

myBlueprint

Accessing your myBlueprint account

Students would log in with their board/school provided **email and password**. This would be the same credentials that the student would be using to log in to the computers at school.

Tips

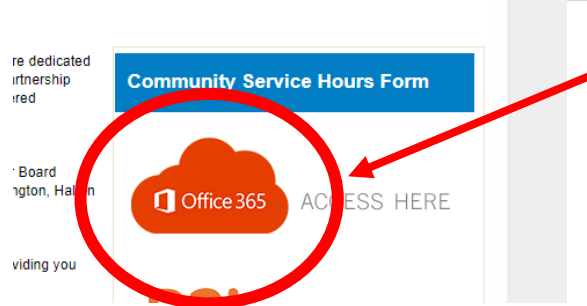
Use the email address that you used last year – it will probably be your firstname.lastname.###@students.hcdsb.org address.

Use the password that you used last year. Click “Forgot Password?” to reset it if you can’t remember it.

Access your @students.hcdsb.org mail

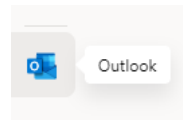
If you've requested a password reset, you will have to access your @students.hcdsb.org email account.

You can do this by going to <https://www.hcdsb.org/Students/Pages/Default.aspx> and clicking Office365.



When prompted, enter your @students.hcdsb.org email address and system password.

Finally, click the Outlook icon



to access your mail.

Creating an account

If you did **not** come from an HCDSB elementary school:

Students **Activate** their accounts by following the steps below:

1. Visit www.myBlueprint.ca/hcdsb and click '**Sign Up**'
2. Select your school from the drop-down and click '**Create Account**'
3. Select '**Student**'
4. When prompted, enter their **Ontario Education Number (OEN)** & **Date of Birth** and complete the sign-up steps

Issues?

Please contact your guidance counsellor if you've followed these instructions and are still having difficulties accessing your myBlueprint account.