

NOTE: Do **NOT** begin your course selection process until you have had your session with the Guidance Counsellors in February!

This step-by-step guide will help you complete online course selection using the myBlueprint website. **If you are a NEW USER, you will require the below information to get started.**

- School Activation Key
- Ontario Education #
- Date of Birth (DOB)

1) VISIT WWW.MYBLUEPRINT.CA

2) **CREATE AN ACCOUNT** – If you are a **New User**, enter your **Activation Key** and click **Create Account**. Speak to your Counsellor or Teacher for your Activation Key.

Existing User? Enter your email and password and click **Login**.

3) **COURSE SELECTION** – Once in My Profile, click on the **Submit Courses** button that appears in the Course Selection box on the right. The button will say **Plan Courses** if course selection is not enabled.

4) **ADD COURSES FOR NEXT YEAR**

- In High School Planner, click **Add [Course]**.
- In the **Course Selection and Details** screen, explore the available courses.
- Click **Add Course to Plan** when you find the course you want.

5) **GRADUATION INDICATOR** – the **Graduation Indicator** will help you keep track of your progress. Click **View Progress** for a list of specific graduation requirements.

6) **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.

7) **CONFIRM & PRINT** – 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 **Confirm & Print**.

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

Grade 9	Grade 10	↓ Grade 11 ↓
85 ADA101	CHC2D1	Add English
85 CGC1D1	CHV2O1	Add Mathematics
87 FSF1D1	ENG2D1	Add Course
86 SNC1D1	FSF2D1	Add Course