

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

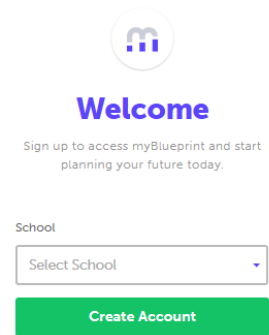
EXISTING USER?

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



NEW USER?

1. Visit www.myBlueprint.ca/stclair
2. Select **your school** from the drop down list and click **Create Account**
3. Select your grade, click **Continue**
4. Enter your **Ontario Education Number** and **Date of Birth**, click **Continue**
5. Fill out the sign up form

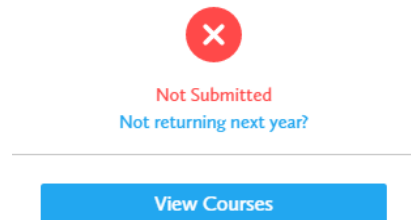


COURSE SELECTION

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.

***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.*

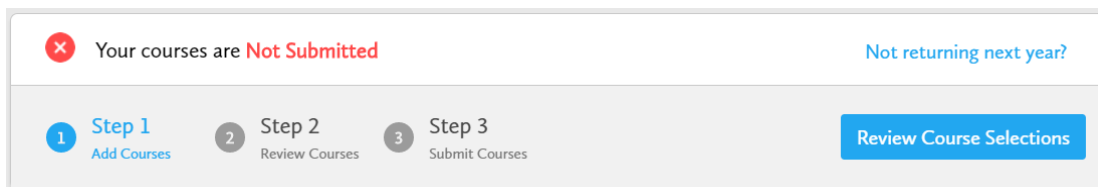
Course Selection



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) **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.

1 Review Course Selections



ENG1D1

English

No Issues



MPM1D1

Principles of Mathematics

No Issues

If available, you can use the “Add Comments” section to explain any issues to your guidance 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**.

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.