

COURSE SELECTION GUIDE FOR STUDENTS:

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

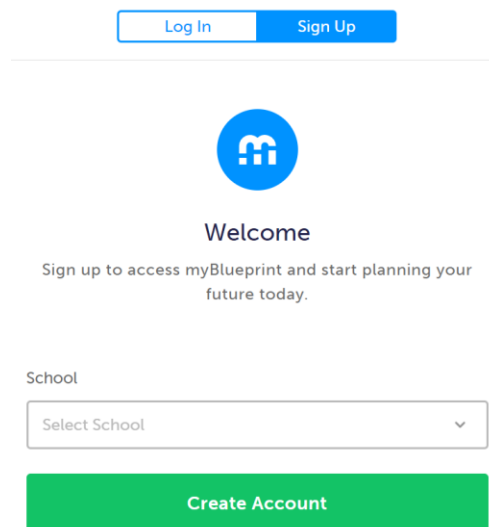
LOGGING IN

EXISTING USER?

1. Visit www.myblueprint.ca
2. Click **Log In** at the top right
 - Did you sign up and enter a password manually in myBlueprint? Enter your email and password, click **Login**
 - 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/hcdsb and Click **Sign Up**
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 (OEN)** and **Date of Birth**, click **Continue**
6. Fill out the sign up form and click **Create Account**



The screenshot shows the top right of the myBlueprint website. At the top, there are two buttons: "Log In" and "Sign Up". Below these, there is a blue circular logo with a white "m". Under the logo, the word "Welcome" is displayed, followed by the text "Sign up to access myBlueprint and start planning your future today." Below this, there is a "School" label above a dropdown menu that says "Select School" with a downward arrow. At the bottom of the screenshot is a large green button that says "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.

High School Progress

Official High School Plan
20 credits until graduation

Course Selection is now open!

Not Submitted
Not returning next year?

Plan Courses

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.

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)

1 Review Course Selections

2 Add Comments

✓ ENG2P1
English

✓ MFM2P1
Foundations of Mathematics

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

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/PRINT SIGN-OFF SHEET** – After submitting your course selections, 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?

From your **Dashboard**:

1. 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