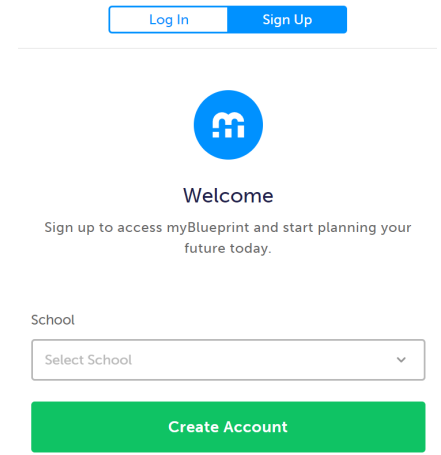This step-by-step guide will help you complete online course selection using the myBlueprint website.

☐ EXISTING USER?

1. Visit www.myblueprint.ca
2. Click **Log In** at the top right
   - o Did you sign up and a password manually in myBlueprint? Enter your email and password, click **Login**
   - o Does your school use Single Sign-on, where you log in with a school username and password? Click **School Account Login**, and find your school board/district in the drop-down menu.
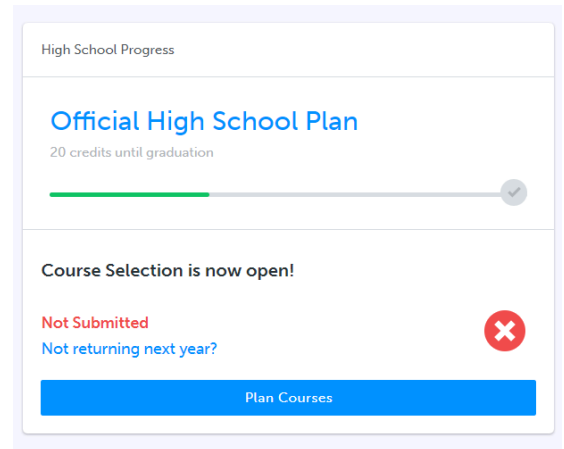
Log In | **Sign Up**

Welcome

Sign up to access myBlueprint and start planning your future today.

School

Select School ⌄

Create Account

☐ NEW USER?

1. Visit **www.myBlueprint.ca/tdsb**
2. Click **School Account Login**, if you see that button, and log in with your school username/password (same as you would use to log in on a school computer)
3. Don't see a School Account Login option? Click **Sign Up**
4. Select **your school** from the drop down list and click **Create Account**
5. Select **Students** and click **Continue**
6. Select your grade, click **Continue**
7. Enter your **Provincial Education Number (i.e., OEN, ASN, MET)** and **Date of Birth,** click **Continue**
8. 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 **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.*

High School Progress

Official High School Plan

20 credits until graduation

Course Selection is now open!

Not Submitted
Not returning next year?

Plan Courses

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.

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)

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)!

4) **EMAIL PARENT APPROVAL/PRINT SIGN–OFF SHEET** – After submitting your course selections, depending on your school board you will either have to:

- Click the blue **Send Approval Email** to email your parent/guardian to approve your course selections, or
- Click the **Print Sign-off Sheet** or **Printer** button at the top right, have your parent/guardian sign a copy, and return it to your counsellor or teacher

NOTE: *You can also access the sign-off sheet from the* **High School** *planner – if it doesn't show after you've clicked the* **Printer** *button next to the Resend Approval Email button, check the pop-up blocker settings for your web browser. If you don't see an option to print, that means this step is not required by your school.*

Resend Approval Email

YOU'RE DONE!