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. Select the **MyBlueprint** hyperlink in your Brightspace (top left corner of the main screen) or visit www.myblueprint.ca/bhncdsb directly.

Step 2
1. Scroll down to **SCHOOL ACCOUNT LOGIN. (**If you are at school or logging in from Brightspace it will automatically sign you in - Skip to Step 3)
2. Select **Brant Haldimand Norfolk Catholic School Board**.
3. Log in with your BHNCDSB Username and Password.

Step 3
1. From the Dashboard, on the left-hand side -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 organized by department.

PART 2: HOW TO CHOOSE AND SUBMIT YOUR COURSES
Step 1
To choose a compulsory course click on the plus '+' icon of your compulsory courses.
   - You will be presented with a list of courses to choose from.
   - Click on the course to see the description, notes, pre-requisite and successors 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. (click on the three dots and delete to change a course)
   - Continue until you have selected all your compulsory courses.

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 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 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.
   - We ask that you choose an alternate course should one of your electives not be available.

Step 3
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.

Step 4

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

Step 5
Print the Course Request Sign-Off Sheet. Please sign and have a parent/guardian sign the Sign-Off Sheet. **The course request sign- off will be collected on Monday, Feb 27th and Tuesday, Feb 28th.**

Submission Checklist:
Deadline to Return to Monday, Feb 27th and Tuesday, Feb 28th – Homeroom classes will be called down
Sign-off form (   )
$35 Student Activity Fee – paid through School Cash Online please attach receipt(   )
Complete all online consent forms which can be found in School Cash Online.

Summer School
If you are interested in summer school – which runs from July 4-28, 2023, you can also register online through MyBlueprint. Click on the "**Continuing Education**" tab on the left side of the page and then "**Explore courses**". Click on "**Grade 9-12 Summer School**" and then choose the course of interest. If you are registering for summer school, please ensure you have discussed this with your parents, and have selected a different elective than you have chosen for the regular school year.