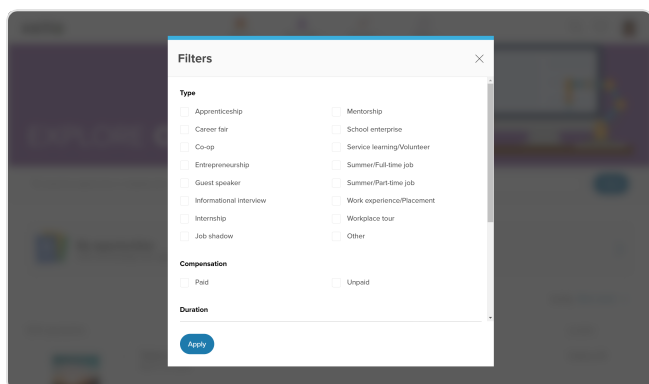
## Explore opportunities

From the top menu, click **Explore**, then **Opportunities**. From here, you can discover the work-based learning opportunities available. Opportunities can include an apprenticeship, job shadowing, workplace tour, and more.



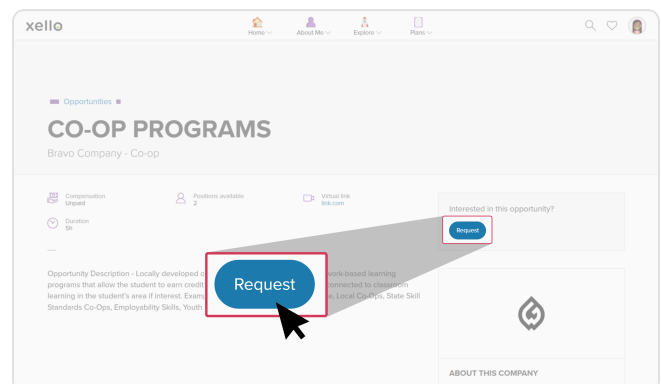
## Use the filters

To narrow the list of opportunities, click the **Filters** button. From here, you can filter the list by the type of opportunity, compensation, opportunity duration and more.



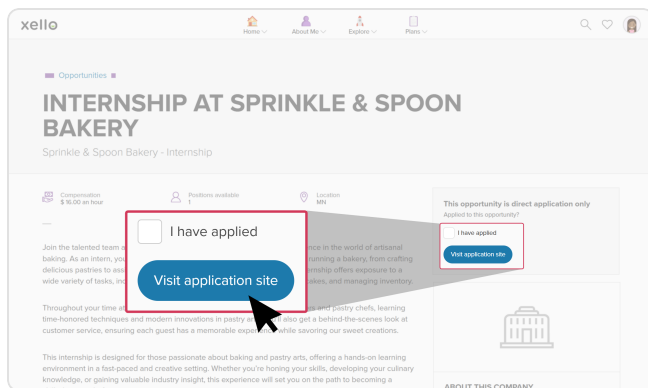
## Request an opportunity in Xello

Once you've found an opportunity you're interested in, click **Request** to let an educator at your high school know. They'll review your request and let you know your next steps.



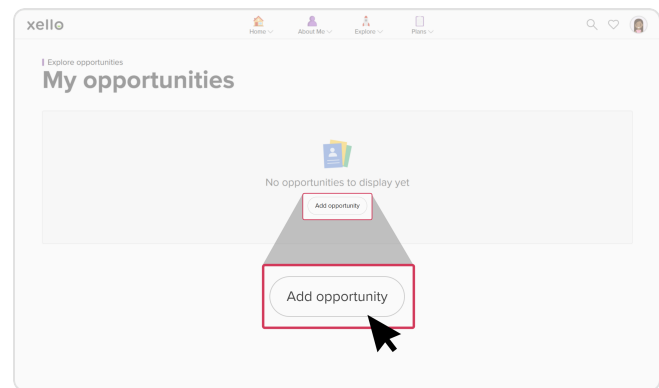
## Apply directly

Some opportunities will have the option for you to apply directly, rather than requesting through Xello. When you see this, click **Visit application site** and apply. Be sure to return to Xello to indicate you've applied.



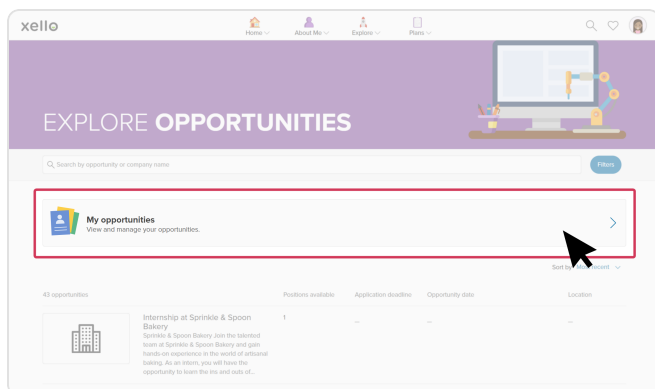
## Create an opportunity

If you've found an opportunity on your own, outside of Xello, add it to your list of opportunities so you and your educator can track your hours and completion status.



## View your opportunities

As you participate in the opportunity, you can easily access and review all the opportunities you're participating in. On the **Opportunities** page, click **My opportunities**.



## Track your opportunities

As you participate in the opportunity, you can submit relevant files, and track the hours you've completed. On your **My opportunities** page, select an opportunity and add your hours or files.

