


myBlueprint User Manual

Follow the simple steps below and get the most out of myBlueprint Education Planner:

- 1) Visit www.myBlueprint.ca
- 2) Enter your Activation Key
- 3) **myProfile** - Creating your own secure space to save your high school plans, programs of interest and personal notes
 - a. Click the myProfile tab
 - b. Fill in the required information
 - c. Click 'Save Profile'
- 4) **High School Planner** – Creating your online and interactive Annual Education Plan
 - To start a new high school plan, click the High School Planner tab
 - a. **Entering Courses into Planner**
 - i. Browse or Search available courses from the Course List on left of screen
 - ii. Click on the course you would like to add to your high school plan
 - iii. Drag the Course Box to the desired location in the planner grid
 - b. **Viewing Course Details**
 - 1) To view the course description and prerequisites for a course, select the course from the Course List and the details will appear below
 - c. **Viewing Diploma Requirements**
 - i. To track the course requirements that have been fulfilled by the current plan, click 'View Diploma Requirements'
 - d. **Saving Plan to myProfile**
 - i. To save your work, type a name for your plan and press 'Save'
Note: You may store multiple high school plans in myProfile
 - e. **Adding Additional Courses**
 - i. To add additional courses, such as summer or night school, click the plus sign  to the right of the planner grid
 - f. **Graduation Notification**
 - i. When you have fulfilled all the course requirements for your Ontario Secondary School Diploma, the Graduation Notification icon will appear

Address



Course Box



Plan Name:



g. Printing

- i. To Print your High School Plan in a Printer Friendly version, click on the ‘Print Version’ button

Note: You may also use the Print Version button to print post-secondary program search results and details (as described below)



5) Exploring Post-Secondary Programs

- To begin searching for post-secondary programs, **do one of the following:**
 - i. Click on the ‘View’ button beside your desired destination (Apprenticeship, College or University) in the Program Eligibility Indicator at the bottom of the High School Planner screen
 - ii. Click the Program Finder tab



a. Setting your Preferences

- i. To filter the available programs and find that one that is right for you, define the preferences from the dropdown menus
 - ii. Begin by selecting the destination type that you are interested in exploring
 - iii. Continue with Province, Category and/or any of the other available preferences
- Note:** For an explanation of any specific preference, click the question mark

Show Me:	Colleges and Universities	▼
Province:	Ontario	▼
Category:	Education	▼

b. Viewing Program Details

- i. To discover valuable information about any program, click on the ‘View’ button



c. Comparing Program Details

- i. To compare up-to three programs side-by-side, check the box beside each and click the ‘Compare’ button



d. Minimizing Details

- i. To hide information that is not relevant to you, click the ‘Hide’ button



e. Saving Programs to myProfile

- i. To save program of interest to myProfile, click the ‘Save to Profile’ button

