

## Elementary Student Instructions for Logging into myBlueprint

1. Go to <http://www.myblueprint.ca/hcdsb>

a) If you already have a myBlueprint account, log in using your email address and password.



The image shows a login form for an existing user. It has a green header with a padlock icon and the text "Existing User". Below the header are two input fields: "Your E-Mail Address" and "Your Password". At the bottom, there is a green "Login" button and a link that says "Forgot your password?".

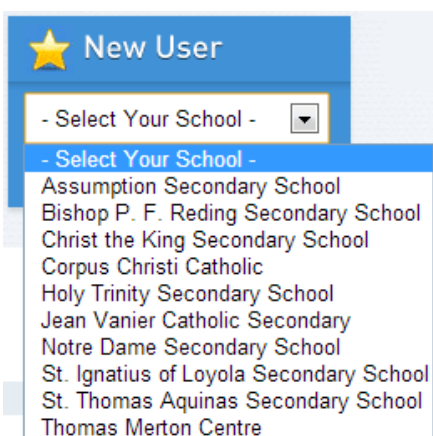
b) If you have forgotten your password, recover it by clicking on “Forgot your password?” and follow the instructions.



The image shows a "Forgot Your Password?" form. It has a blue header with the text "Forgot Your Password?". Below the header, there is a line of text: "Forgot your password? Enter your login email below. We will send you an email with your account information." Below this text is a text input field and a "Send" button.

c) If you do not have a myBlueprint account you will need to create one.

- i. In order to create a myBlueprint account, you will need an email account. If you don't have one, create one before continuing. You can create a free email account at <http://outlook.com>
- ii. You will also need to know your OEN number. However, it is possible to create your account and then enter your OEN number the next time you log in.
- iii. In the “New User” window, select your school from the drop down list. Create click “Create Account” and follow the instructions.

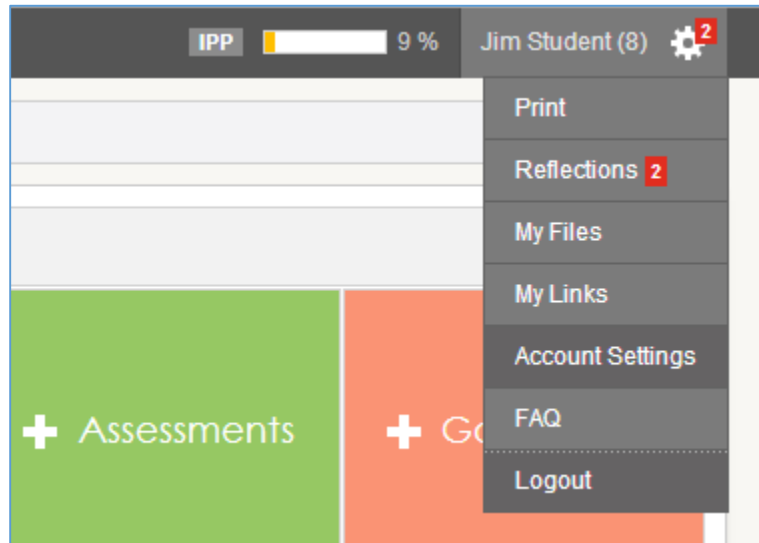


The image shows a "New User" form with a blue header and a yellow star icon. Below the header is a dropdown menu labeled "- Select Your School -". The dropdown menu is open, showing a list of schools: Assumption Secondary School, Bishop P. F. Reding Secondary School, Christ the King Secondary School, Corpus Christi Catholic, Holy Trinity Secondary School, Jean Vanier Catholic Secondary, Notre Dame Secondary School, St. Ignatius of Loyola Secondary School, St. Thomas Aquinas Secondary School, and Thomas Merton Centre.

- iv. myBlueprint will send an email message to the email account you provided. You must open the email and click on “Validate email”.

2. ALL STUDENTS MUST COMPLETE THIS STEP!

a) Click on the gear icon in the top right hand corner.



b) Click on “Account Settings”. Verify that the School is set to the high school that you will someday be attending and that the elementary school is correct before returning to the home screen.

A screenshot of the 'Account Settings' page in the 'my Blueprint' application. The page title is 'my Blueprint' and the user is identified as 'Jim Student (8)'. The breadcrumb trail is 'Home > Account Settings'. The form contains the following fields:

- School: Jean Vanier Catholic Secondary [Change School]
- Grade: Grade 8 (dropdown menu)
- Your Email Address: jimstudent@outlook.com
- Verify Email: jimstudent@outlook.com
- Desired Password: (empty text field)
- Verify Password: (empty text field)
- I am: Male (dropdown menu)
- First Name: Jim
- Last Name: Student

Below the form, there is a section titled 'Please select the School you currently attend:' with a dropdown menu showing 'Lumen Christi Elementary'. At the bottom right, there are two buttons: 'Delete Account' and 'Save Changes'.