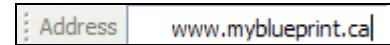


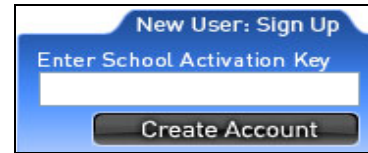
Quick Start Guide

These easy steps provide a complete walkthrough of myBlueprint Education Planner:

- 1) Open **Internet Explorer** or **Firefox** and navigate to www.myBlueprint.ca



- 2) Enter your **Activation Key** and click “Create Account” to get started



Activation Key: _____

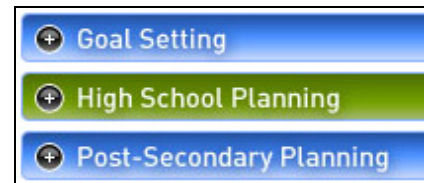
- 3) **Create Profile** – enter required fields and click “Save Profile & Start Using myBlueprint.ca”



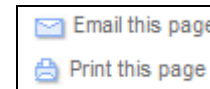
- 4) **My Profile** – An engaging Annual Education Plan (AEP) that is always accessible and saves student progress from year-to-year. There are three main sections: Goal Setting, High School Planning and Post Secondary Planning. From within My Profile you can do the following:



- View Message Centre
- Create A New Goal
- Create A New Plan
- Track Graduation Requirements
- Record Extra-Curricular Activities
- Find Post-Secondary Programs
- Find Occupations
- Record Personal Notes
- Edit Account Details



- 5) **Email or Print Pages** – To Email or Print any page, click on the “Email this page” or “Print this page” buttons at the top right of the screen



- 6) **High School Planner** – An interactive course selection tool that instantly keeps track of prerequisites, graduation progress and post-secondary program eligibility. Use the Page Help feature for a more detailed step-by-step.

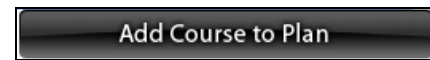
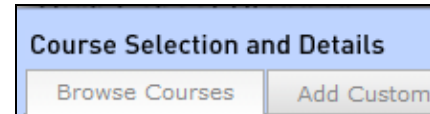
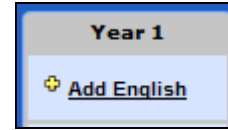


- a. **Create A New Plan** – Click to create a new plan from scratch or use an existing template



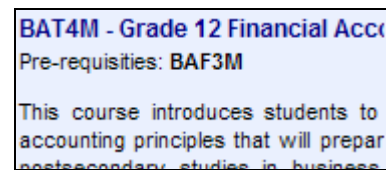
- b. **Entering Courses into Planner**

- ☑ Click the appropriate “Add ...” text link in the course grid to open the Course Selection and Details screen
- ☑ Explore the available courses under each discipline in the Browse Courses tab
- ☑ Select the desired course for input into High School Planner grid
- ☑ Click “Add Course to Plan”



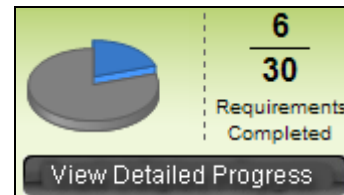
- c. **Viewing Course Details**

- ☑ To view the course description and prerequisites for a course, select the course from the Course List and the details will appear to the right



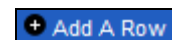
- d. **Viewing Diploma Requirements**

- ☑ High School Planner will automatically provide an overview progress report. To track the exact course requirements that have been fulfilled by the current plan, click “View Detailed Progress”



- e. **Adding Additional Rows**

- ☑ For space to add additional courses such as summer or night school, click “Add A Row” in the grid section

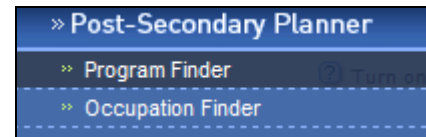


- f. **Program Eligibility**

- ☑ High School Planner automatically calculates the approximate number of post secondary opportunities that are available by comparing the courses input into the grid to the listed requirements

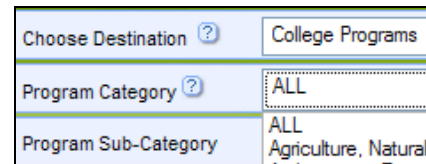


- 7) **Post-Secondary Planner** - Discover post-secondary opportunities and occupations available across Canada, compare details for each and save them for later reference.



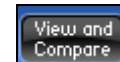
a. Setting your Preferences

- Filter the available programs by selecting preferences from the dropdown menus
- Begin by selecting the Destination
- Continue with Category, Province or any of the other available preferences
- Click "Search" to display the results



b. Viewing and Comparing Details

- To discover valuable information about any result, select up-to three and click "View and Compare" button



c. Saving to My Profile

- To save to My Profile, select any result and click "Save to Profile" button



8) Customer Support

- Click the "Site Help" button
- Email: support@myBlueprint.ca
- Phone: 1.416.901.5555

