

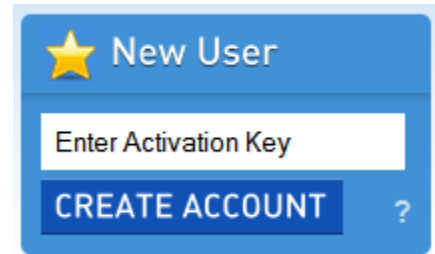
Guide for Students & Parents

This step-by-step guide will help you complete online course selection using the myBlueprint website. **You will require the below information to get started:**

- School Activation Key
- Student Number
- Your Date of Birth (DOB)
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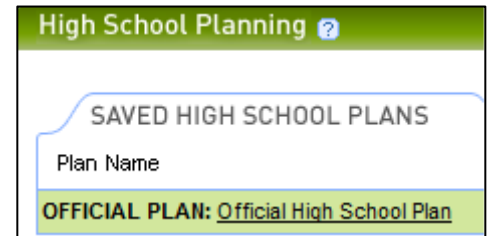
1) **VISIT WEBSITE** – In Internet Explorer or Firefox, visit www.myBlueprint.ca.

2) **CREATE AN ACCOUNT** – In the **New Users** box on the left of the page, enter your **Activation Key** and click “**Create Account**”. Your Counsellor or Teacher can provide you with this information.



Existing User? Enter your email and password in the Existing User box and click “**Login**”.

3) **OFFICIAL HIGH SCHOOL PLAN** – Once you have completed the registration process, scroll down to the green **High School Planning** section in My Profile and click on “**Official High School Plan**”.

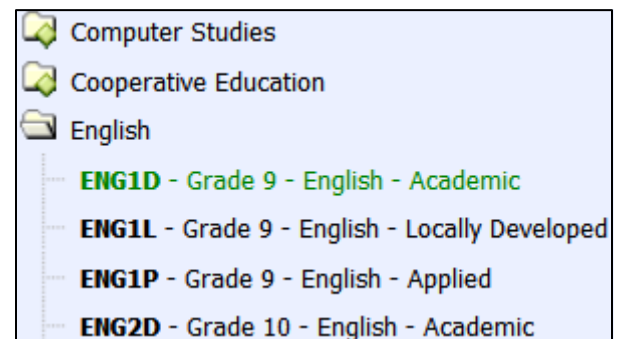


4)

5) **ADD COURSES FOR NEXT YEAR**

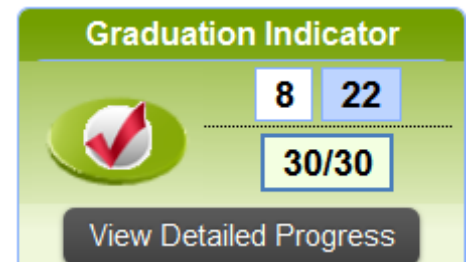
6)

- In the High School Planner grid, Click “**Add [Course]**”.
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- In the **Course Selection and Details** screen, explore the courses available to you.
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- Click “**Add Course to Plan**” when you find the course you want.



7) **VIEW GRADUATION PROGRESS** – the **Graduation Indicator** will help you keep track of your progress. Click “**View Detailed Progress**” for a list of specific Ontario Secondary School Diploma requirements.

8) **Review your progress to ensure you are on track!**



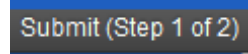
Online Course Selection Guide for Students & Parents

9) UNDERSTAND POST-SECONDARY OPPORTUNITIES –

Before you submit your courses, it is important to understand the impact they will have on your future after high school. Plan ahead and build a full 30-credit plan to instantly discover the post-secondary opportunities available to you using **Program Eligibility Indicator**. Explore the specific opportunities in each pathway by clicking **“View”**.

Program Eligibility	
Apprenticeships	157 View
College Programs	4417 View
University Programs	2528 View
Workplace Sectors	195 View

10) SUBMIT COURSES – When you are ready to submit your course selections, click **“Submit (Step 1 of 2)”**. **Note:** the “Submit” button will only appear if it is course selection time (as set by your school).



11)

12)

13) CONFIRM & PRINT – Carefully review the **Submission Details** page to ensure that you are meeting the requirements for the courses you have selected and that the courses that appear are correct. Once you have reviewed, click **“Confirm & Print”**.

You’re done! PRINT and return a signed copy of your Course Selection Sign-Off Sheet and submit it to your Counsellor or Teacher.

SAMPLE HIGH SCHOOL PLAN WITH PREREQUISITE MISSING FOR 12 ENGLISH (ENG4U)

Year 1	Year 2	Year 3	Year 4	Year 5
85 ENG1D	ENG2D X	Add English	ENG4U X	Add Course
81 MPM1D	MPM2D X	MCR3U X	MHF4U	Add Course
74 SNC1D	SNC2D X	SBI3U X	BAT4M X	Add Course
82 FSF1D	CHC2D X	BAF3M X	SBI4U X	Add Course
78 CGC1D	GLC2O X	BBB4M X	MDM4U X	Add Course
88 PPL1O	BBI2O X	HZB3O X	MCV4U X	Add Course
85 TT1O	CIE3M X	TGJ3M X	Add Course	Add Course
76 AMU1O	ATC2O X	CPC3O X	Add Course	Add Course
	CHV2O X			

REGISTRATION FORMS:

After Students have selected their courses online using MyBlueprint:

1/ Students need to log on to the Lourdes website at <http://www.lourdes.chs.com>

2/ Students and parents need to review the following forms:

- a) Appropriate Use of Technology Form – please submit
- b) Health Care Form – please complete if applicable
- c) Activity Fee Form – please submit

3/ Students return the following to their homeroom teacher (or to the guidance office if they do not have a homeroom teacher)

- i) Signed Confirmation of Course Selections
- ii) Signed Appropriate Use of Technology Form
- iii) Activity Fee and Form (Payable to Our Lady of Lourdes CHS. Payment can be postdated to August 31, 2011.)

In addition, the following information will be posted online on May 2, 2011.

- Insurance Agreement
- Bus Code of Conduct
- Freedom of Information & Protection of Privacy Act
- Extreme Weather
- Locker Agreement
- September Reminders

Thanks for your cooperation with our online registration process. We have heard from many parents who have asked us to eliminate the summer registration in August. This process replaces all of this and does not require student or parents to have to come into school in August. Students will receive their 2011 – 2012 timetable in June prior to exams.