



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

EXISTING USER?

1. Visit www.myBlueprint.ca
2. Enter your email and password, click **Login**

Existing User

Your E-Mail Address

Your Password

Login Forgot your password?

NEW USER?

1. Visit www.myBlueprint.ca
2. Enter our school's Activation Key "smithville" and click **Create Account**
3. Select your grade, click **Continue**
4. Enter your **Ontario Education Number** and **Date of Birth**, click **Continue**
5. Fill out the sign-up form

New User

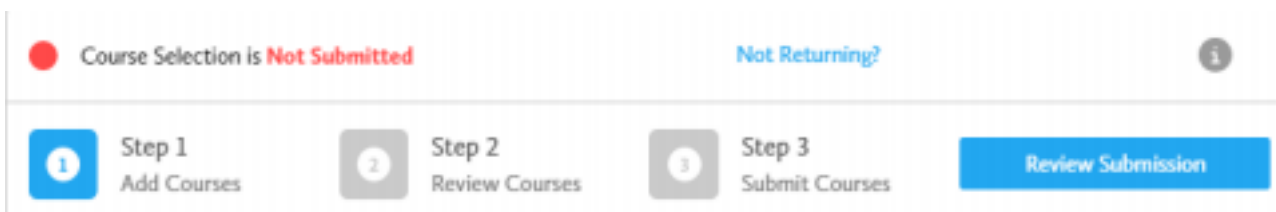
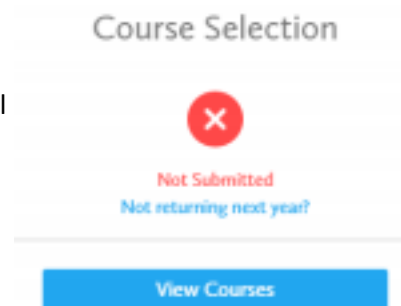
Enter Activation Key

Create Account ?

COURSE SELECTION

From your **Dashboard**, click on the **View Courses** button that appears in the **Course Selection** box at the bottom centre of your dashboard. 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.

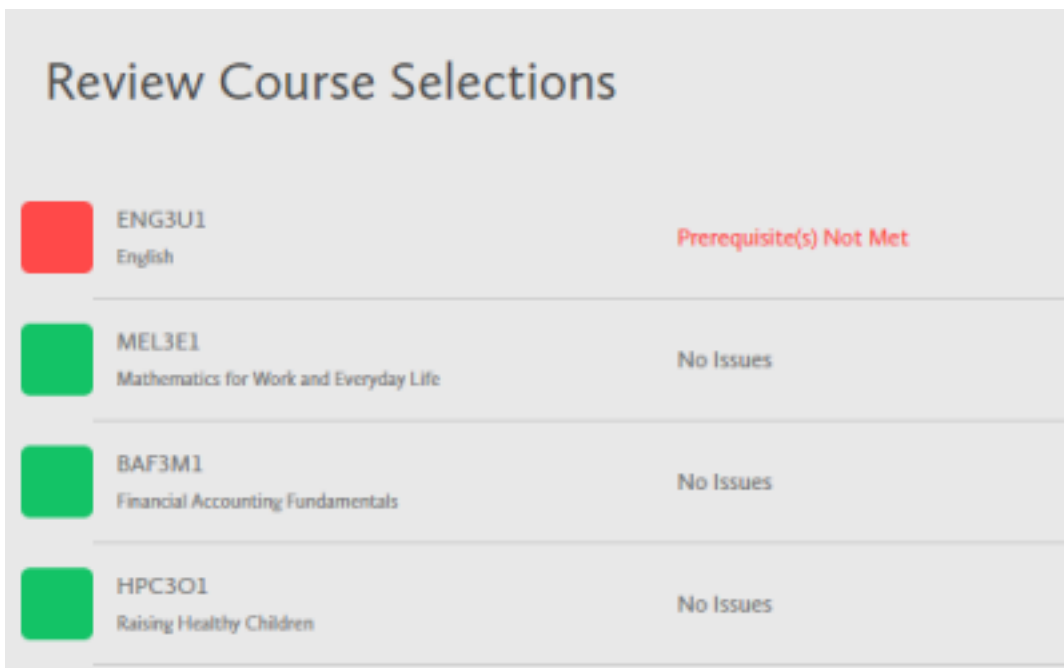


1) STEP 1: ADD COURSES FOR NEXT YEAR

- In High School Planner, click **course descriptions**.
- In the **Courses Tab**, 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.

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.



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 - after you clicked the button– if it doesn’t show after you’ve click the button, check the pop-up blocker settings for your web browser.



YOU’RE DONE! Print and return a signed copy of your **Course Selection Sign-Off Sheet** to the Student Services office.