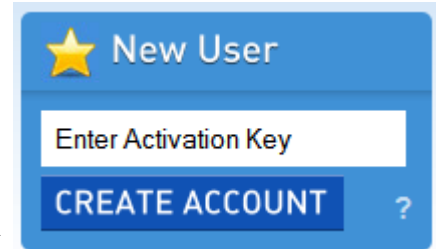


This step-by-step guide will help you complete online course selection using the myBlueprint website. You will require the information below to get started:

- School Activation Key (ourlourdes)
- Student Number (can be located on report card)
- Your Date of Birth (DOB)

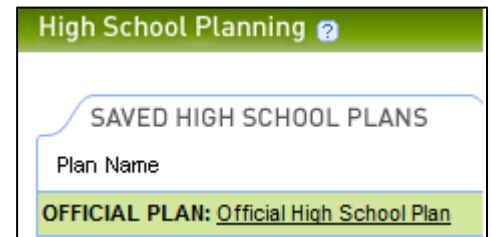
1) **VISIT WEBSITE** – In Internet Explorer or Firefox, visit www.myBlueprint.ca.

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.



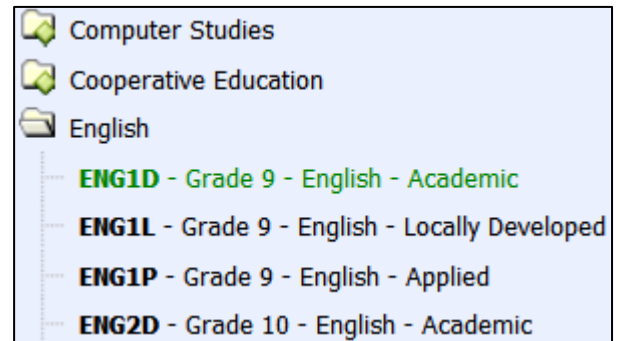
Existing User? Enter your email and password in the Existing User box and click **“Login”**.

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”**.

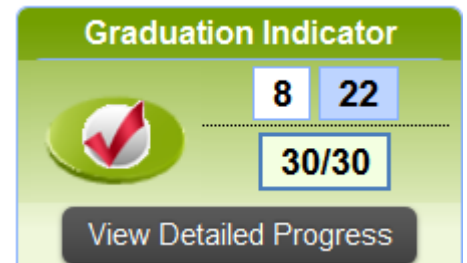


4) **ADD COURSES FOR NEXT YEAR**

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




5) **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.



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

- 7) **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

- 8) **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).

Submit (Step 1 of 2)

- 9) **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”.
- 10) If you are registering for a **Specialist High Skills Major (SHSM)** program for the next school year (in the area of Manufacturing/Robotics, Transportation or Business, please go to the **SHSM Planner** and complete the **Specialist High Skills Major Registration Form**. You must currently be in Gr. 10, 11 or 12 to enrol. For more information, please see your guidance counsellor.
- 11) **PRINT** and sign copy of your Course Selection Sign-Off Sheet
- 12) Go to last page (Registration Forms) - the remaining Registration procedures are listed.

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 TTI1O	CIE3M X	TGJ3M X	Add Course	Add Course
76 AMU1O	ATC2O X	CPC3O X	Add Course	Add Course
	CHV2O X			
81.13%	Year 2	Year 3	Year 4	Year 5

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.com> Follow the link to Registration page.

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) Aboriginal Declaration Form - please complete if applicable
- d) 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 post dated to August 31, 2012.)
- iv) Health Care and Aboriginal Declaration if applicable

In addition, the following information will be posted online in early May 2012.

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

Thank you for your cooperation with our online registration process. As a result, students and parents are not required to come into school in August for registration. Students will receive their 2012 - 2013 timetable in June prior to exams.