

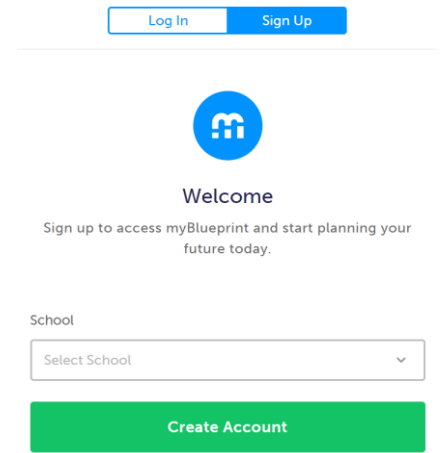
This step-by-step guide will help you complete online course selection using the myBlueprint website.

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?

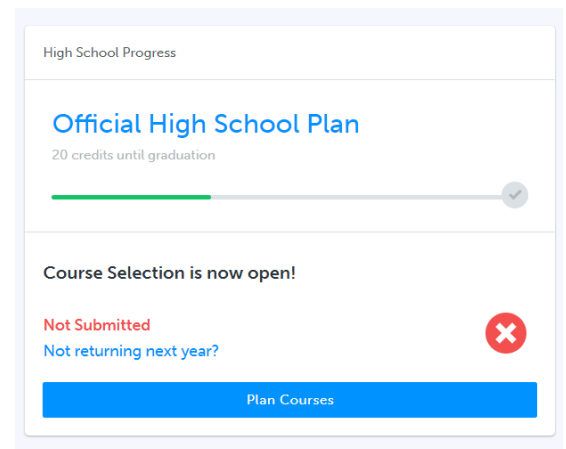
1. Visit www.myblueprint.ca/hcdsb
2. Select **your school** from the drop down list and click **Create Account**
3. Select **Students** and click **Continue**
4. Select your grade, click **Continue**
5. Enter your **Provincial Education Number (i.e., OEN, ASN, MET)** and **Date of Birth**, click **Continue**
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.

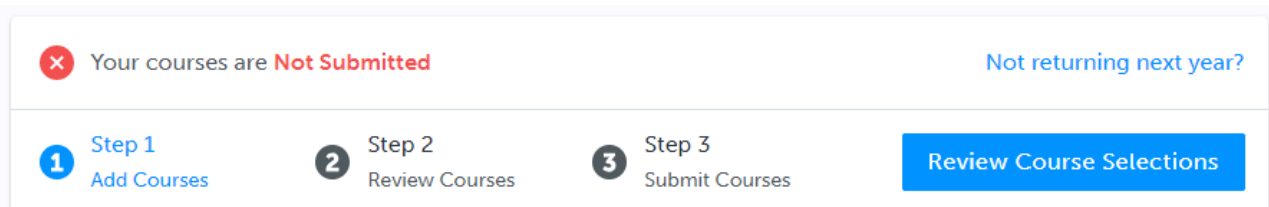
***HINT:** Clicking on **View or Plan Courses** will take you to your **High School Planner** - you can also access this by simply clicking on **High School** from the left hand navigation menu.*



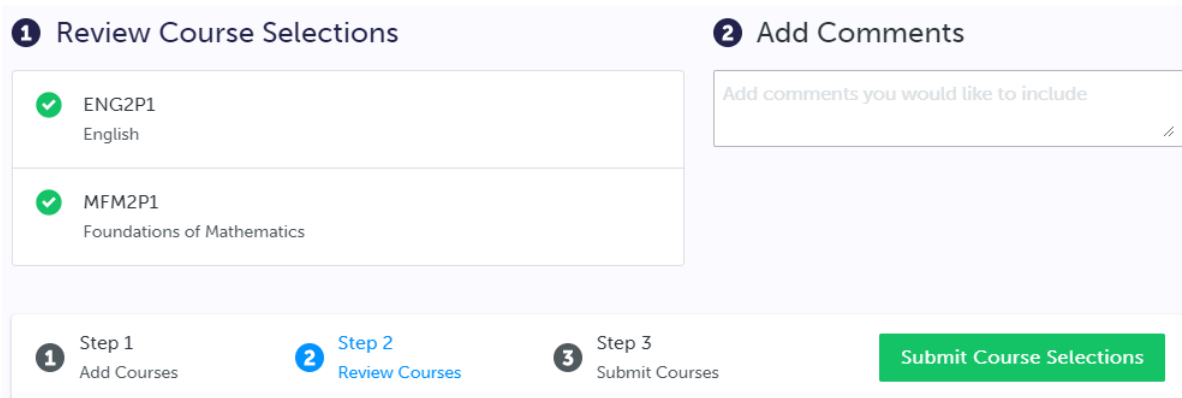
1) ADD COURSES FOR NEXT YEAR

- 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.

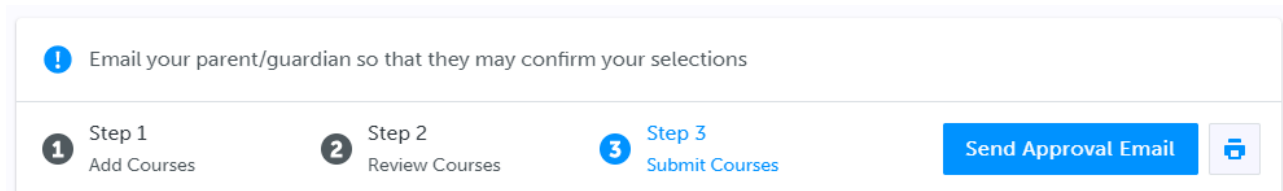


NOTE: If available, you can use the “Add Comments” section to explain any issues to your guidance counsellor (i.e. taking the prerequisite in night school, or summer school)

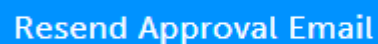
- 3) **SUBMIT COURSES** – Once you’ve carefully reviewed the **Details** page to ensure that you are meeting the requirements for the courses you have selected and that the courses that appear are correct, click on **Submit Course Selections**. Please note that you will not be able to modify your course 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 **Printer** button at the top right and return a signed copy by your parent to your counsellor or teacher



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.




It is not required this year, but if you choose, you can print out a course verification form for your records.

Not returning next year?

- 1) From your **Dashboard**, click on the **Not returning next year?** button that appears in the High School Progress box.

High School Progress

Official High School Plan
13 credits until graduation

Progress bar with a checkmark at the end.

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.

<input type="radio"/> Apprenticeship
<input type="radio"/> College
<input type="radio"/> University
<input type="radio"/> Workplace
<input type="radio"/> New School
<input type="radio"/> Not Graduating
<input type="radio"/> Other Education/Training

[Confirm](#)