

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

EXISTING USER?

1. Visit www.myBlueprint.ca
2. Enter your email and password, click **Login**

NEW USER?

1. Visit www.myBlueprint.ca.
2. Enter your school's Activation Key **bishopprss**, and click **Create Account**.
3. Select your grade, click **Continue**.
4. Enter your **Ontario Education Number** and **Date of Birth**, click **Continue**.
5. Fill out the sign up form.

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.

***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) 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.

The screenshot shows a table titled "Review Course Selections" with the following data:

Course ID	Course Name	Status
ENG3U1	English	Prerequisite(s) Not Met
MEL3E1	Mathematics for Work and Everyday Life	No Issues
BAF3M1	Financial Accounting Fundamentals	No Issues
HPC3O1	Raising Healthy Children	No Issues

HINT: If available, you can use the comments section to explain any issues to your guidance counsellor (i.e. taking the prerequisite in night school, or summer school, etc).

- 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**.

Submit Course Selections

- 4) **PRINT SIGN –OFF SHEET**

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

The screenshot shows a confirmation message: "Course Selection is now Submitted Oct 19, 2016" with a green circle icon. To the right is a button labeled "Print Sign-Off Sheet" and a small circular icon with the number 1.

YOU’RE DONE! Print and return a signed copy of your **Course Selection Sign-Off Sheet** to your Period 1 teacher.