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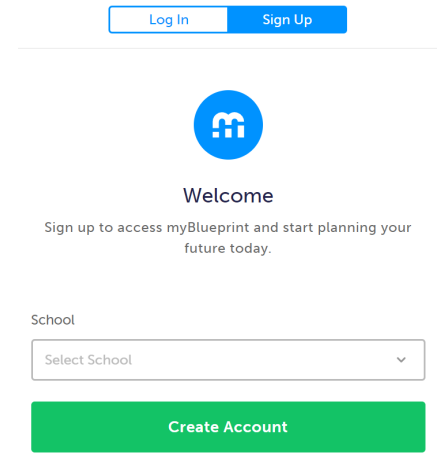
This step-by-step guide will help you complete online course selection using the myBlueprint website.

☐ EXISTING USER?

1. Visit www.myblueprint.ca
2. Click **Log In** at the top right
   - 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.
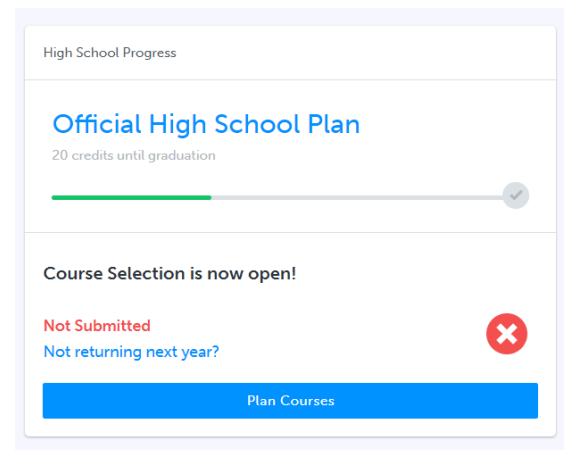
☐ NEW USER?

1. Visit **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.*

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.

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

myBlueprint

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 <u>High School Progress</u> box, or click the same link above the 'Review Course Selections' button in the **High School** section.

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.

○ Apprenticeship

○ College

○ University

○ Workplace

○ New School

○ Not Graduating

○ Other Education/Training

Confirm