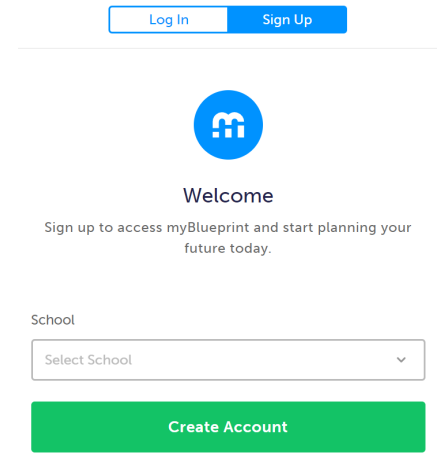


This step-by-step guide will help you complete online course selection using the myBlueprint website.

## EXISTING USER?

1. Visit [www.myblueprint.ca](http://www.myblueprint.ca)
2. Click **Log In** at the top right
  - o Did you sign up and a password manually in myBlueprint?  
Enter your email and password, click **Login**
  - o Does your school use Single Sign-on, where you log in with a school username and password? Click **School Account Login**, and find your school board/district in the drop-down menu.



The screenshot shows the myBlueprint login interface. At the top, there are two buttons: "Log In" and "Sign Up". Below them is the myBlueprint logo and a "Welcome" message. A prompt says "Sign up to access myBlueprint and start planning your future today." There is a "School" dropdown menu with "Select School" as the placeholder text. At the bottom, there is a prominent green "Create Account" button.

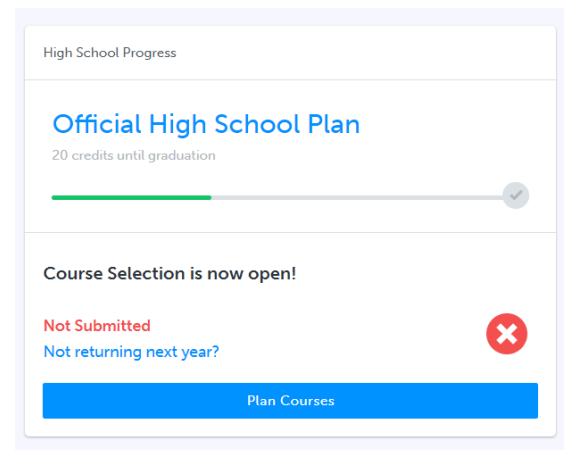
## NEW USER?

1. Visit [www.myblueprint.ca](http://www.myblueprint.ca)/[\[ENTER DISTRICT LANDING PAGE HERE\]](#)
2. Click **School Account Login**, if you see that button, and log in with your school username/password (same as you would use to log in on a school computer)
3. Don't see a School Account Login option? Click **Sign Up**
4. Select **your school** from the drop down list and click **Create Account**
5. Select **Students** and click **Continue**
6. Select your grade, click **Continue**
7. Enter your **Provincial Education Number (i.e., OEN, ASN, MET)** and **Date of Birth**, click **Continue**
8. 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.*



The screenshot shows a "High School Progress" box. It features a title "Official High School Plan" and a progress bar indicating "20 credits until graduation". Below the progress bar, a message states "Course Selection is now open!". There is a red "X" icon and a message "Not Submitted Not returning next year?". At the bottom, there is a blue "Plan Courses" button.

### 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.

✖ Your courses are **Not Submitted**
Not returning next year?

1 Step 1  
Add Courses

2 Step 2  
Review Courses

3 Step 3  
Submit Courses

Review Course Selections

**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 **Print Sign-off Sheet** or **Printer** button at the top right, have your parent/guardian sign a copy, and return it 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. If you don't see an option to print, that means this step is not required by your school.

[Resend 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, or click the same link above the 'Review Course Selections' button in the **High School** section.
- 2) Select the option that suits your pathway and press **Confirm**

High School Progress

#### Official High School Plan

13 credits until graduation



Course Selection is now open!

Not Submitted

[Not returning next year?](#)



Plan Courses



Not returning next year?

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

- Apprenticeship
- College
- University
- Workplace
- New School
- Not Graduating
- Other Education/Training

Confirm