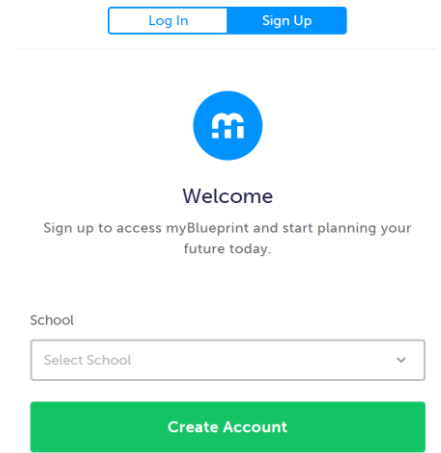


This step-by-step guide will help you complete online course selection using the myBlueprint website.

EXISTING USER?

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



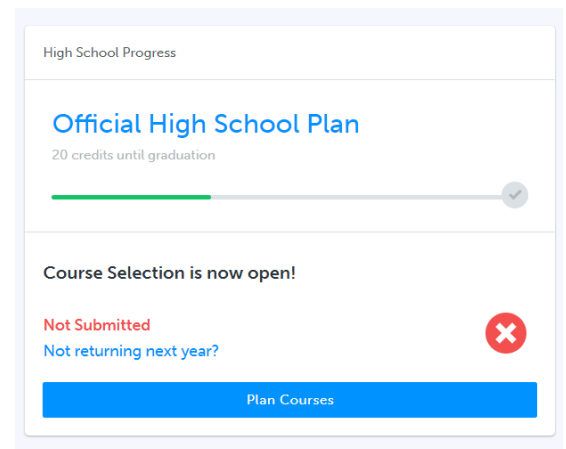
NEW USER?

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.

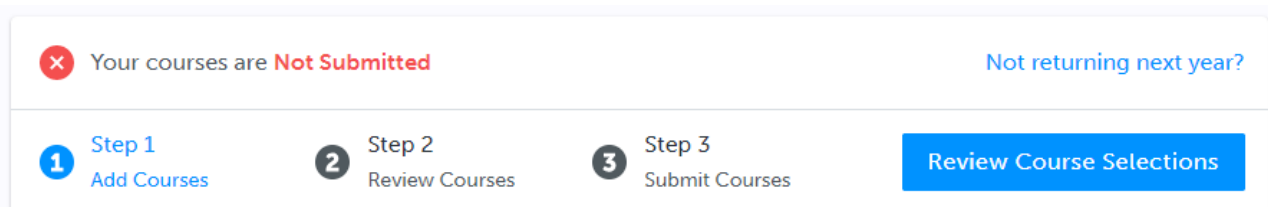
***HINT:** Clicking on **View or Plan Courses** will take you to your **High School Planner** - you can also access this by simply clicking on **High School** from the left hand navigation menu.*



1) ADD COURSES FOR NEXT YEAR

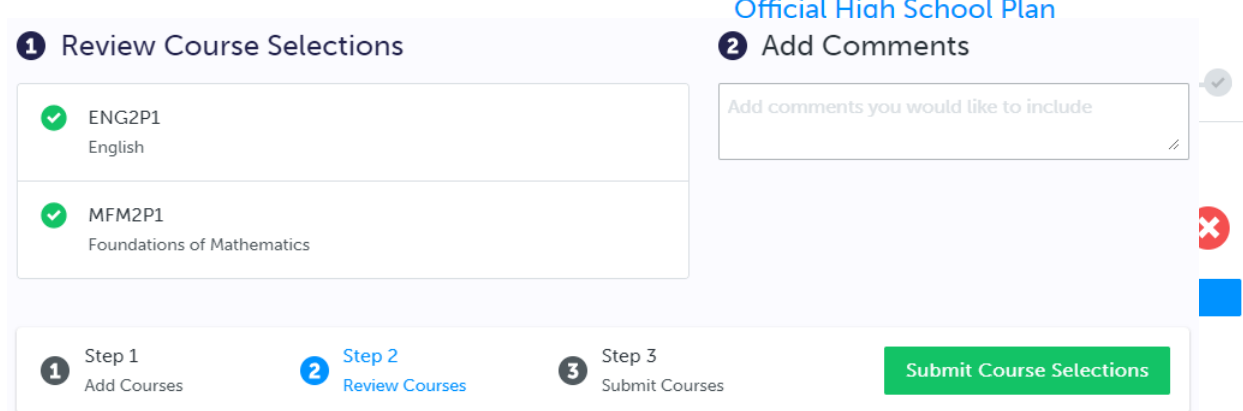
- In High School Planner, click + **[Course]**.
- In the **Course Selection and Details** screen, explore the available courses.
- Click **Add Course** when you find the course you want.

***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**

High School Progress



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

Selections button and give your course selection one final look over.

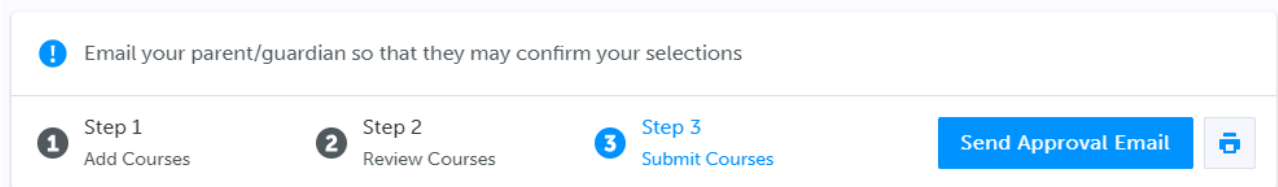
NOTE: If available, you can use the “Add Comments” section to explain any issues to your guidance counsellor (i.e. taking the prerequisite in night school, or summer school)

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)!

Submit Course Selections

4) **EMAIL PARENT APPROVAL** – After submitting your course selections, you have to:

- Click the blue **Send Approval Email** to email your parent/guardian to approve your course selections



! 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

YOU’RE DONE!

Not returning next year?

- 1) From your **Dashboard**, click on the **Not returning next year?** button that appears in the High School Progress box.
- 2) Select the option that suits your pathway and press confirm.