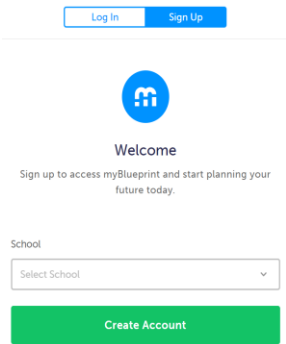**myBlueprint**

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
3. Enter your email and password, click **Login**
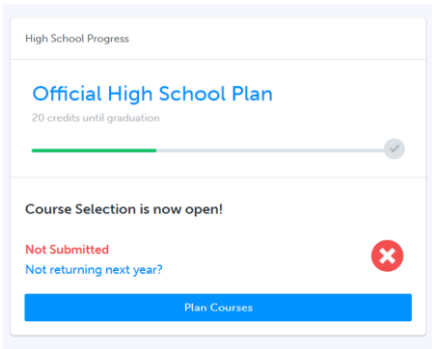
☐ **NEW USER?**
1. Visit **www.myblueprint.ca/hcdsb**
2. Select **your next year high school** from the drop down list and click **Create Account**
3. Select **Students** and click **Continue**
4. Select **Grade**, click **Continue**
5. Enter your **Provincial Education Number (i.e. OEN)** and **Date of Birth,** click **Continue**
6. 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.
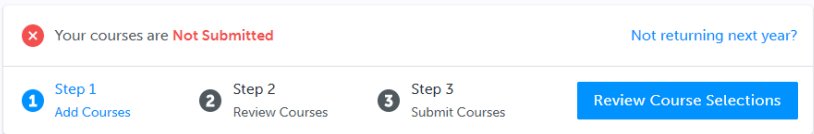
*HINT: Clicking on **Plan Courses** will take you to your High School Planner - you can also access this by simply clicking on **High School** from the left hand navigation menu.*

☐ **CREATE A 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**
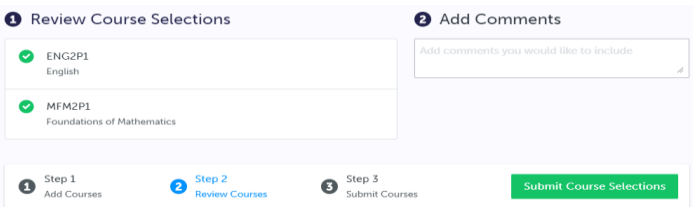▪ **Select the High School** you plan to attend next year and click **Create New Plan**

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!

4) **EMAIL PARENT APPROVAL**– After submitting your course selections, you will have to:
   ▪ Click the blue **Send Approval Email** to email your parent/guardian to approve your course selections
   ▪ *Course selections will not be complete until your parent/guardian approves your selection.*