STUDENTS OF BHNCDSB - HOW TO REGISTER and SELECT YOUR COURSES ONLINE USING MyBlueprint

Students who are currently registered at Holy Trinity will be using the myBlueprint website to register on-line for course selections. Below is a step-by-step guide to registering for your courses.

PART 1: HOW TO ACCESS MYBLUEPRINT AND YOUR COURSE PLAN

Step 1

1. Choose the **Register Now** button found on www.trinitycatholic.ca. The Board's **Secondary Registration** webpage displays.
2. Scroll to the **Secondary School Registration | Instructions for BHNCDSB Students** section. It is easy to find as you will see the MyBlueprint logo there.
3. Select the **MyBlueprint** hyperlink or visit www.myblueprint.ca/bhncdsb directly. The MyBlueprint website opens and you can move on to **Step 2**.

Step 2

1. Select **Brant Haldimand Norfolk Catholic School Board**.
2. Select **SCHOOL ACCOUNT LOGIN** and from there, log in with your BHNCDSB Username and Password. (If you are at school it will automatically sign you in.)

Step 3

1. From the Dashboard, click on the High School option. You will be choosing your courses under the column labelled with your next Grade.
   - Remember, this is your course plan; you can select/remove courses as many times as you like until you hit the Submit button. **Once you hit the Submit button your course selections will be locked in!**
   - Choose the "Courses" tab at the top if you want to see the full Course Guide.

PART 2: HOW TO CHOOSE AND SUBMIT YOUR COURSES

Step 1

To choose a compulsory course click on the plus '+' icon of one of the first six course slots under **Grade __**.
   - You will be presented with a list of courses to choose from.
   - Click on the course name to see the full description, advisor notes, and pre-requisite and successor relationships of this course.
   - To add a course, click the course name and then **Add Courses**. You will return to your course plan and the course you have chosen will appear.
   - Continue until you have selected all your compulsory courses.
   - We ask that you choose an alternate course should one of your 2 elective courses not be available.

Step 2

To choose an elective course, click on the plus '+' icon of the Course Tabs slot.
   - You will see a list of all subjects. Be sure to scroll down so that you see all the choices.
   - Click on the course name to see the full description, advisor notes, and pre-requisites for future courses.
   - To add a course, click **Add Courses**. You will return to your course plan and the course you have chosen will appear.
   - Continue until you have selected all your elective courses.

The blue symbol 🔵 means there is an Advisor Note for that course that you must read.
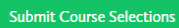
The red symbol means there is an Alert for that course that you must read.

Step 3
Click **View Progress** below the heading **Graduation Indicator**. This section indicates how many courses you have planned and how many courses remain to succeed in completing the graduation requirements.

Step 4

Select **Review Course Selections** to review your course choices with your parent/guardian and your teacher and you are certain of your course selections for next year, choose **Submit Course Selections**
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(**REMINDER** – once you hit submit your choices are locked in and you need to contact a Guidance Counsellor to make changes)

Step 5
Print the Course Request Sign-Off Sheet. Sign the Sign-Off Sheet and have a parent/guardian sign. Follow the instructions under the heading **SUBMISSION INFORMATION** which is found at the top of the Course Request Sign-off Sheet. **The course request sign- off is due by a specific day. Please do not miss the deadline.**

STEP 6
If you receive a RED warning, please DO NOT CONTINUE. If the warning states that you have too many course selections, please go back and omit one. If the warning states that you do not have enough selections, please go back and add a course.