myBlueprint

HOW TO CREATE A MYBLUEPRINT ACCOUNT

VSB Staff and students can access myBluePrint using a special link on the VSB Library website.

1. Open a browser

2. Go to https://library.vsb.bc.ca

3. Click on **LOGIN** on the top right corner of the page

   STUDENTS: User Name: MyEd student number
   Password: same as logging in the school computers

After successful login, you'll be taken to your school's library page where you'll see a curated list of resource icons.

4. Find **myBluePrint** and click on it

5. When you are in myBluePrint, look at the top of the screen and choose **SIGN UP**

6. Scroll down

7. **Select school** – Sir Winston Churchill Secondary

8. Fill out the information

   - PEN is optional

   - Email: use your Office365 email account ("your student #"@learn.vsb.bc.ca)

     For example: 123456@learn.vsb.bc.ca

   - Password: same as logging in the school computers

ALREADY HAVE AN ACCOUNT?

Existing student accounts (using personal emails) are still active. It should be merged with the Office365 account by following these steps:

✓ Go to **Account Settings**
✓ Scroll to the bottom
✓ Click **Merge Previous Account**
✓ Enter the username and password to their previous account
✓ Click **Merge Account**