

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)

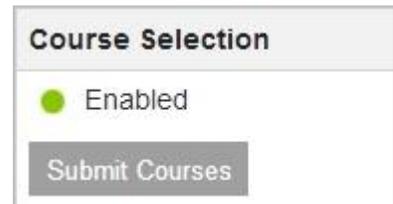
**1) VISIT [WWW.MYBLUEPRINT.CA/HCDSB](http://WWW.MYBLUEPRINT.CA/HCDSB)**

**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**

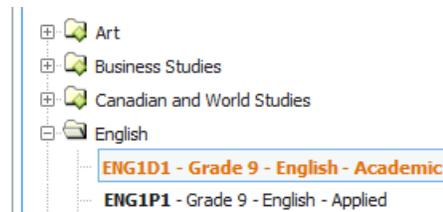


**Please Note-Existing User:** Enter your email and password and click **Login**. (You do not need to create an account)

**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** by your school. 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**.

**11) PAYMENT OF ACTIVITY FEES** – Should be made online @ <https://hcdsb.schoolcashionline.com/> (no cash payments). See steps below. Attach payment receipt to Course Selection Sign-Off Sheet.

**YOU'RE DONE!** Print and return the signed copy of your Course Selection Sign-Off Sheet and Parent/Guardian Consent Form, along with the online activity fee receipt to your Homeroom Teacher.

**\*\*School related expenses are now available online for your convenience!**

**Please take a few minutes to register and make payment!**

<b>Here's how:</b>	[ see school website for more details <a href="http://sta.hcdsb.org">http://sta.hcdsb.org</a> ]
<b>Step 1: Please visit: <a href="https://hcdsb.schoolcashionline.com">https://hcdsb.schoolcashionline.com</a></b>	
<b>Step 2: Register by selecting the “Get Started Today” and following the steps.</b>	
<b>Step 3: After you receive the confirmation email, please select the ‘click here’ option, sign in and add each of your children to your household account.</b>	
<b>Step 4: Make payment, print and attach receipt to Course Selection Sign-off Sheet</b>	