

Student Access Guide



For 7-12, Education Planner is a mobile-friendly education and career/life planning resource used by counsellors and teachers in thousands of schools to meet learning outcomes and engage students in planning for their futures. Students can complete multiple career assessments, unlock occupation matches, plan their courses, compare post-secondary programs, build resumes, cover letters, budgets, and portfolios, and lots more.

How to Log In

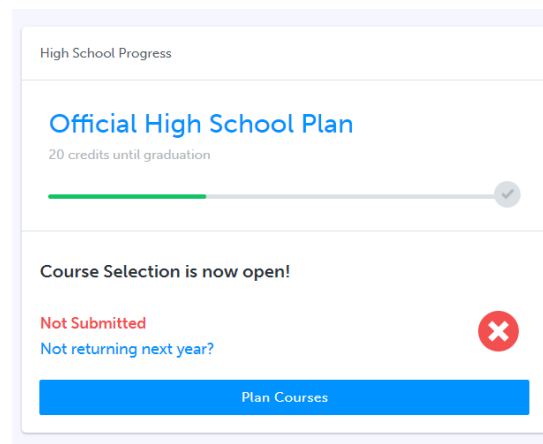
Log In with Single Sign-On (SSO)

1. Visit www.myBlueprint.ca/Simcoe
2. Click 'School Account Log In'
3. Enter your school email/username and password

□ 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 (if you haven't already!)


- 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**

 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


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

1 Review Course Selections

2 Add Comments

 ENG2P1
English

 MFM2P1
Foundations of Mathematics

1 Step 1
Add Courses

2 Step 2
Review Courses

3 Step 3
Submit Courses

Submit Course Selections


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.