

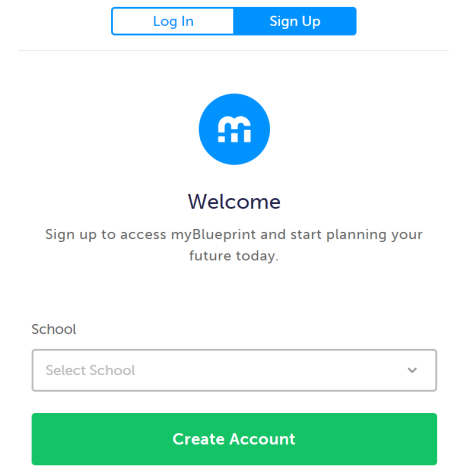
This step-by-step guide will help you complete online course selection using the myBlueprint website.

## EXISTING USER?

1. Visit [www.myblueprint.ca/tdsb](http://www.myblueprint.ca/tdsb)
2. Click **Log In** at the top right
3. Enter your email and password, click **Login**

## NEW USER?

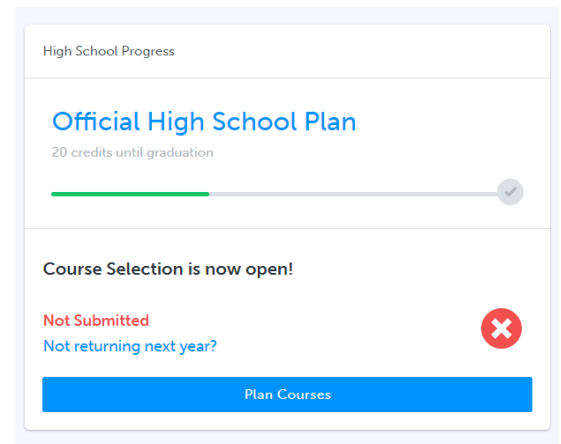
1. Visit [www.myblueprint.ca/tdsb](http://www.myblueprint.ca/tdsb)
2. Select **your next year high school** from the drop down list and click **Create Account**
3. Select **Students** and click **Continue**
4. Select **Grade**, click **Continue**
5. Enter your **Ontario Education Number (i.e., OEN – on your timetable)** and **Date of Birth**, click **Continue**
6. Fill out the sign up form and click **Create Account**



## COURSE SELECTION

From your **Dashboard**, click on the **Plan Courses** button that appears in the High School Progress box. The button will say **Plan Courses** if course submission has not yet been enabled at your school.

***HINT:** Clicking on **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.*



## CREATE A HIGH SCHOOL PLAN

To complete course selection, you must create your first high school plan

- From the left navigation menu, click **High School**
- Click on **Add Plan**
- **Select the High School** you plan to attend next year and click **Create New Plan**
- **Considering more than 1 high school?** You can plan and submit courses for more than 1 high school by clicking **View Plans > Add New Plan**

### 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** when you find the course you want.

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

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

✖ Your courses are **Not Submitted**
Not returning next year?

1 Step 1  
Add Courses

2 Step 2  
Review Courses

3 Step 3  
Submit Courses

Review Course Selections

**NOTE:** If available, you can use the “Add Comments” section to explain any issues to your guidance counsellor (i.e. taking the prerequisite in night school, or summer school)

1 Review Course Selections
2 Add Comments

✓ ENG2P1  
English

✓ MFM2P1  
Foundations of Mathematics

Add comments you would like to include

1 Step 1  
Add Courses

2 Step 2  
Review Courses

3 Step 3  
Submit Courses

Submit Course Selections

- 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**. Please note that you will not be able to modify your course selections once submitted (unless your guidance counsellor re-allows submission)!

Submit Course Selections

- 4) **EMAIL PARENT APPROVAL/PRINT SIGN-OFF SHEET** – After submitting your course selections, you will have to:

- Click the blue **Send Approval Email** to email your parent/guardian to approve your course selections,

! Email your parent/guardian so that they may confirm your selections

1 Step 1  
Add Courses

2 Step 2  
Review Courses

3 Step 3  
Submit Courses

Send Approval Email

