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

☐ EXISTING USER?

1. Visit **www.myBlueprint.ca**
2. Enter your email and password, click **Login**

☐ NEW USER?

1. Visit **www.myBlueprint.ca/ucdsb**
2. Select 'North Grenville DHS' from the New User drop down menu and click **Create Account**
3. Select your grade, click **Continue**
4. Enter your **Ontario Education Number (OEN)** and **Date of Birth,** click **Continue.** Your OEN can be found at the top of any report card.
5. Fill out the sign up form.

☐ COURSE SELECTION

From your **Dashboard**, click on the *View Courses* button that appears in the Course Selection box at the top left. The button will say *Plan Courses* if course submission has not yet been enabled at your school.

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.

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

Please ensure that you have selected 3 alternate course selections. These will be used if other courses you have picked cannot be added to your schedule.

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 MSIP Teacher.