

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

## EXISTING USER?

1. Visit [www.myBlueprint.ca](http://www.myBlueprint.ca)
2. Enter your email and password, click Login



## NEW USER?

1. Visit [www.myBlueprint.ca](http://www.myBlueprint.ca)
2. Enter your school's Activation Key (hdch) and click Create Account
3. Select your grade, click Continue
4. Enter your Ontario Education Number (OEN) and Date of Birth, click Continue  
Note: Your OEN can be found in Edsby. It's in the "Information" box on the right-hand side of your home screen; the 9-digit Student # listed under your Birthday.
5. Fill out the sign up form.



### Welcome Back

Username/Email

Password [Forgot Password](#)

**Log In**

## COURSE SELECTION

From your Dashboard, click on the View Courses button that appears in the Course Selection box at the top left. 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 HighSchool Planner - you can also access this by simply clicking on High School from the left hand navigation menu.

### Course Selection



Not Submitted  
Not returning next year?



 Course Selection is **Not Submitted** [Not Returning?](#) 

**1** Step 1 Add Courses    **2** Step 2 Review Courses    **3** Step 3 Submit Courses    **Review Submission**

### 1) STEP 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 to Plan when you find the course you want.

The Graduation Indicator will help you keep track of your progress. Click View Progress for a list of specific graduation requirements.

## ONLINE COURSE SELECTION GUIDE FOR STUDENTS


- 2) **STEP 2: REVIEW COURSES** – When you are ready to submit your course selections, click the Review Course Selections button and give your course selection one final look over.



Course ID	Course Name	Status
ENG3U1	English	Prerequisite(s) Not Met
MEL3E1	Mathematics for Work and Everyday Life	No Issues
BAF3M1	Financial Accounting Fundamentals	No Issues
HPC3O1	Raising Healthy Children	No Issues

**HINT:** If available, you can use the comments section to explain any issues to your guidance counsellor (i.e. taking the prerequisite in night school, or summer school, etc).

- 3) **STEP 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.



- 4) **PRINT SIGN-OFF SHEET**

**NOTE:** The sign-off sheet will show in another tab or window – if it doesn't show after you've click the button, check the pop-up blocker settings for your web browser.



Course Selection is now **Submitted** Oct 19, 2016

[Print Sign-Off Sheet](#)

**YOU'RE DONE!** Print and return a signed copy of your Course Selection Sign-Off Sheet to your Counsellor or Teacher.