

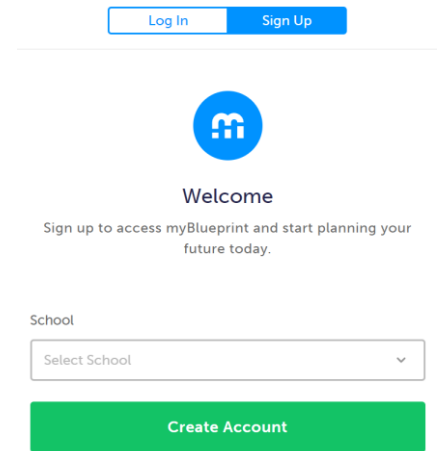
This step-by-step guide will help you complete online course selection using the myBlueprint website.

## ❑ EXISTING USER?

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

## ❑ NEW USER?

1. Visit [www.myBlueprint.ca/Simcoe](http://www.myBlueprint.ca/Simcoe)
2. Select **your school** from the drop down list and click **Create Account**
3. Select **Students** and click **Continue**
4. Select your grade, click **Continue**
5. Enter your **Provincial Education Number (i.e., OEN, ASN, MET)** and **Date of Birth**, click **Continue**
6. Fill out the sign up form and click **Create Account**



Log In Sign Up

**Welcome**

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

School

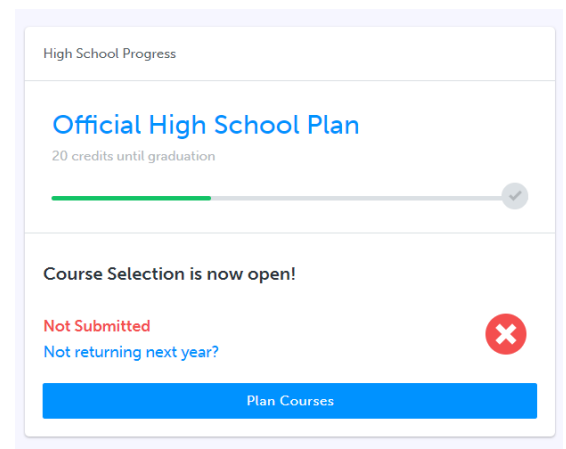
Select School

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

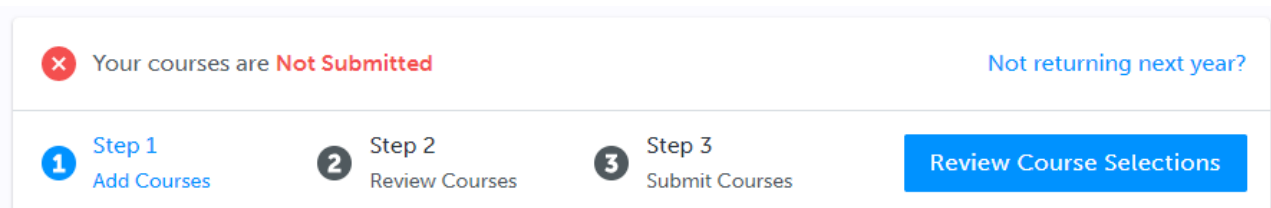
Not returning next year?

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.



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

- 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.

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

**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)!

Submit Course Selections

- 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 **Printer** button at the top right and return a signed copy by your parent to your counsellor or teacher


 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



**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.

Resend Approval Email



**YOU’RE DONE!** \*If required, print and return a signed copy of your Course Selection Sign-Off Sheet to your Counsellor or Teacher.

## Not returning next year?

- 1) From your **Dashboard**, click on the **Not returning next year?** button that appears in the High School Progress box.

High School Progress

### Official High School Plan

13 credits until graduation



Course Selection is now open!

Not Submitted

Not returning next year?



Plan Courses

- 2) Select the option that suits your pathway and press confirm

×
Not returning next year?

Let us know where you're headed by selecting an option below.

☐ Apprenticeship
 ☐ College
 ☐ University
 ☐ Workplace
 ☐ New School
 ☐ Not Graduating
 ☐ Other Education/Training

Confirm