

MYBLUEPRINT

This step-by-step guide will help you complete online course selection using the myBlueprint website. **You will require the below information to get started.**

- Ontario Education #
- Date of Birth (DOB)

1) VISIT WWW.MYBLUEPRINT.CA/HCDsb

- 2) CREATE AN ACCOUNT** – If you are a **New User**, select the “Sign Up” link. Then select **St. Thomas Aquinas Secondary School** and then click **Create Account**.
- 3) Select your current Grade**
- 4) Enter your OEN # and your date of birth. Then press continue**

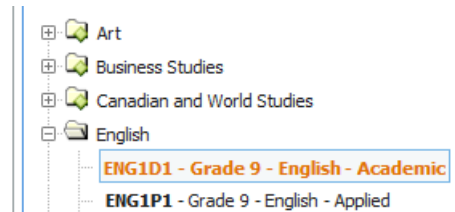
Being asked for an Activation Key? Make sure you included **/hcdsb** in the website address at the top of the page. If you are asked for an activation code please type in **stthomasaquinas**

Please Note-Existing User: Enter your email and password and click **Login**. (You do not need to create an account)

- 5) COURSE SELECTION** – From the Home screen, click on the **Submit Courses** button that appears in the Course Selection box on the left. The button will say **Plan Courses** if course submission is not enabled yet by your school.

6) 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.



- 7) GRADUATION INDICATOR** – the **Graduation Indicator** will help you keep track of your progress. Click **View Progress** for a list of specific graduation requirements.
- 8) SUBMIT COURSES** – When you are ready to submit your course selections, click **Submit (Step 1 of 2)**. **Note:** the Submit button will only appear if course selection is **ENABLED**. If there are issues with your plan, you will receive a warning via a pop-up box.
- 9) REVIEW & CONFIRM** – Carefully review the **Submission Details** page to ensure that you are meeting the requirements for the courses you have selected and that the courses that appear are correct. Once you have reviewed, click **Submit Step 2 of 2**.
- 10) PRINT** – Click on **Print Sign-Off Sheet and Disclosure Sign-off Sheet**
- 11) PAYMENT OF ACTIVITY FEES** – Should be made online @ <https://hcdsb.schoolcashonline.com/> (no cash payments). Attach payment receipt to Course Selection Sign-Off Sheet.