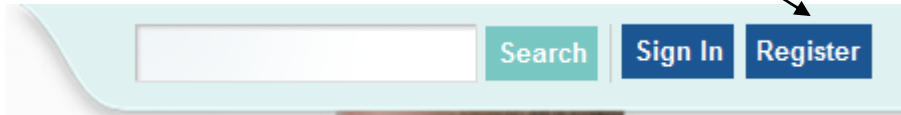


## Registration and Sign-in Process for the Website, <http://www.myinfinitec.org/>

In the upper corner of the screen, click 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

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.

Please fill out all fields.

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

First Name

Last Name

Email Address

Birthdate

Gender

Employment status

This year we have changed our list of positions. Please select the title or titles that best describe your professional role.

Position

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

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

Age Level Served

- Early Childhood
- Elementary
- Secondary
- Adult
- Early Intervention
- Junior-High
- Middle School

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

State

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 EMPLOYED into the field below and select the correct agency from the list.

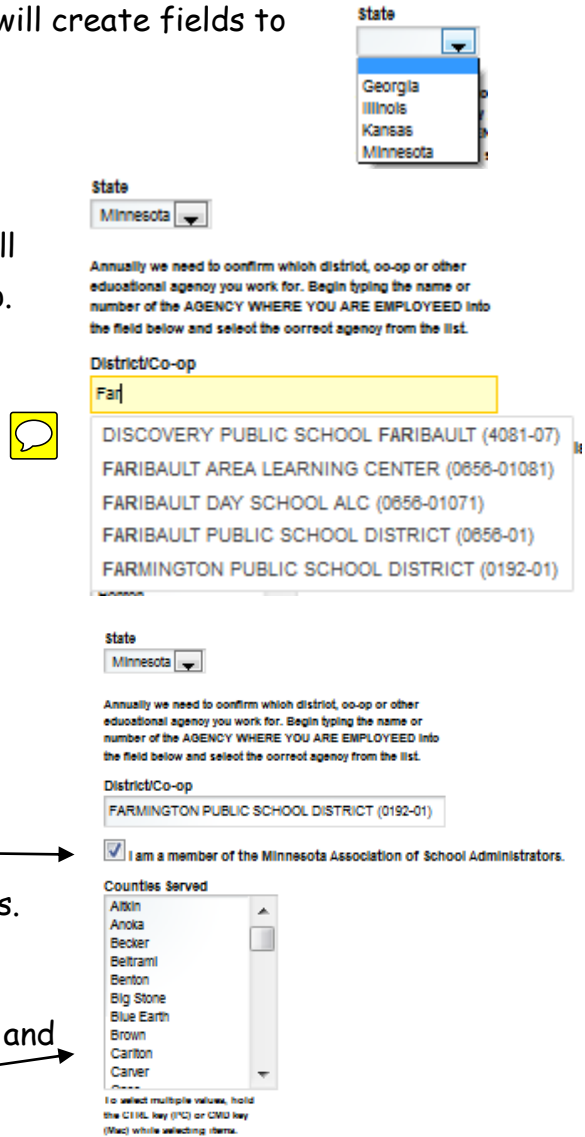
District/Co-op

Counties Served

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

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

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, oo-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 (4081-07)  
FARIBAULT AREA LEARNING CENTER (0858-01081)  
FARIBAULT DAY SCHOOL ALC (0858-01071)  
FARIBAULT PUBLIC SCHOOL DISTRICT (0858-01)  
FARMINGTON PUBLIC SCHOOL DISTRICT (0192-01)

State  
Minnesota

Annually we need to confirm which district, oo-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)

I am a member of the Minnesota Association of School Administrators.

Counties Served  
Aitkin  
Anoka  
Becker  
Beltrami  
Benton  
Big Stone  
Blue Earth  
Brown  
Cannon  
Carver

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

Check the box if you are a member of the Minnesota Association of School Administrators. →

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. →

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 mbettlach@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 our users. Please review the following terms carefully. If you do not agree to these terms, you should not use our site.

1. **Acceptance of Agreement**

You agree to the terms and conditions outlined in this Terms of Use, which shall constitute the entire and only agreement between us and you, and our understandings with respect to the Site, the content, product, or service. This Agreement may be amended at any time by us from time to time. You must review this Agreement prior to using the Site.

2. **Copyright**

The content organization graphics design compilation materials and all other content on this Site are the property of Infinitec and are protected by copyright law.

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

#### New Password

💡 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

💡 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

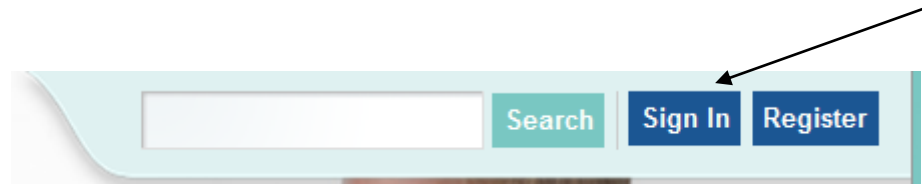
|

Save

Provide the answer  
and click Save.

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

In the future, click the Sign In button.



Enter Screen Name and Password.

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

Click Sign In.

Screen Name

newmember

Password

Remember Me

Sign In

For Technical Assistance, please email

[infinitecwebsupport@ucpnet.org](mailto:infinitecwebsupport@ucpnet.org)

or call 1.800.361.0270.