myBlueprint

Students can start using myBlueprint immediately with the steps below:

1. Visit www.myBlueprint.ca

2. Click 'Sign Up'

3. Enter your school Activation Key in the New User box: Activation Key: *skiacademy*

4. Students: Select Grade and Create Account

myBlueprint

- Home
- Who Am I
- High School
- Post-Secondary
- Work
- Money
- Guides and Articles

OVERVIEW: myBlueprint.ca KEY FEATURES

WHO AM I: A comprehensive bundle of 6 different assessments designed to support students in the process of self-discovery and exploration.   Who Am I includes interactive surveys for Learning Styles, Myers-Briggs Personality Types, Holland Interest Themes, Knowledge, Motivations and Compatibility.

GOALS: Allows students to create S.M.A.R.T. goals and track their progress towards achieving their goals.

RESUME & COVER LETTER: A simple, easy-to-use resume and cover letter builder for students - great for any students who are creating resumes for the first time. This allows students to keep track of their experiences.

HIGH SCHOOL: The High School Planner is where students can plan courses and track progress toward graduation. Students can also see their eligibility for Post-Secondary education across all four Pathways in Canada – University, College, Workplace, and Apprenticeship.

POST-SECONDARY: Allows students to research all of the post-secondary programs available to them across Canada. They can select their preferred pathway, and use filters to narrow down programs of interest.

OCCUPATIONS: Allows students to research various occupations and details related to the occupation, including provincial statistics, main duties, important skill sets, and the post-secondary pathway that students should take to get into their career of choice.
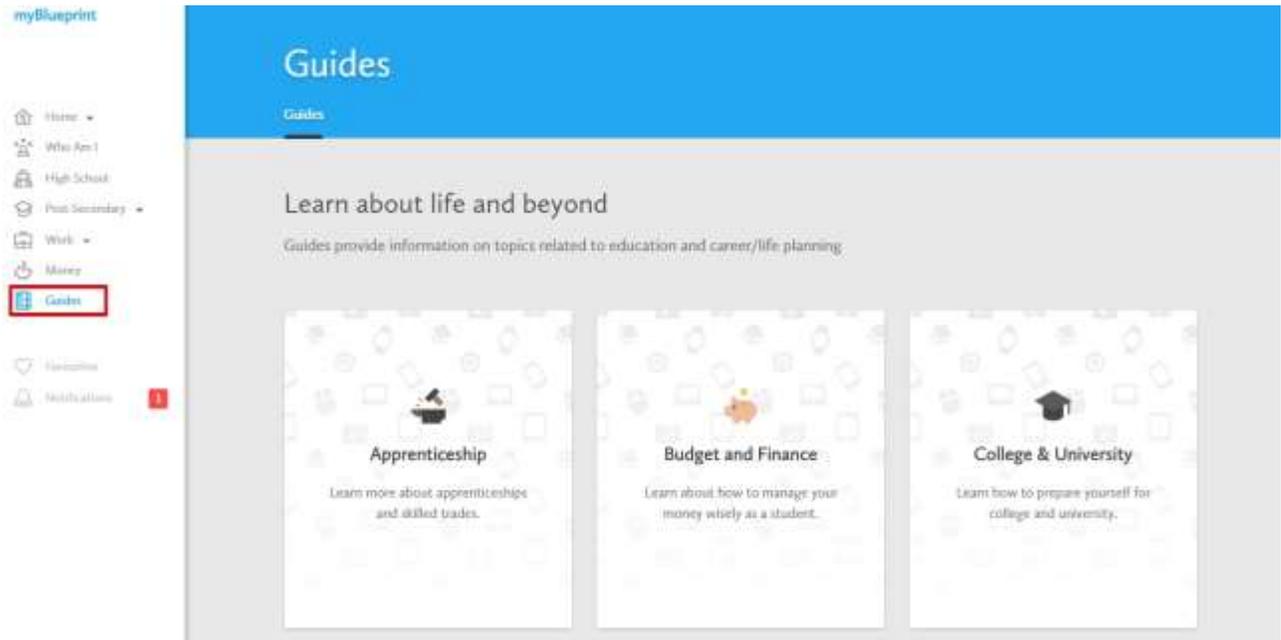
JOB SEARCH: Allows students to search real-world job postings from Indeed.ca that relate to occupations of interest.

MONEY: Allows students to create budgets and financially plan for post-secondary.

PORTFOLIOS: Allows students to create multiple e-portfolios and share it with parents, teachers, or future employers.

HOW TO ACCESS 'HOW TO GET STARTED' GUIDES

- Students can browse through 'How-To' **Guides** to help support their career exploration process and gain information related to the student tools/features.
- Students can access these Guides by selecting the **Guides** section in the navigation **Menu**. Guides can also be found on the right hand side of the tools throughout the student account.

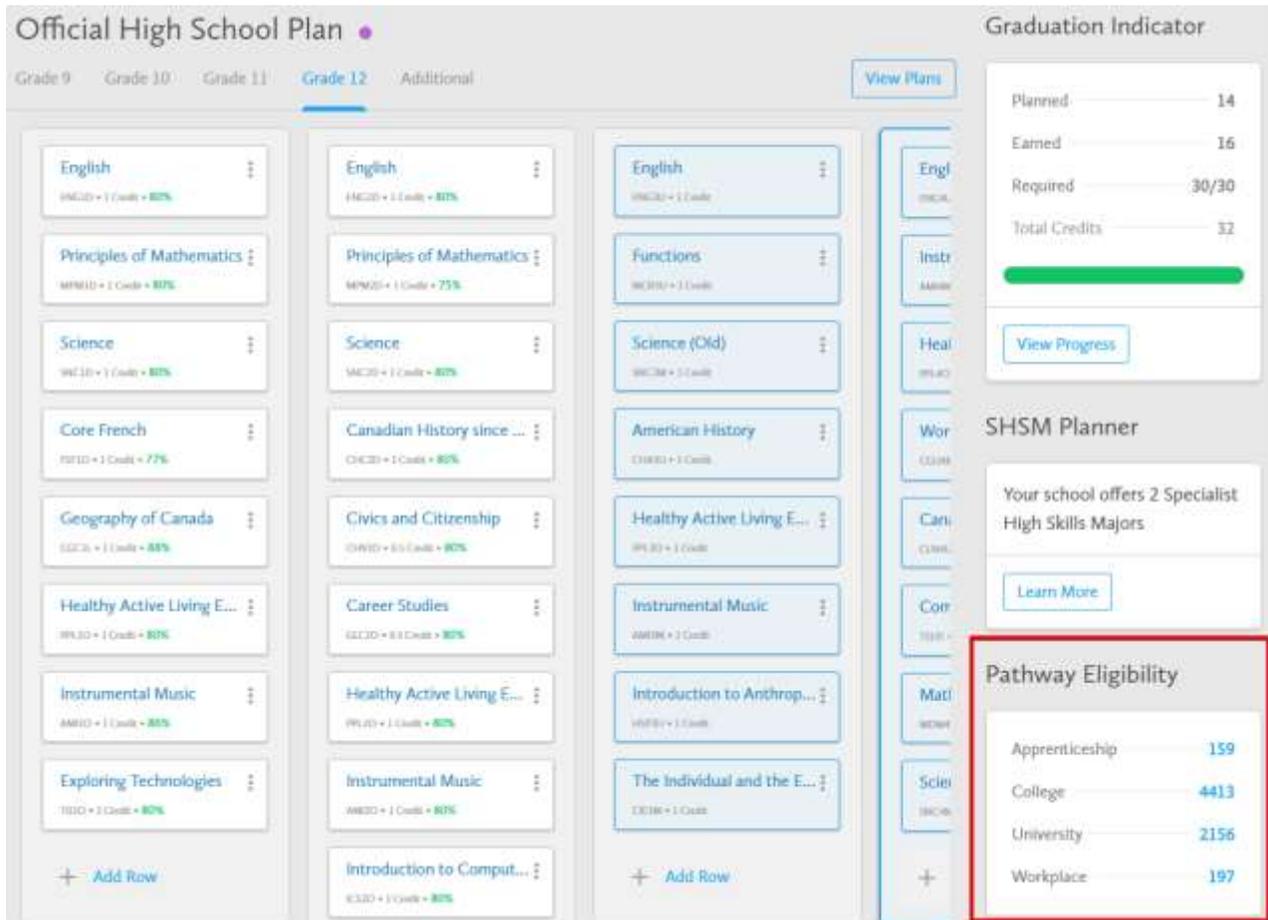## HOW TO COMPLETE THE 'WHO AM I' ASSESSMENTS

There are 6 comprehensive assessments included in **Who Am I** that students can complete in myBlueprint (they should have all 5 completed by Grade 12). If they have not, they can complete them fairly quickly as part of their work with the grade-specific activities.

- Students will be matched with occupations starting from the Interests assessments. Their occupation matches become more refined as they complete more assessments.

- They can also search occupations that they are interested in outside of the suggestions via the **Occupations** tab.

- To access the assessments, students can click **Who Am I** from the Navigation Menu on the left hand side.

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HOW TO FIND YOUR PATHWAY ELIGIBILITY (IN HIGH SCHOOL)

> Once students have created a completed plan in their High School Planner, the **Pathway Eligibility** tool will match them with opportunities they are eligible for in all four pathways *across Canada*.
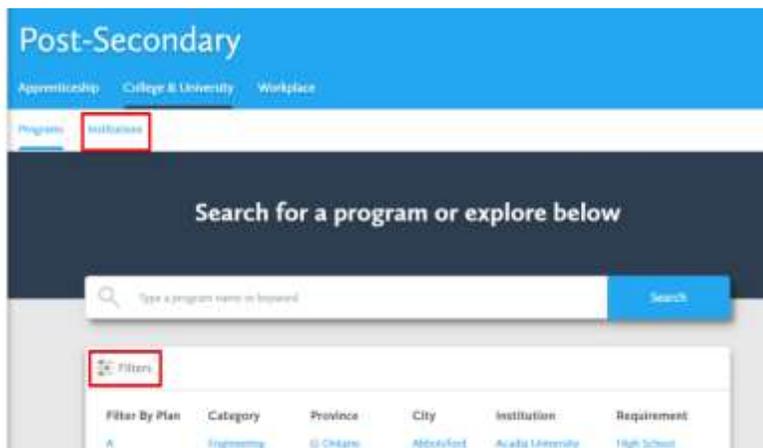

By clicking on the numbers beside each pathway, this will connect them with the **Post-Secondary** database, and show them what those programs/opportunities are in that particular pathway.

*Note that this will help them '***forwards plan***' (High school > Post-Secondary > Related Occupations).

HOW TO SEARCH FOR A POST-SECONDARY OPPORTUNITY

> In the navigation **Menu**, select one of the pathways in the **Post-Secondary** section.

- Students can also select the **Institutions** tab to explore different institutions across Canada and the programs they offer. Students can also browse through 1500+ American institutions from the **American Institutions** tab!

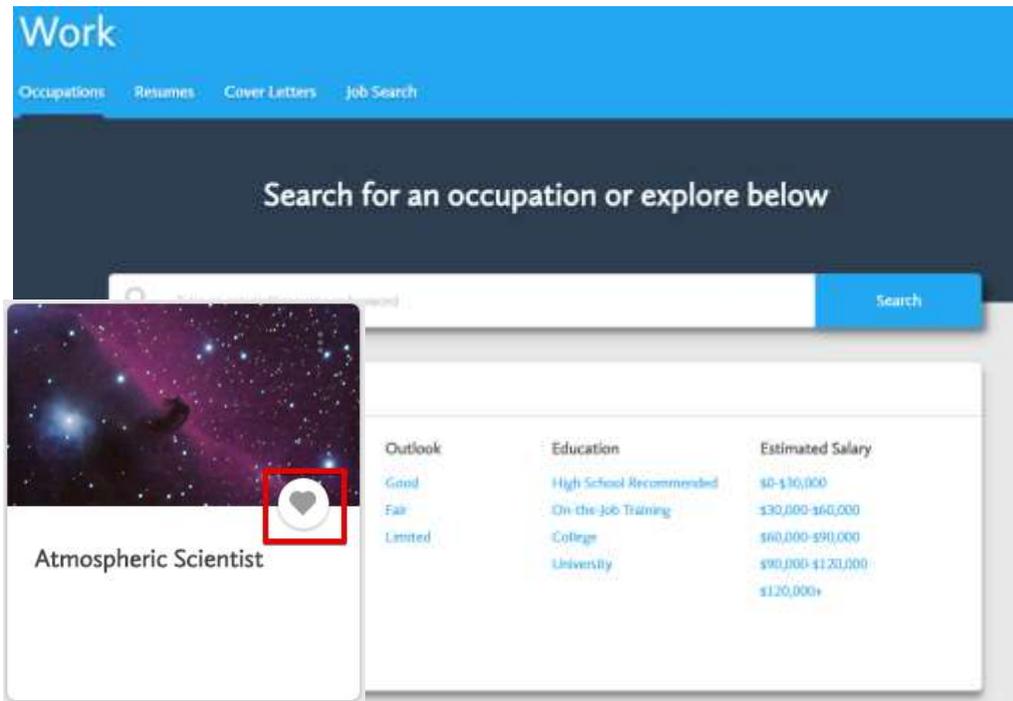- Once a pathway has been chosen, students can use the filters to refine their search.

- Students can compare from two to three post-secondary opportunities side-by-side. Click on the three dots at the right of the program name and select **Compare**. Repeat these steps for the other program(s). Click the blue **Compare** button at the top of your screen to see a great side-by-side comparison!

- Students can **Favourite** as many opportunities as they want by clicking on the *heart* beside the opportunity name or by clicking on the heart at the top of the opportunity page.

- At the bottom right of the Post-Secondary tool, students can explore **Guides**. These resources give students an idea about the differences between different post-secondary pathways.

HOW TO SEARCH FOR AN OCCUPATION

In the navigation **Menu**, select **Occupations** from the **Work** section.

There are many different ways to sort and find occupations.

Simple search: Just type the name of the occupation you are interested in.

Use filters: You ... area, you are taken to a ... can narrow down the occupations based on many factors.

Students can **Favourite** as many occupations as they want by clicking on the *heart* beside the occupation title.

The tabs on the top of the screen detail:

1. Overview
2. Outlook
3. Requirements
4. Do I Match?

Students can also **Add to favourites** or **Add to portfolio** from this overview page.

GETTING STARTED WITH myBlueprint

![myBlueprint logo](data:image/png;base64,)

HOW TO SEARCH FOR A JOB, INTERNSHIP, OR VOLUNTEER POSITION:

> **Job Search** allows students to look up real-time **Job**, **Internship**, **Entry-Level**, and **Volunteer** postings from Indeed.ca and other popular sites.

- Students can search for jobs using keywords and/or a specific location (e.g., city).

- Students can favourite a posting by clicking the **heart** icon to save it to their list of favourites.

- At the bottom right of the Job Search tool, students can explore a **Job Search Guide**. This resource walks students through the job search process and provides helpful strategies and tips for interviews.