

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)



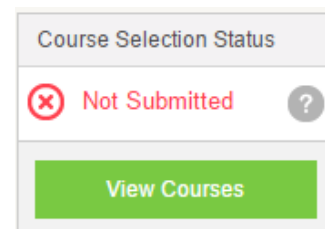
1) VISIT WWW.MYBLUEPRINT.CA

2) Enter your email and password and click **Login**.

- *If you do not have a myBlueprint account:* Enter your **Activation Key** and click **Create Account**. The **Activation Key** is: **whiteoaks**

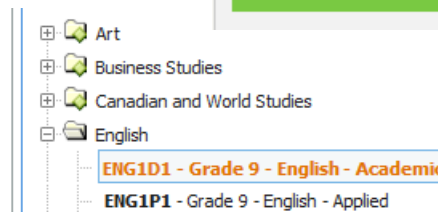
3) **COURSE SELECTION** – From the Home screen, click on the **View Courses** button that appears in the **Course Selection Status** box on the left. The button will say **Plan Courses** if course submission is disabled.

HINT: Clicking on **View or Plan Courses** will take you to your High School Planner - you can also access this by simply clicking on the High School Planner box in your dashboard.



4) **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.



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) **REVIEW PLANS** – When you are ready to submit your course selections, click the **Review Plan** button and give your course selection one final look over

Note: the **Review Plan** 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.

7) **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 Courses**.

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).

8) **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.

YOU'RE DONE! Bring your signed **COURSE SELECTION SHEET (paper copy)** to your meeting with your Guidance Counsellor (classes to be called down between Feb. 8 – 19, 2016)