

# Infinitec User Guide

Presented by:

Clearbrook Training Department



**Infinitec**

infinite potential through technology

# Logging In

## Log in

Simply log in using your Infnitec Log in Credentials-Your username is now your email address

\*If you forgot your password, click *I forgot my password* and then you will be directed to reset your password.

×We've updated our systems and password requirements. If you're an existing user, you'll need to reset your password [here](#) or use the reset password link below before you can login. If you reset your password on or after 7/17/2020, you can disregard this message.

This site uses email addresses for log in. **Your Screen Name will no longer work.**

## Login

jrobinson@clearb
*****

Login

## Forgot Password

Email [Infnitecwebsupport@ucpnet.org](mailto:Infnitecwebsupport@ucpnet.org) from the email address of your new employer to let us know.



We have received a request to reset the password for your Infinitec account login.

[Click here to reset your password](#)

The Infinitec Team



The above screenshot is what will appear in your inbox once you request to reset your password.

Once you reset your password, you will be able to log in.

# Finding your Online classes

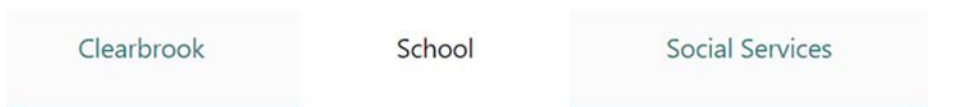
Click Online classroom located on the Dashboard




Next you will be directed to the Online Classroom main page



Next, click the Social Service Tab



Then go the search option

Filter results 


Clear All

Search

Search presenters

Select a category

Type in the class you want to take

Filter results 

Clear All

Search



 Closed Captioning

 Certificate of Completion

**Fire Safety**

This video meets OSHA standards by providing fire safety review including an understanding of fire and its hazards, prevention, and procedures to ... [View More](#)

Presented by Shannon Benaitis

9:48

Running Time

0.5

Credits



[Select](#)

Hit select and this will allow you to take the course

Once completed you will click take quiz


Take Quiz

What's included

Passing the quiz unlocks 0.5 Learning Credits available on the certificates below.

Certificate Upon Completion 

Once you take a Quiz, go back to My Dashboard

 [My Dashboard](#)    [Online Classroom](#)    [Quizzes & Certificates](#)    [Events](#)   [Member Center](#)   [Services](#)

## My Transcript

View and download your certificates

Bloodborne Pathogens and  
Universal Precautions Annual  
Review (updated 2017)  
Completed: 06/27/2020 04:04 PM

 [Download](#)

Fire Safety  
Completed: 06/27/2020 03:56 PM

 [Download](#)

Next click My Transcript. When you open the certificate, it will open as a PDF. Save this PDF to the computer you are on. This will allow you to send the certificate in an email and then email to the Training Department- [trainingreg@clearbrook.org](mailto:trainingreg@clearbrook.org)

You can also left click on the certificate, then hit save as and it will allow you to save to desktop to then email or print.

If you can't save to your computer, please print a copy and email to your direct supervisor so they can send a copy to the training department.



## Certificate of Online Training Completion

Awarded to

Jennifer Connors-Robinson, Clearbrook

By: The Infinitec Technology coalition, via  
the MyInfinitec.org website

Successful completion of all required MyInfinitec.org learning activities included in this course.

Continuing Education hours earned: 0.5

For the completion of the following online course:  
**Fire Safety**

Course Completed: 06/27/2020

Provider Representative: Peggy Childs

# Examples of Annual classes

BPP

The screenshot shows the Infinitec online classroom interface. The top navigation bar includes the Infinitec logo, 'My Dashboard', 'Online Classroom', 'Quizzes & Certificates', 'Events', 'Member Center', 'Services', 'ENGAGE Admin', and 'My Account'. The main content area has a search filter on the left with 'Bloodborne Pathogens' entered. The search results show a video titled 'Bloodborne Pathogens and Universal Precautions Annual Review (updated 2017)' with a running time of 37:52 and 1 credit. The video is presented by Shannon Benaitis and includes closed captioning.

## RULE 50- HOME BASE STAFF ONLY- Respite Program included

The screenshot shows the Infinitec online classroom interface. The search filter on the left has 'Rule 50 for' entered. The search results show a video titled 'Rule 50 for Personal Support Workers in Home-Based Settings' with a running time of 52:46 and 1.25 credits. The video is presented by UCP Seguin of Greater Chicago/Infinitec and includes closed captioning.

## RULE 50- FOR ALL OTHER PROGRAMS

The screenshot shows the Infinitec online classroom interface. The search filter on the left has 'Rule 50 IDHS' entered. The search results show a video titled 'Rule 50 IDHS Reporting Abuse and Neglect (Updated July, 2017)' with a running time of 50:44 and 1 credit. The video is presented by Infinitec and includes closed captioning.

Search

food han

Search presenters




Search presenters

Select a category

Select a category

Sort by

Newest

	<p>Certificate of Completion</p> <p><b>Food Handler Training for ICFIID Workers Section 01</b></p> <p>This presentation covers food safety and foodborne illness including: your responsibility as a food handler in keeping food safe to eat, who may... <a href="#">View More</a></p> <p>Presented by Clearbrook   Little City   Misericordia</p>	<p>12:53 Running Time</p> <p>0.5 Credits</p> <p>Select</p>
	<p>Certificate of Completion</p> <p><b>Food Handler Training for ICFIID Workers Section 02</b></p> <p>This presentation covers contamination and cross contamination including: defining contamination and cross-contamination, identifying the mo... <a href="#">View More</a></p> <p>Presented by Clearbrook   Little City   Misericordia</p>	<p>10:24 Running Time</p> <p>0.5 Credits</p> <p>Select</p>
	<p>Certificate of Completion</p> <p><b>Food Handler Training for ICFIID Workers Section 03</b></p> <p>This presentation covers your responsibility for food safety, including the steps for hand washing, when and where to wash your hands, proper steps for... <a href="#">View More</a></p> <p>Presented by Clearbrook   Little City   Misericordia</p>	<p>12:40 Running Time</p> <p>0.5 Credits</p> <p>Select</p>



CC Closed Captioning

Certificate of Completion

**Food Handler Training for ICFIID Workers Section 04**

This presentation covers your responsibility for food safety, including: how and when to clean and sanitize food contact surfaces, how to wash items ... [View More](#)

Presented by Clearbrook | Little City | Misericordia

18:19  
Running Time

0.5  
Credits



Select



CC Closed Captioning

Certificate of Completion

**Food Handler Training for ICFIID Workers Section 05**

This presentation covers job specific guidelines including food and liquid consistency required by some people with IDD, choking signs, family ... [View More](#)

Presented by Clearbrook | Little City | Misericordia

15:45  
Running Time

0.5  
Credits



Select

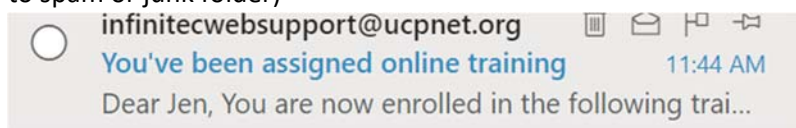
Listed above are the examples of Food Handler

**Body Mechanics Refresher** is now in Litmos.



# **NEW Staff Infnitec Process**

1. You will need to log into your Clearbrook email, find an email from Infnitec (Sometimes it goes to spam or junk folder)



Dear Jen,

You are now enrolled in the following training: DSP Online Training Test. You must complete this training by 07/22/2020 at 11:59 PM Central.

[Click here to get started with this training](#)

The modules you've been enrolled in are displayed below:

- DSP General Introduction for Online Training – 3 Minutes
- DSP Module 1-03 Developmental and Intellectual Disabilities – 52 Minutes
- DSP Module 1-05 Autism Spectrum Disorders – 39 Minutes
- DSP Module 1-10 Confidentiality and Community Inclusion – 55 Minutes
- DSP Module 2-03 Principles of Advocacy – 30 Minutes
- DSP Module 2-08 The Choice Making Process – 31 Minutes
- DSP Module 2 Summary of Human Rights Module – 7 Minutes
- DSP Module 1-02 Code of Ethics and Guiding Principles – 38 Minutes
- DSP Module 1-04b Mental Health Disability and Dual Diagnosis – 45 Minutes
- DSP Module 1-01 Legislation, Roles and Responsibilities – 39 Minutes

If you need assistance, you may contact our helpdesk at [infnitecwebsupport@ucpnet.org](mailto:infnitecwebsupport@ucpnet.org) or call 800-361-0270.

This is what the next step looks like- once you hit **click here to get started with this training** It will direct you to log in- **new staff will need to hit register**

## **Login**

Login

[Forgot Password](#)

## **Register**

If you work for an Infnitec Member Agency, and do not have an account on this site, click Register below to create a new account. Once that is completed, you may login using your email address and password to access this site. If you have an account but recently changed employers, do not register for a new account. Email [Infnitecwebsupport@ucpnet.org](mailto:Infnitecwebsupport@ucpnet.org) from the email address of your new employer to let us know. Tell us your old email address and new employer. We will update your account so you can continue using it.

Register

Once you log in, All required trainings will appear for new staff to take training

Steps for creating your Infnitec Account:

After clicking register please fill in the information. Please ensure you register with your Clearbrook email. Make sure you list Clearbrook as the employer

## Profile

First Name

Jennifer

Last Name

Robinson

Email

jrobinson@clearbrook.org

Recovery Email

jrobinson@clearbrook.c

Confirm Recovery Email

jrobinson@clearbrook.c

Occupations

Direct Service Provider x

State: Illinois

Employer

Clearbrook

# My Learning Campaigns

[< View All Campaigns](#)

DSP Online Training Test ▼

## DSP Online Training Test

Description

This is a test

Instructions

This is a test

Start Date  
07/21/2020

End Date  
07/22/2020

Status  
Not started

Training Admin  
Jennifer Conners-  
Robinson [✉](#)

**Modules (87)** ▼

When you click Modules (87) The example is listed above, it will list all modules you have to take along with the quizzes.

## DSP Module 1-01 Legislation, Roles and Responsibilities

Presenter: Infinitec

Run Time: 23 min(s)

Activities included for this module

[View Module](#)

[Take Quiz](#)

## DSP Module 1-02 Code of Ethics and Guiding Principles

Presenter: Infinitec

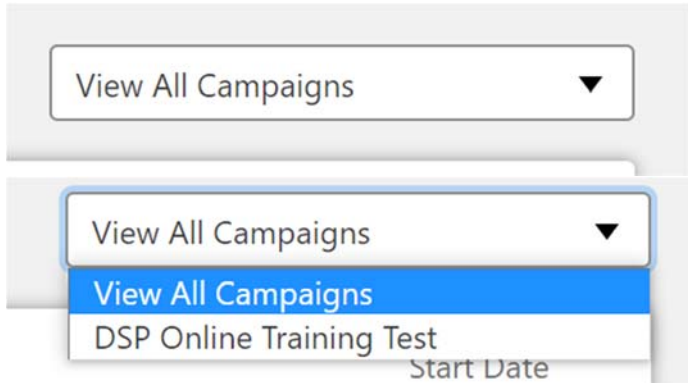
Run Time: 22 min(s)

Activities included for this module

[View Module](#)

[Take Quiz](#)

To view additional online trainings like Food Handler or Rule 50, click the View All Campaigns button to move on to the next trainings



All assigned trainings will appear in this feature

For any questions please contact Clearbrook's Training Department

Email: [trainingreg@clearbrook.org](mailto:trainingreg@clearbrook.org)

Jen Robinson-Director of Training-847-385-5056

**Keri Glicksman Training Specialist- 847-385-5330**

**Any Naumovski Training Specialist- 847-385-5039**

