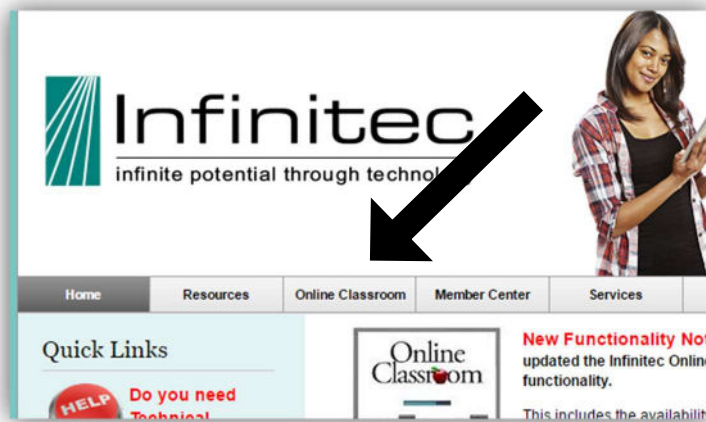


Finding Your Webinars on Infinitec

Updated August 2016 | Questions? Please email trainingreg@clearbrook.org or call 847.385.5039

1. Log in to your Infinitec account
 - a. If you have not created your Infinitec account, use the “How to Create Your Infinitec Account” document located on the IntraNews, the NuView Home Page, or at G-drive/Required Documentation/Training folder
2. Before you begin:
 - a. Make sure you have speakers or headphones connected; you will need sound
 - b. Make sure you have the ability to either a) print or b) save to a file or to the computer you’re using; this will allow you to forward your completion certificates to the Training Department for training credit
3. From the Home Screen, click on the tab titled “**Online Classroom**”



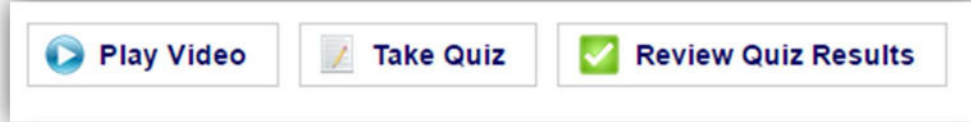
4. **Resource** lists: videos are displayed in alphabetical order and you may need to navigate the pages to find your video



- a. “**Clearbrook**” is the default folder. Here you can find these videos:
 - i. **NuView ESS help videos**
 - ii. **Body Mechanics Refresher**
- b. “**Social Services**” is where you can access the following videos:
 - i. **Bloodborne Pathogens and Universal Precautions Annual Review** (note: Fire Safety is a separate video)
 - ii. **DSP Modules 1-6** – these trainings will be assigned to you; you can find your assignments in your Inbox at the top right of your screen
 - iii. **Fire Safety** (note: Bloodborne Pathogens is a separate video)
 - iv. **Food Handler Training for ICFIID Workers Sections 01-05**
 - v. **Rule 50 for Personal Support Workers in Home-Based Settings** (for SLAs and Family Assistants only)
 - vi. **Rule 50 IDHS Reporting Abuse and Neglect**

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5. Click “Play Video” to watch each webinar and listen for the information it presents
6. Complete the quiz; instructions will be provided. You must pass your quizzes at 80% in order to receive credit
7. Once you have passed a quiz, close the quiz window and then click “**Review Quiz Results**”
8. Click on “**Certificate of Participation;**” a new window will open with your Completion Certificate
 - a. right click anywhere on the Certificate to either *print* or *save as*
 - b. If you *print*, please send all completion certificates to trainingreg@clearbrook.org for training credit
 - c. If you *save as*, you can email any completion certificates to the Training Department at the Plaza for training credit
 - d. *Home-Based SLAs and FAs: you may be required to send your documents to your supervisor who will then forward to Training; please follow your supervisor’s instructions*