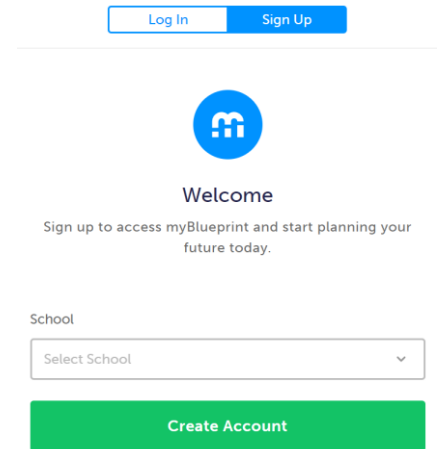


This step-by-step guide will help you complete online course selection using the myBlueprint website.

❑ **EXISTING USER?**

1. Visit www.myblueprint.ca
2. Click **Log In** at the top right
3. Enter your email and password, click **Login**



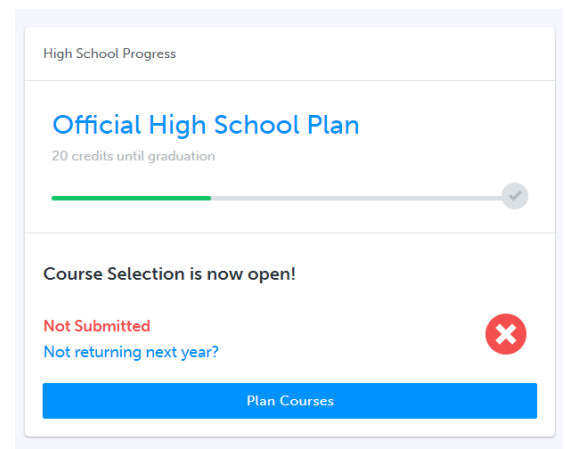
❑ **NEW USER?**

1. Visit www.myblueprint.ca/**[ENTER BOARD LANDING PAGE HERE]**
2. Select **your school** from the drop down list and click **Create Account**
3. Select **Students** and click **Continue**
4. Select your grade, click **Continue**
5. Enter your **Provincial Education Number (i.e., OEN, ASN, MET)** and **Date of Birth**, click **Continue**
6. Fill out the sign up form and click **Create Account**

❑ **COURSE SELECTION**

From your **Dashboard**, click on the **Plan Courses** button that appears in the High School Progress box. The button will say **Plan Courses** if course submission has not yet been enabled at your school.

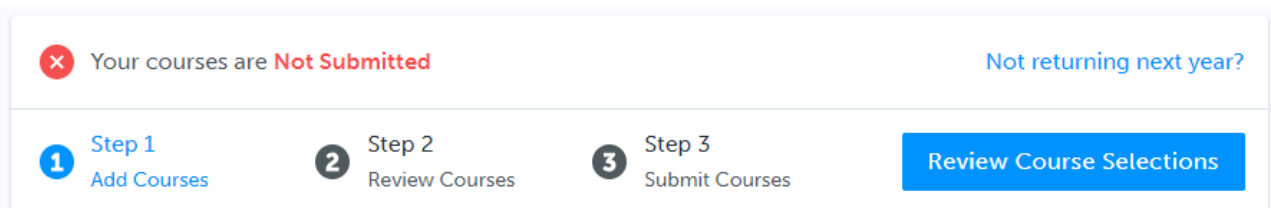
***HINT:** Clicking on **View or Plan Courses** will take you to your High School Planner - you can also access this by simply clicking on **High School** from the left hand navigation menu.*



1) **ADD COURSES FOR NEXT YEAR**

- In High School Planner, click + **[Course]**.
- In the **Course Selection and Details** screen, explore the available courses.
- Click **Add Course** when you find the course you want.

***HINT:** The **Graduation Indicator** will help you keep track of your progress towards graduation. Click **View Progress** for a list of specific graduation requirements.*



- 2) **REVIEW COURSES** – When you are ready to submit your course selections, click the blue **Review Course Selections** button and give your course selection one final look over.

1 Review Course Selections

✓ ENG2P1
English

✓ MFM2P1
Foundations of Mathematics

2 Add Comments

Add comments you would like to include

1 Step 1
Add Courses

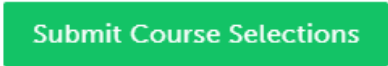
2 Step 2
Review Courses

3 Step 3
Submit Courses

Submit Course Selections

NOTE: If available, you can use the “Add Comments” section to explain any issues to your guidance counsellor (i.e. taking the prerequisite in night school, or summer school)

- 3) **SUBMIT COURSES** – Once you’ve carefully reviewed the **Details** page to ensure that you are meeting the requirements for the courses you have selected and that the courses that appear are correct, click on **Submit Course Selections**. Please note that you will not be able to modify your course selections once submitted (unless your guidance counsellor re-allows submission)!



- 4) **EMAIL PARENT APPROVAL/PRINT SIGN-OFF SHEET** – After submitting your course selections, depending on your school board you will either have to:
- Click the blue **Send Approval Email** to email your parent/guardian to approve your course selections, or
 - Click the **Printer** button at the top right and return a signed copy by your parent to your counsellor or teacher


! Email your parent/guardian so that they may confirm your selections

1 Step 1
Add Courses

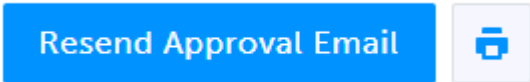
2 Step 2
Review Courses

3 Step 3
Submit Courses

Send Approval Email



NOTE: You can also access the sign-off sheet from the **High School planner** – if it doesn’t show after you’ve clicked the **Printer** button next to the Resend Approval Email button, check the pop-up blocker settings for your web browser.



YOU’RE DONE! *If required, print and return a signed copy of your Course Selection Sign-Off Sheet to your Counsellor or Teacher.

Not returning next year?

- 1) From your **Dashboard**, click on the **Not returning next year?** button that appears in the High School Progress box.

High School Progress

Official High School Plan

13 credits until graduation



Course Selection is now open!

Not Submitted

Not returning next year?



Plan Courses

- 2) Select the option that suits your pathway and press confirm

Not returning next year?

Let us know where you're headed by selecting an option below.

| |
|--|
| <input type="radio"/> Apprenticeship |
| <input type="radio"/> College |
| <input type="radio"/> University |
| <input type="radio"/> Workplace |
| <input type="radio"/> New School |
| <input type="radio"/> Not Graduating |
| <input type="radio"/> Other Education/Training |

Confirm