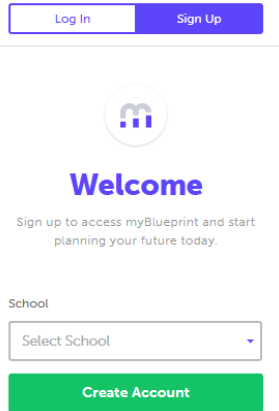


This step-by-step guide will help you complete online course selection using the myBlueprint website.

EXISTING USER?

1. Visit www.myblueprint.ca
2. Click **Log In** at the top right
3. Enter your email and password, click **Login**



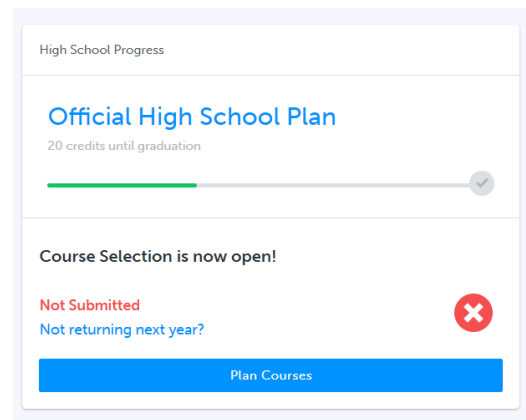
NEW USER?

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

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.

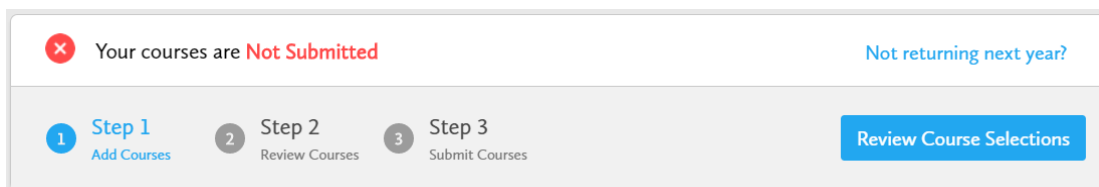
***HINT:** Clicking on **View or Plan Courses** will take you to your High School Planner - you can also access this by simply clicking on **High School** from the left hand navigation menu.*



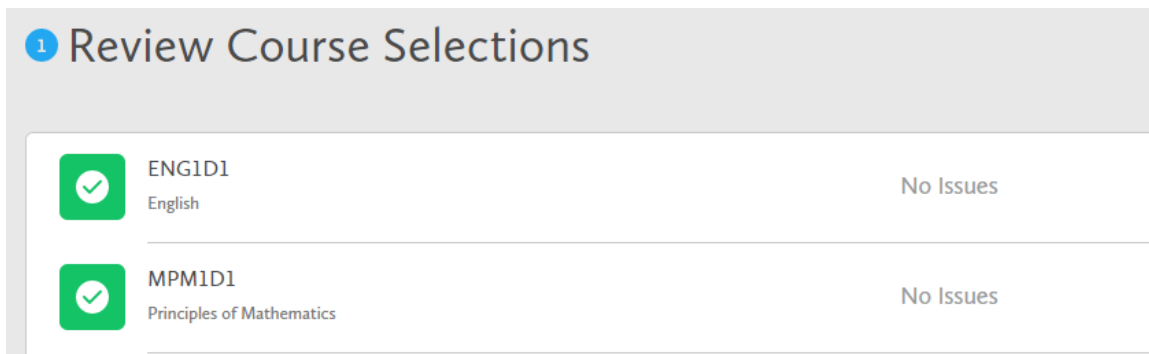
STEP 1: ADD COURSES FOR NEXT YEAR (Refer to <https://morellhigh.wordpress.com/school/> for course information)

- 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.*



STEP 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.



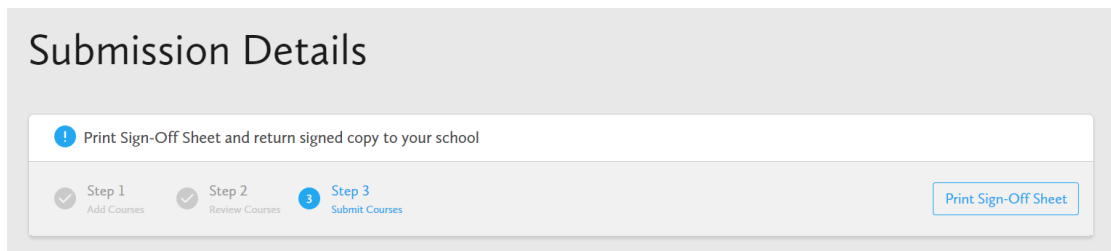
Course ID	Course Name	Status
ENG1D1	English	No Issues
MPM1D1	Principles of Mathematics	No Issues

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)

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 note that you will not be able to modify your course selections once submitted (unless your guidance counsellor re-allows submission)!



STEP 4: PRINT SIGN –OFF SHEET – **If you want a printed copy** after submitting your course selections, click on the **Print Sign-Off Sheet** button at the top right. Due to our circumstances this year, there is no need to return a signed copy to your counsellor or teacher.

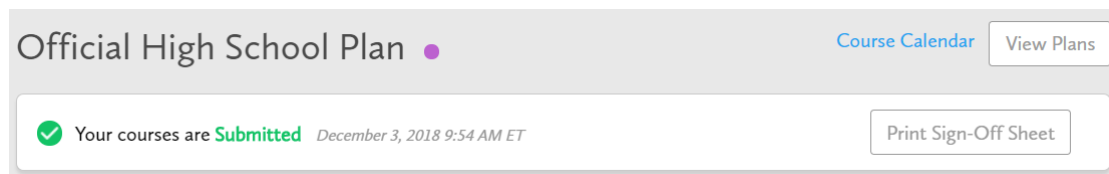


Print Sign-Off Sheet and return signed copy to your school

Step 1 Add Courses Step 2 Review Courses Step 3 Submit Courses

Print Sign-Off Sheet

NOTE: You can also access the sign-off sheet from the **High School planner** – if it doesn’t show after you’ve click the **Print Sign-Off Sheet** button, check the pop-up blocker settings for your web browser.



Official High School Plan ●

Course Calendar View Plans

✔ Your courses are Submitted December 3, 2018 9:54 AM ET

Print Sign-Off Sheet

YOU’RE DONE!