


STUDENTS OF BHNCD SB - 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 or visit www.myblueprint.ca/bhncdsb directly. The MyBlueprint website opens and you can move on to **Step 2**.

Step 2

1. Scroll down to **SCHOOL ACCOUNT LOGIN**.
2. Select **Brant Haldimand Norfolk Catholic School Board**.
3. Log in with your BHNCD SB 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 your compulsory courses.

- 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.

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.

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

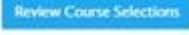
Step 3

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

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 5

Select Review Course Selections  to review your course choices with your parent/guardian and you are certain of your course selections for next year, choose Submit Course Selections.

(REMINDER – once you hit submit your choices are locked in and you need to contact a Guidance Counsellor to make changes)

Step 6

Print the Course Request Sign-Off Sheet. Sign the Sign-Off Sheet and have a parent/guardian sign. **The course request sign- off will be collected on Tuesday, Feb 22nd and Wednesday, Feb 23rd. Student Activity Fees (\$35) will also be collected at this time.**