



Infinitec User Guide

Presented by:

Clearbrook Training Department



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

Login

Forgot Password

Email 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

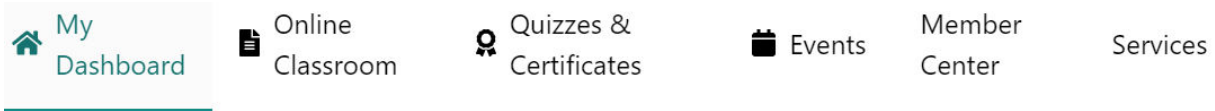


The above screenshot is what will appear in your inbox once you request to reset your password.

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

Finding your online classes

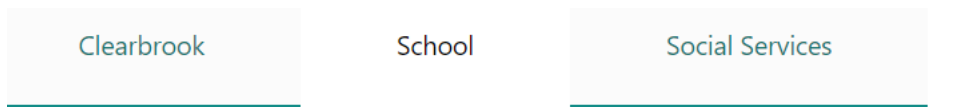
Click online classroom located on the Dashboard




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


Fire Safety

Completed: 04/20/2022 09:43 AM

 [Download](#)

OIG Rule 50 IDHS Reporting Abuse and Neglect (Updated July, 2017)

Completed: 04/20/2022 09:27 AM

 [Download](#)

[View My Transcripts](#)

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

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

Continuing Education Sponsor: United Cerebral Palsy Seguin of Greater Chicago/Infinitec

Examples of Annual classes

BPP A Spanish version of the training is also available. Please look for the orange label, this is the newest BBP training.

The screenshot shows the 'Getting Started' section of the online classroom. On the left, there is a search filter sidebar with the following options: 'Filter results' (Clear All), 'Search' (bloodborne pathogens), 'Search presenters' (Search presenters), 'Select a category' (Select a category), and 'Sort by' (Alphabetic order A - Z). The main content area has tabs for 'Clearbrook', 'School', and 'Social Services', with a 'Prepare Catalog' button. Below the tabs, two search results are displayed:

Thumbnail	Title	Running Time	Credits	Action
	Bloodborne Pathogens, Standard Precautions, and Exposure Incidents This presentation defines bloodborne pathogens, and potentially infectious bodily fluids. It identifies how to protect yourself and how to clean up blood and... View More	20:58	0,5	Select
	Patógenos transmitidos por la sangre, precauciones estándar e incidentes de exposición Esta presentación define los patógenos transmitidos por la sangre y los fluidos corporales potencialmente infecciosos. Identifica cómo protegerse y cómo... View More	29:00	0,75	Select

RULE 50- HOME BASE STAFF ONLY- Respite Program included

The screenshot shows search results for 'Rule 50 for'. The search filter sidebar on the left has the search term 'Rule 50 for'. The main content area shows one search result:

Thumbnail	Title	Running Time	Credits	Action
	Rule 50 for Personal Support Workers in Home-Based Settings This training was adapted from the Illinois Department of Human Services Office of Inspector General and meets the requirements for annual or bi-annual... View More	52:46	1,25	Select

RULE 50- FOR ALL OTHER PROGRAMS

The screenshot shows the top navigation bar of the online classroom with the following items: Infinitec logo, My Dashboard, Online Classroom, Quizzes & Certificates, Events, Member Center, Services, ENGAGE Admin, and My Account. Below the navigation bar, the search filter sidebar on the left has the search term 'Rule 50 IDHS'. The main content area shows one search result:

Thumbnail	Title	Running Time	Credits	Action
	Rule 50 IDHS Reporting Abuse and Neglect (Updated July, 2017) This training meets the requirements for annual or bi-annual Rule 50 training on reporting abuse and neglect.	50:44	1	Select

Search




food han

Search presenters


Select a category

Sort by

Newest

	<p>Certificate of Completion</p> <p>Food Handler Training for ICFIID Workers Section 01</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... View More</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>Food Handler Training for ICFIID Workers Section 02</p> <p>This presentation covers contamination and cross contamination including: defining contamination and cross-contamination, identifying the mo... View More</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>Food Handler Training for ICFIID Workers Section 03</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... View More</p> <p>Presented by Clearbrook Little City Misericordia</p>	<p>12:40 Running Time</p> <p>0.5 Credits</p> <p>Select</p>

	<p>Certificate of Completion</p> <p>Food Handler Training for ICFIID Workers Section 04</p> <p>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</p> <p>Presented by Clearbrook Little City Misericordia</p>	<p>18:19 Running Time</p> <p>0.5 Credits</p> <p>Select</p>
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	<p>Certificate of Completion</p> <p>Food Handler Training for ICFIID Workers Section 05</p> <p>This presentation covers job specific guidelines including food and liquid consistency required by some people with IDD, choking signs, family ... View More</p> <p>Presented by Clearbrook Little City Misericordia</p>	<p>15:45 Running Time</p> <p>0.5 Credits</p> <p>Select</p>
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Listed above are the examples of Food Handler

Body Mechanics Refresher is now on Paycom.

Anti-Harassment and Sexual Harassment Prevention Training


If you supervise staff, you need to take the supervision version.

Clearbrook School Social Services

	<p>Certificate of Completion</p> <p>Anti-Harassment and Sexual Harassment Prevention Training (Managers and Supervisors Version)</p> <p>This training meets the minimum standard training requirements of the Illinois Workplace Transparency Act of 2020 (IL PA 101-0221), mandating Sexual ... View More</p> <p>Presented by UCP Seguin of Greater Chicago/Infinitac</p>	<p>1:11:43 Running Time</p> <p>1.5 Credits</p> <p>Select</p>
	<p>Certificate of Completion</p> <p>Anti-Harassment and Sexual Harassment Prevention Training for Illinois Employees (Non-Supervisor) Version</p> <p>This training meets the minimum standard training requirements of the Illinois Workplace Transparency Act of 2020 (IL PA 101-0221), mandating Sexual ... View More</p> <p>Presented by UCP Seguin of Greater Chicago/Infinitac</p>	<p>56:08 Running Time</p> <p>1.25 Credits</p> <p>Select</p>


Anti-Harassment and Sexual Harassment is also available in Spanish

If you supervise staff, you need to take the supervision version.

	<p>🏆 Certificate of Completion</p> <p>Capacitación contra el acoso y la prevención del acoso sexual para Gerentes y Supervisores.</p> <p>Esta capacitación cumple con los requisitos mínimos de capacitación estándar de la Ley de Transparencia en el Lugar de Trabajo de Illinois de 2020 [IL PA 101-... View More]</p> <p>Presented by UCP Seguin of Greater Chicago/Infinitec</p>	<p>1:11:38 Running Time</p> <p>1.5 Credits</p> <p>Select</p>
	<p>🏆 Certificate of Completion</p> <p>Capacitación sobre la prevención del acoso y el acoso sexual para empleados de Illinois Version (no supervisores)</p> <p>Esta capacitación cumple con los requisitos mínimos de capacitación estándar de la Ley de Transparencia en el Lugar de Trabajo de Illinois de 2020 [IL PA 101-... View More]</p> <p>Presented by UCP Seguin of Greater Chicago/Infinitec</p>	<p>53:47 Running Time</p> <p>1.25 Credits</p> <p>Select</p>

Bystander Intervention Training

If you work in the City of Chicago, you are required to take this training each year.

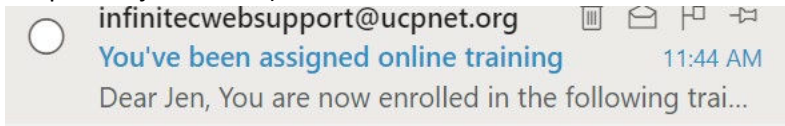
	<p>🏆 Certificate of Completion</p> <p>Bystander Intervention Training</p> <p>Bystander Intervention Training, a sexual harassment prevention training is based on a training produced by the Chicago Commission on Human Relations and is... View More</p> <p>Presented by UCP Seguin of Greater Chicago/Infinitec</p>	<p>48:00 Running Time</p> <p>1 Credits</p> <p>Select</p>
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Once you complete a training, you must turn in the training certificate to trainingreg@clearbrook.org

If we do not have the certificate, we cannot update your training record!

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 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

[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 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.

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) v

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: Infnittec

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: Infnittec

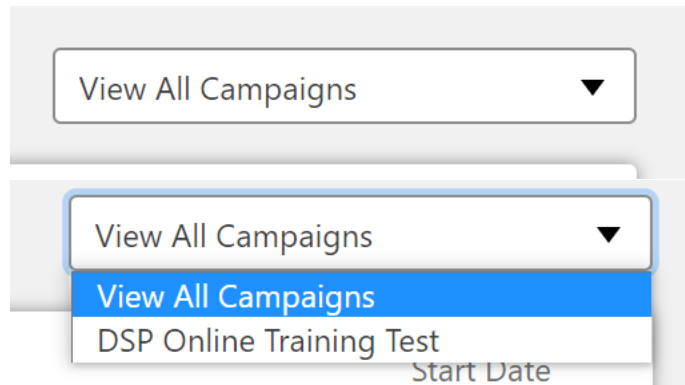
Run Time: 22 min(s)

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

