

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

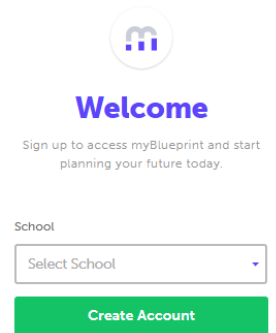
## ☐ EXISTING USER?

1. Visit [www.myBlueprint.ca](http://www.myBlueprint.ca)
2. Enter your email and password, click **Login**



## ☐ NEW USER?

1. Visit [www.myBlueprint.ca](http://www.myBlueprint.ca) > click **Sign Up**
2. Enter the Activation Key: **bishoppfrss** for your next year high school and click **Create Account** (your teacher can provide you your Activation Key)
3. Select your grade (8), click **Continue**
4. Enter your **Ontario Education Number** and **Date of Birth**, click **Continue**
5. Fill out the sign up form



## ☐ CREATE HIGH SCHOOL PLAN

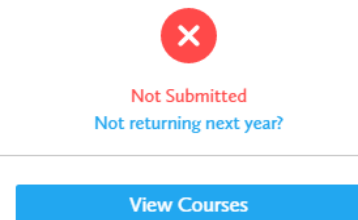
To complete course selection, you must create your first high school plan (if you haven't already!)

- From the left navigation menu, click **High School**
- Click on **Add Plan**
- **Select the High School** you plan to attend next year and click **Create New Plan**
- **Considering more than 1 high school?** You can plan and submit courses for more than 1 high school by clicking **View Plans > Add New Plan**

## ☐ COURSE SELECTION

From your **Dashboard**, click on the **View Courses** button that appears in the **Course Selection** box at the top left. The button will say **Plan Courses** if course submission has not yet been enabled at your school.

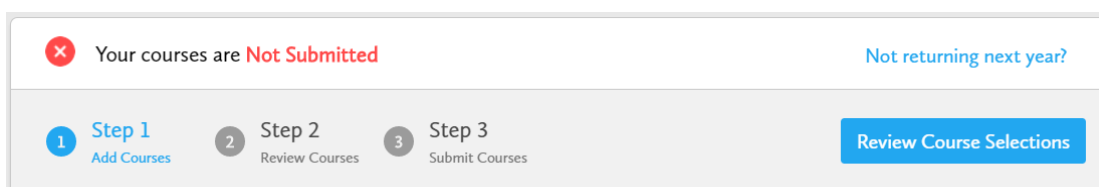
### Course Selection



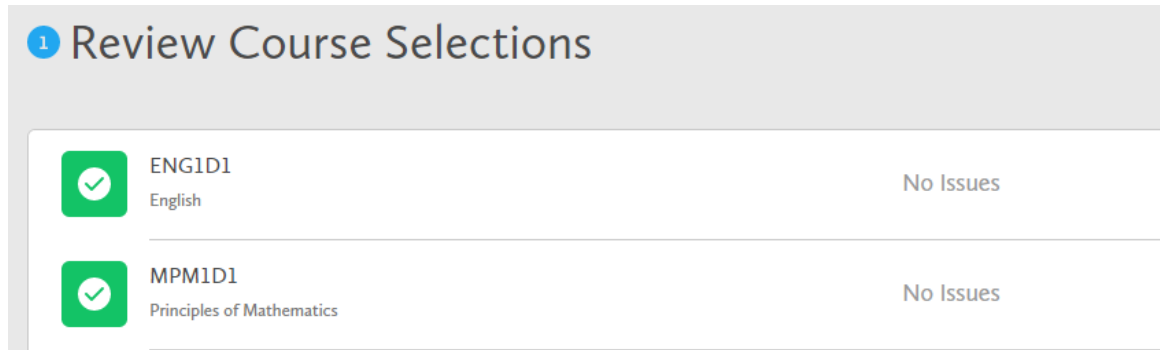
### 1) STEP 1: ADD COURSES FOR NEXT YEAR

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

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

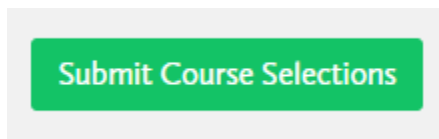


- 2) **STEP 2: REVIEW COURSES** – When you are ready to submit your course selections, click the **Review Course Selections** button and give your course selection one final look over.



Course ID	Course Name	Status
ENG1D1	English	No Issues
MPM1D1	Principles of Mathematics	No Issues

- 3) **STEP 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**.



- 4) **PRINT & RETURN SIGN-OFF SHEET** – return a signed copy of your Course Selection Sign-Off Sheet to your Counsellor or Teacher.

**NOTE:** The sign-off sheet will show in another tab or window – if it doesn't show after you've click the button, check the pop-up blocker settings for your web browser.



● Course Selection is now **Submitted** Oct 19, 2016 [Print Sign-Off Sheet](#) ⓘ