

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. Enter your email and password, click **Login**

## ☐ NEW USER?

1. Visit [www.myBlueprint.ca/cdsbeo](http://www.myBlueprint.ca/cdsbeo)
2. Select **Notre Dame** and click **Create Account**
3. Select your grade, click **Continue**
4. Enter your **Ontario Education Number** and **Date of Birth**, click **Continue** (You can retrieve your OEN from a report card or from the Guidance Department.)
5. Fill out the sign up form.

The image shows two screenshots of the myBlueprint website interface. The top screenshot is titled 'Existing User' and features a green header with a lock icon. It contains two input fields: 'Your E-Mail Address' and 'Your Password'. Below these fields are two buttons: 'Login' and 'Forgot your password?'. The bottom screenshot is titled 'New User' and features a blue header with a star icon. It contains one input field: 'Enter Activation Key'. Below this field is a 'Create Account' button and a question mark icon.

## ☐ COURSE SELECTION

From your **Dashboard**, click on the **View Courses** button that appears in the **Course Selection** box in the middle of your screen. (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.

The image shows a screenshot of the 'Course Selection' screen. At the top, the text 'Course Selection' is displayed. Below this, there is a red circle with a white 'X' inside, indicating an error. Underneath the error icon, the text 'Not Submitted' is written in red, and 'Not returning next year?' is written in blue. At the bottom of the screen, there is a blue button labeled 'View Courses'.





The image shows a screenshot of a progress bar for course selection. At the top left, there is a red circle followed by the text 'Course Selection is Not Submitted'. To the right, there is a blue button labeled 'Not Returning?'. On the far right, there is a grey circle with a white 'i' inside. Below this, there are three steps: 'Step 1 Add Courses' (with a blue circle containing the number 1), 'Step 2 Review Courses' (with a grey circle containing the number 2), and 'Step 3 Submit Courses' (with a grey circle containing the number 3). To the right of these steps is a blue button labeled 'Review Submission'.

### 1) STEP 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 to Plan** when you find the course you want.

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

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

Review Course Selections		
	ENG3U1 English	Prerequisite(s) Not Met
	MEL3E1 Mathematics for Work and Everyday Life	No Issues
	BAF3M1 Financial Accounting Fundamentals	No Issues
	HPC3O1 Raising Healthy Children	No Issues

**HINT:** If available, you can use the comments section to explain any issues to your guidance counsellor (i.e. taking the prerequisite in night school, or summer school, etc).

- 3) **STEP 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**.

Submit Course Selections

- 4) **PRINT SIGN –OFF SHEET**

**NOTE:** The sign-off sheet will show in another tab or window – if it doesn’t show after you’ve click the button, check the pop-up blocker settings for your web browser.

 Course Selection is now **Submitted** Oct 19, 2016

Print Sign-Off Sheet



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