![Infinitec - infinite potential through technology]

Registration and Sign-in Process for the Website,
http://www.myinfinitec.org/

In the upper corner of the screen, click Register.

| Sign In | Register |

First, complete the Screen Name field. This will be your user name, the name you use to sign into the website. We suggest you use your first initial, last name, i.e., jsmith. **Special characters or spaces are not permitted.**

Your screen name will be used to log in to myInfinitec. We recommend you use your first initial and last name for screen name, with no spaces or special characters.

Screen Name

Please fill out all fields.

Screen Name

First Name

Last Name

Email Address

Birthday

Gender

Employment Status

Position
Administrator
AT Specialist
Behavior Specialist
Case Manager
Consumer
COTA
Curriculum Director
Direct Service Provider

Age Level Served
Early Childhood
Elementary
Secondary
Adult
Early Intervention
Junior High
Middle School

State

District/Co-op

Counties Served

Then, complete the remainder of the information on the registration screen.

You may use a work email or a personal email. If you have more than one position or serve more than one age level, hold the Control key (PC) or Command key (Mac) while selecting those fields.

Click the drop down to choose your state. This will create fields to choose in the next drop down.

State

Georgia
Illinois
Kansas
Minnesota
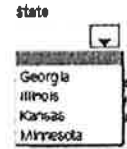
Type the name of the Agency name or number where you work, i.e., Far or 192. The system will provide you a list to select your district or coop.

State
Minnesota

Annually we need to confirm which district, co-op or other educational agency you work for. Begin typing the name or number of the AGENCY WHERE YOU ARE EMPLOYEED into the field below and select the correct agency from the list.

District/Co-op

Far

DISCOVERY PUBLIC SCHOOL FARIBAULT (4061-07)
FARIBAULT AREA LEARNING CENTER (0656-01081)
FARIBAULT DAY SCHOOL ALC (0656-01071)
FARIBAULT PUBLIC SCHOOL DISTRICT (0656-01)
FARMINGTON PUBLIC SCHOOL DISTRICT (0192-01)

State
Minnesota

Annually we need to confirm which district, co-op or other educational agency you work for. Begin typing the name or number of the AGENCY WHERE YOU ARE EMPLOYEED into the field below and select the correct agency from the list.

District/Co-op

FARMINGTON PUBLIC SCHOOL DISTRICT (0192-01)

Check the box if you are a member of the ──────▶ ☑ I am a member of the Minnesota Association of School Administrators.
Minnesota Association of School Administrators.

Counties Served

Aitkin
Anoka
Beaver
Beltrami
Benton
Big Stone
Blue Earth
Brown
Carlton
Carver

To select multiple values hold the CTRL key (PC) or CMD key (Mac) while selecting items.

Choose one or more counties served. Hold the Control key (PC) or Command key (Mac) to click and select more than one county served. ──────▶

Once all fields are completed, Save will become available.

Click Save. ──────────────────▶ Save

You will then see a message indicating an email has been sent with your password.

Thank you for creating an account. Your password has been sent to mbetdach@gmail.com. Please check your inbox and spam folders.

Screen Name
gmcc
Password

☐ Remember Me

Sign In

Check your email for a message from Infinitec Web Support titled "Your New Account on myinfinitec.org".

Be sure to check Spam folders if you don't see it. You must open this email and use the **password provided**.

Enter the password from the email in the field.

Click "Remember Me" if you are using a computer you regularly use.
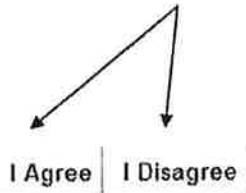
Click Sign In.

Screen Name
newmember
Password

☐ Remember Me

Sign In

You will then be shown a Terms of Use page. Read the information and select one of the buttons.

I Agree | I Disagree

Terms of Use

Welcome to our site We maintain this web site as a service to ou of use Please review the following terms carefully. If you do not a

1. **Acceptance of Agreement**
   You agree to the terms and conditions outlined in this Terms the entire and only agreement between us and you, and sup understandings with respect to the Site, the content, product: Agreement may be amended at any time by us from time to t review this Agreement prior to using the Site.

2. **Copyright**.
   The content organization graphics design compilation ma

You are now given the opportunity to change your password. Enter your preferred password twice and click Save.

New Password

ℐ Please set a new password.

New Password

Password

••••••••

Enter Again

•••••••

Save

The Password Reminder is completed next.

Click the down arrow

and choose one of the questions.

Password Reminder

ℐ Please choose a reminder query.

Password Reminder

Question
What is your father's middle name? ▼

| What is your father's middle name? |
| What is your mother's maiden name? |
| What street did you grow up on? |
| What was the make and model of your first car? |
| What was your first phone number? |
| What was your first teacher's name? |
| Write my own question. |

Question
What is your father's middle name? ▼

Answer

|

Provide the answer

and click Save.

Save

Congratulations! You are now registered with the
http://www.myinfinitec.org website.

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![Infinitec - infinite potential through technology]

In the future, click the Sign In button.

Search **Sign In** Register

Enter Screen Name and Password.

(Alternatively, use your email if you don't remember your Screen Name.)

Click Sign In.

Screen Name
hewmember

Password

Remember Me

Sign In

For Technical Assistance, please email
infinitecwebsupport@ucpnet.org

or call 1.800.361.0270.