



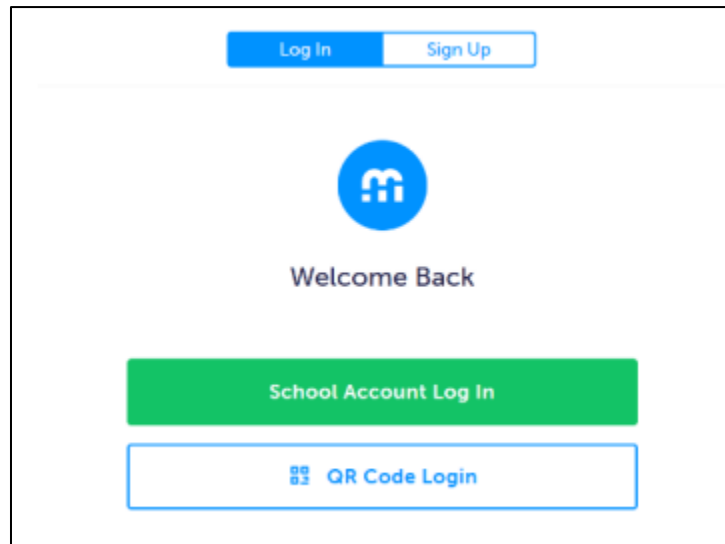
This step-by-step guide will help you complete online course selection using the myBlueprint website.

Students will be using myBlueprint as the online tool to access their IPP. Students have two options to login into their myBlueprint accounts. See 2 options below with images: 1. Go to www.myblueprint.ca/hwdsb and click School Account Log in. 2. Go to www.students.hwdsb.on.ca and click the myBlueprint logo.

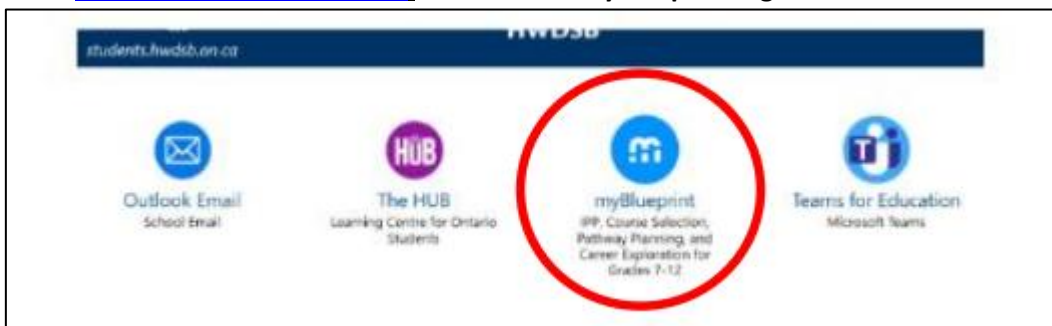
GETTING STARTED

Students will be using myBlueprint as the online tool to their courses for next year and/or to tell us they are returning for 1 semester or NOT RETURNING AT ALL NEXT YEAR. Students have two options to login into their myBlueprint accounts. See 2 options below with images:

1. Go to www.myblueprint.ca and *click School Account Log in.*



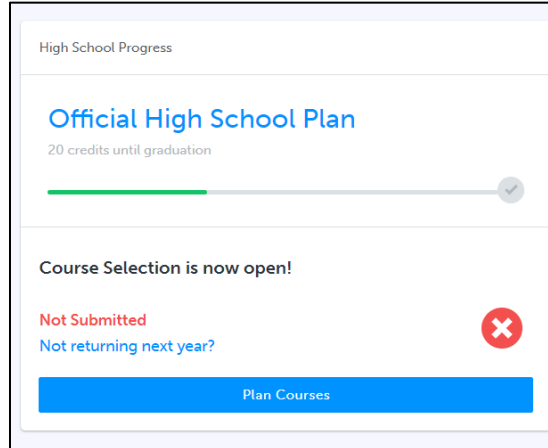
2. Go to www.students.hwdsb.on.ca and **click the myBlueprint logo.**





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.

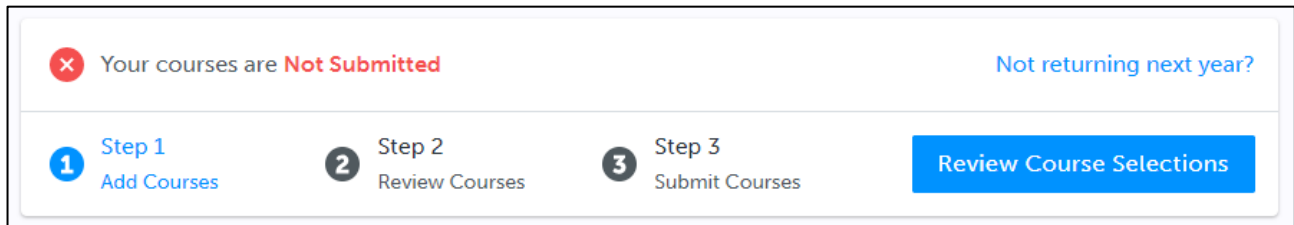


HINT: Clicking on **Plan Courses** will take you to your High School Planner - you can also access this by simply clicking on **High School** from the left hand navigation menu.

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



1 Review Course Selections

✔ ENG2P1
English

✔ MFM2P1
Foundations of Mathematics

2 Add Comments

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

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

! Email your parent/guardian so that they may confirm your selections

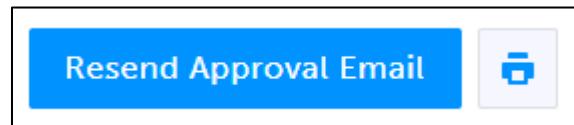
1 Step 1
Add Courses

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. If you don’t see an option to print, that means this step is not required by your school.



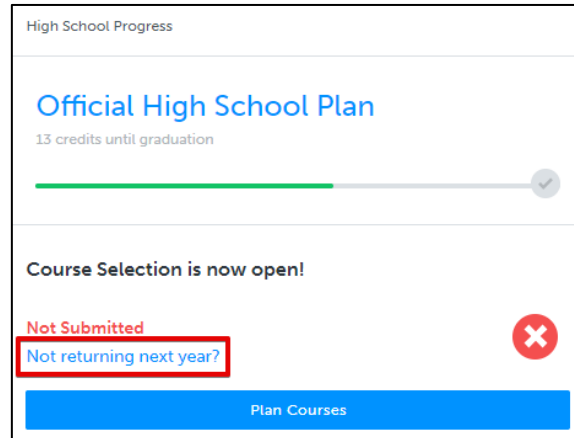
YOU’RE DONE!

SEE NEXT PAGE IF YOU ARE NOT RETURNING NEXT YEAR!



Not returning next year?

- 1) From your **Dashboard**, click on the **Not returning next year?** button that appears in the High School Progress box, or click the same link above the 'Review Course Selections' button in the **High School** section.



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

The screenshot shows a form titled 'Not returning next year?'. Below the title, it says 'Let us know where you're headed by selecting an option below.' There are seven radio button options listed: Apprenticeship, College, University, Workplace, New School, Not Graduating, and Other Education/Training. At the bottom of the form is a blue button labeled 'Confirm'.