

This step-by-step guide will help you complete online course selection for Continuing Education (i.e. Night School and Summer School) using the myBlueprint website.

## □ LOGIN

1. Visit <http://www.myBlueprint.ca/pvnc>
2. Select “**School Account Login In**” (Green button)
3. Log in with your PVNC email address and password

## □ CON ED COURSE SELECTION

- 1) From the left-hand navigation menu, click on the **Continuing Education** button
- 2) Click **Explore Courses**
- 3) Find the Course that you would like to take in Night/Summer school by:

- a. **Searching Courses by Course Code or Course Name**

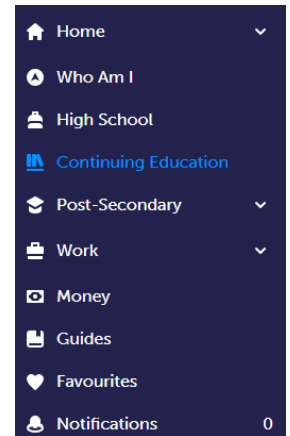
### Courses

- b. Reviewing the list of course offerings at the site that you would like to attend by clicking on the site name (i.e. J.M. Denison S.S. TEST)

**Note:** *If submission has not yet been opened, you will see Submissions Closed in red (as below)*

▼ Dr. J.M. Denison S.S. (TEST)	Submissions Closed
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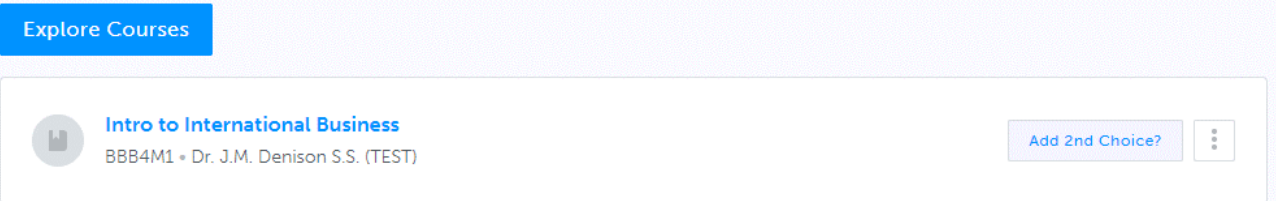
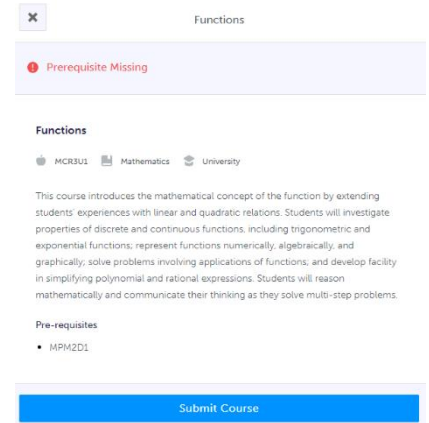
**Note:** *there is only one site for night school courses, but there will be multiple schools/sites listed for Summer School Course Selection*



4) Click on the **Course Name** to view details about the course, including the course description and missing prerequisites (if any).

5) Once you have found the course that you would like to take in Night School/Summer School click **Submit Course**

6) If enabled by your board, you can submit a 2<sup>nd</sup> Choice (Alternate), should you not get into the course that you are hoping to take. Click Add 2<sup>nd</sup> Choice to submit another course option.



7) Once you've selected the course that you would like to take in Night School or Summer School, you will see Submitted beside the course that you chose. You can still review and change your selection until it has been reviewed and approved by your counsellor.

8) Once your course selection has been approved, you will see the word **Approved** beside the course that you selected. Once approved, you will have to see your counsellor to make changes to your selection.

**YOU'RE DONE!**