

ONLINE COURSE SELECTION GUIDE FOR STUDENTS

Existing User

Login Forgot your password?

Your E-Mail Address

Your Password

👆 New User

- Select School -

Create Account

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

☐ EXISTING USER?

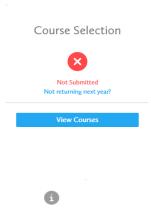
- 1. Visit www.myBlueprint.ca
- 2. Enter your email and password, click Login

☐ NEW USER?

- 1. Visit www.myBlueprint.ca/ucdsb
- 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 <u>Course Selection</u> 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.

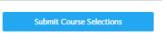


ONLINE COURSE SELECTION GUIDE FOR STUDENTS



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.



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.



YOU'RE DONE!

Print and return a signed copy of your Course Selection Sign-Off Sheet to your MSIP Teacher.