



myBlueprint Sign Up and Account Activation Instructions

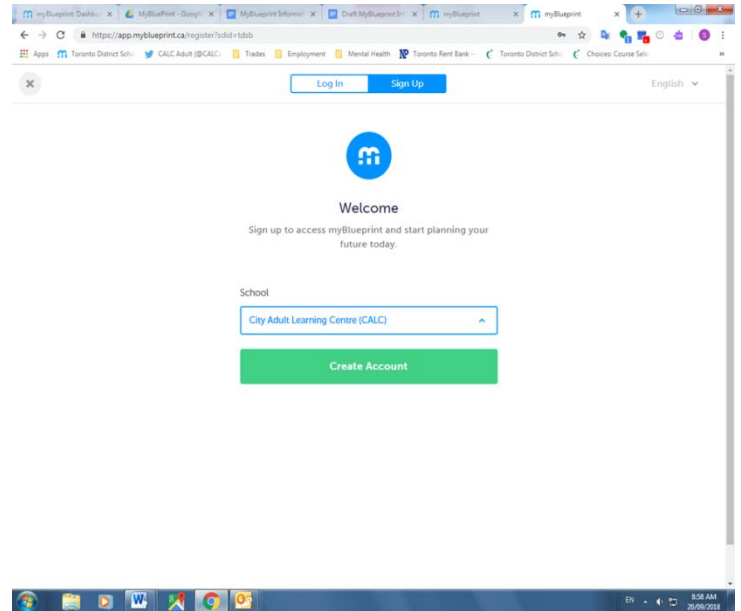
Login information:

Using Google Chrome  visit:

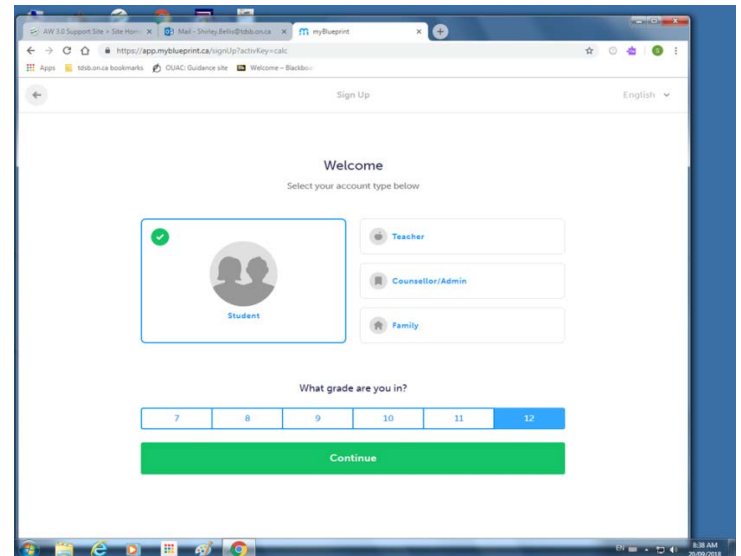
<http://myblueprint.ca/tdsb>

Step 1: Creating a New Account

- Click the **Sign Up** button on the top right.
- Select your school (**CALC 21+ City Adult Learning Centre**) from the drop down menu.
- Click on the “Create Account” button.
- If you already have an account, please Log In and update your non-personal email address and enter your OEN.*



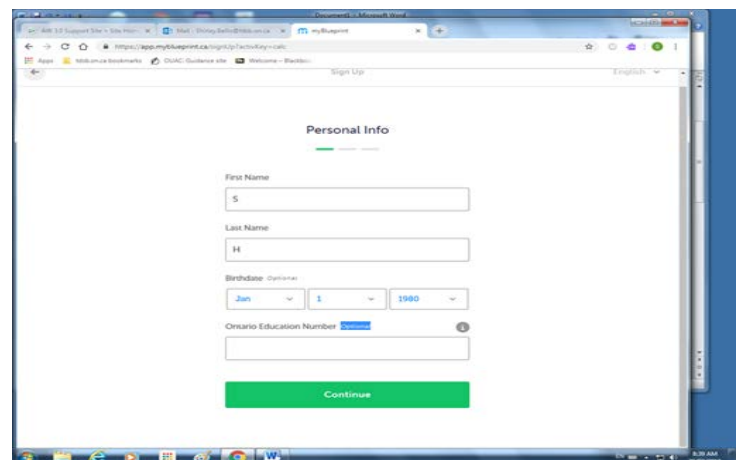
Step 2: Select **Student** account and grade **12** and click “**continue**”.



Step 3: You **MUST** enter your Ontario Education Number (OEN) and your birthdate in order to request courses for next quad.

NOTE: Your OEN is different from your TDSB student number. Your OEN can be found at the top of your transcript, credit counselling summary, course request verification sheet or report card.

Click “Continue”.



Step 4:

Enter your personal (non-tdsb) email: i.e. XYZ@gmail.com

Enter your password:

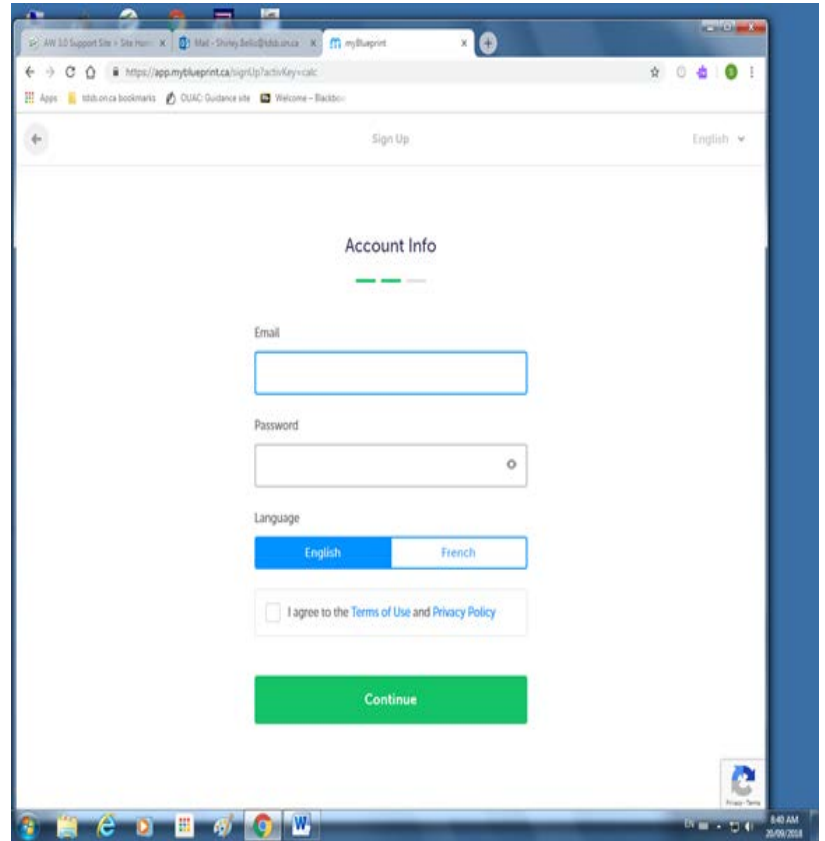
*You will be asked to verify this information by typing it again.

Select English or French.

Click on the box “I agree to terms of use and Privacy Policy”.

Click “continue” and “get started”

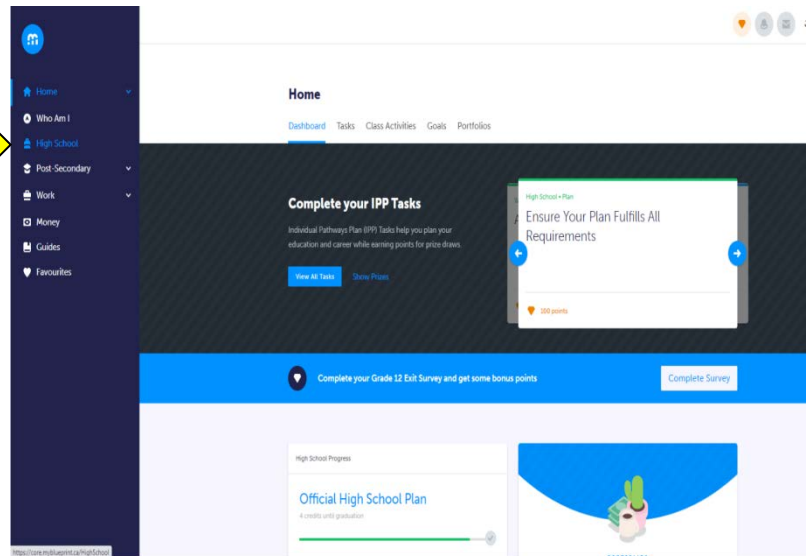
You will receive an email from myBlueprint. Please check your personal email (as entered above) and follow the instructions to verify and activate your account.



Once you have activated your account the myBlueprint “Home” page will open.

***Close any pop-up messages (no need to complete the not returning to high school survey)**

Select “**High School**” from the menu on the left side of the screen.



COURSE REQUEST INSTRUCTIONS

After selecting “High School” from the menu, you will see your Official High School Plan and the courses that you have most recently taken in the “Plan” view will be listed under Grade 12. Use the arrow to scroll to the “Additional Next Year” column

High School

Plan Courses

Official High School Plan

Course Selection is now Closed

Grade 9 Completed	Grade 10 Completed	Grade 11 Completed	Grade 12 Current Year
Civics CHV20 • 0.5 Credit	Group 2 Course QGR2D2 • 1 Credit	+ Course	Geography of Canada CGC1D8 • 1 Credit • 84%
Career Studies GLC20 • 0.5 Credit	Group 3 Course QGR2D3 • 1 Credit	+ Course	English P1 ENG1D1 • 1 Credit • 70%
Drama ADA1D • 1 Credit	Science SNC2D • 1 Credit	+ Course	English for School and ... ESLCO1 • 1 Credit • 82%
Canadian History Sinc... CHC2D • 1 Credit	+ Course	+ Course	Science P1 SNC1D1 • 1 Credit • 80%
Core French FSF1D • 1 Credit	+ Course	+ Course	BTX4C1 BTX4C1 • 1 Credit
Principles of Mathema... MPM1D • 1 Credit	+ Course	+ Course	English P1 ENG2D1 • 1 Credit • 88%

The **Additional Year Column** will show: Period 1, Period 2 and Period 3. To pick courses for next quad click on the period you are interested in taking to explore the course offerings.

High School

Plan Courses

Official High School Plan

Your courses are **Not Submitted** [Not returning next year?](#)

Step 1 Add Courses Step 2 Review Courses Step 3 Submit Courses [Review Course Selections](#)

Grade 10 Completed	Grade 11 Completed	Grade 12 Current Year	Additional Next Year
Group 2 Course QGR2D2 • 1 Credit	+ Course	Geography of Canada CGC1D8 • 1 Credit • 84%	+ Period 1
Group 3 Course QGR2D3 • 1 Credit	+ Course	English P1 ENG1D1 • 1 Credit • 70%	+ Period 2
Science SNC2D • 1 Credit	+ Course	ESLC Class P1 ESLCO1 • 1 Credit • 82%	+ Period 3

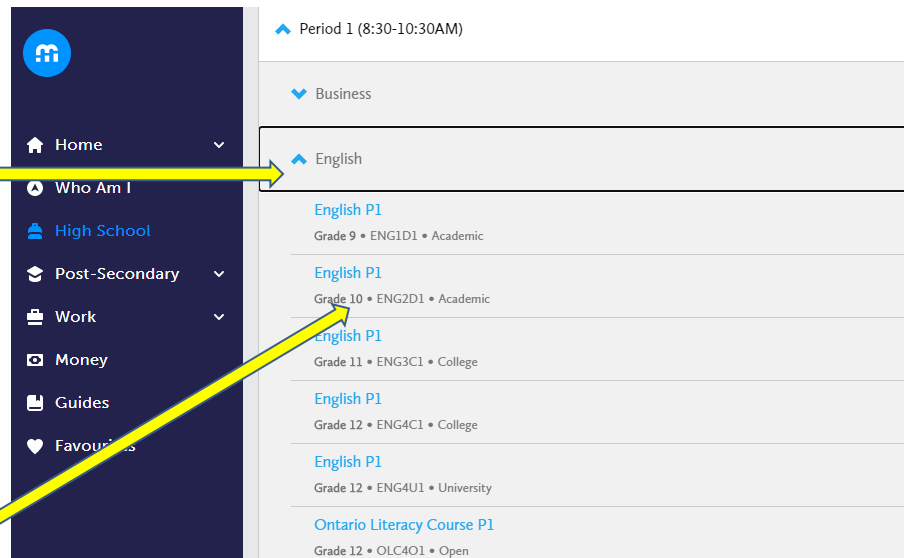
Science P1 - SNC1D1

Once you have selected the period, a list of subjects offered in that period will appear i.e. Math, English, Science, etc.

Click on the subject(s) you are interested in to see the courses offered during that period.

In the example below, you can see that the subject “**English**” was selected. All the English courses offered in that period are listed.

To learn more about a course, **click on the course.**



To request a course for next quad, click on the “**Add Course**” button. Given the fast pace of the quadmester model, it is strongly advised to take a **maximum of 2 courses** per quad. Enrollment in 2 courses gives you **FULL-TIME STATUS**. You can **ignore** the warning the program will give you, i.e. “*you do not have a full course load.*”

High School

Plan Courses

Filters Grade Discipline Search Courses...

Period 1 (8:30-10:30AM)

Business

Information and Communication Tech P1
Grade 10 • BTT2O1 • Open

Principles of Mathematics P1
Grade 10 • MPM2D1 • Academic

Functions and Applications P1
Grade 11 • MCF3M1 • University/College

NOT RETURNING
Grade 12 • NOTRET • Workplace

English

Mathematics

Science

Technological Education

Information and Communication Tech P1
Grade 10 • BTT2O1 • Open

Description

This course introduces students to information and communication technology and builds a foundation of digital literacy skills necessary for success in a technologically driven society. Students will develop skills in learning platforms, word processing, spreadsheets, databases, desktop publishing, presentation softwares, and more.

Course Status

Planned In-Progress Completed

Add Course

Repeat this step for each period you wish to take. Note if you do not have the prerequisite, you will be notified in **red** and you will need to change your course request. If you are repeating a course you will also be notified and may need permission to repeat the course.

To change or delete a course, select “Plan” and use the arrow to scroll to the “Additional Next Year” column. This column will show your course requests. Click the three dots shown below to make changes/delete.

Official High School Plan View Plans

Course Selection is now Closed

←	Grade 10 Completed	Grade 11 Completed	Grade 12 Current Year	Additional Next Year
	Group 2 Course QGRZD2 • 1 Credit	+ Course	Geography of Canada CGC1D8 • 1 Credit • 84%	Information and Com... BTT2O1 • 1 Credit
	Group 3 Course QGRZD3 • 1 Credit	+ Course	English P1 ENGLD1 • 1 Credit • 70%	Challenge and Change... HSB4U1 • 1 Credit
	Science SNC2D • 1 Credit	+ Course	English for School and ... ESLCO1 • 1 Credit • 82%	Ontario Literacy Cour... OLC4O3 • 1 Credit
...	+ Course	+ Course	Science P1 SNC1D1 • 1 Credit • 80%	+ Add Course
	+ Course	+ Course	BTX4C1 BTX4C1 • 1 Credit	

Click the “Review Course Selections” button to double check the courses you have requested.

High School

Plan Courses

Official High School Plan View Plans

× 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

Grade 9 Completed	Grade 10 Completed	Grade 11 Completed	Grade 12 Current Year	→
Civics CHV2O • 0.5 Credit	Group 2 Course QGRZD2 • 1 Credit	+ Course	Geography of Canada CGC1D8 • 1 Credit • 84%	Inform BTT2O1
Career Studies GLC2O • 0.5 Credit	Group 3 Course QGRZD3 • 1 Credit	+ Course	English P1 ENGLD1 • 1 Credit • 70%	Chall HSB4U1
Drama ADA1O • 1 Credit	Science SNC2D • 1 Credit	+ Course	English for School and ... ESLCO1 • 1 Credit • 82%	+ P

Congratulations—You're Almost Done!!!

Before you submit: Review your requested course selection and add comments in the “**Add Comments**” box **if necessary**. For example, let your counsellor know if you are: taking a summer school course (include course code i.e. (ENG2P1); wish to repeat a course; explain why you are requesting a third senior level course. **Ensure your courses are correct before submitting your request.**

Note, you will need to request permission to change your course request after submitting your selection. You may request a change(s) until the timetable change deadline. All courses are subject to cancellation and availability

Click on “**Submit Course Selections**” to finalize your request. Once submitted you will get a notification. This is NOT yet your final timetable. You will be provided with an official timetable once all courses have been scheduled. Thank you for choosing the City Adult Learning Centre—we look forward to supporting you next quad!

Review Courses

 Review your course selections before submitting. Once submitted, you can no longer make changes in myBlueprint.

 Step 1
Add Courses

 Step 2
Review Courses

 Step 3
Submit Courses

[Submit Course Selections](#)

1 Review Course Selections

 BTT201
Information and Communication Tech P1

 HSB4U1
Challenge and Change in Society P2

2 Add Comments

Add comments you would like to include

Add Comments

 Step 1
Add Courses

 Step 2
Review Courses

 Step 3
Submit Courses

[Submit Course Selections](#)

Don't forget to check out these helpful pathway planning tools and additional features!

myBlueprint

- Home
- Who Am I
- High School
- Post-Secondary
- Work
- Money
- Guides & Articles
- Favourites

Useful functions located in the menu bar:

- Select the “**Who am I**” tab and complete the 5 surveys to explore what occupations you may enjoy based on your: learning style, personality, interests, knowledge and motivations.
- The “**Post-secondary**” tab gives you the ability to search for and compare **post-secondary programs, admission requirements, tuition etc.** You can compare up to three programs at a time.
- The “**Work**” tab allows you to:
 - **Occupation:** type in jobs to find out about **average salary, future job prospects and main duties etc.** related to specific occupations.
 - **Resume & Cover letter:** create a cover letter and/or resume and make use of tips and suggestions.
 - **Job search:** find a job online through this feature which allows you to search jobs by key word, internship, volunteer or entry level.
- The “**Money**” tab allows you to create a budget.