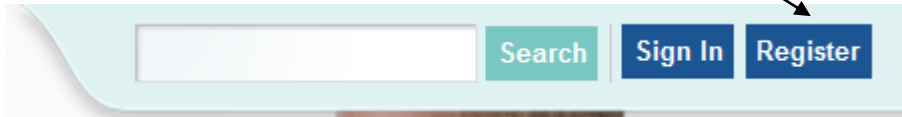


## Registration and Sign-in Process for the Website, <http://www.myinfinitec.org/>

In the upper corner of the screen, click Register.



1. 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

2. Complete the remainder of the information on the registration screen including your name and email. You may use a work email or a personal email.

Screen Name

First Name

Last Name

Email Address

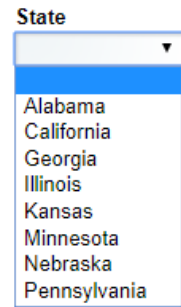
3. Identify your position. If you have more than one position or serve more than one age level, hold the Control key (PC) or Command key (Mac) while selecting those fields. If your position isn't listed, select "Other".

Position

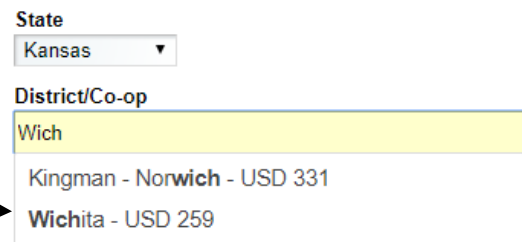
Administrator
AT Specialist
Behavior Specialist
Case Manager
Consumer
COTA
Curriculum Director
Direct Service Provider
Gen Ed Teacher

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

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

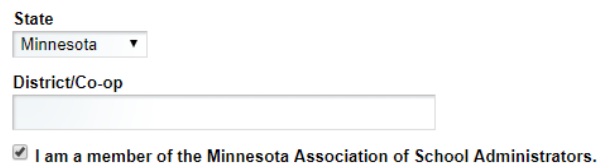


5. Type the name of the agency, school district, cooperative, or school district number where you work, i.e., Wichita or 259. The system will provide you a list to select your district, coop or agency. Click to select the correct item that appears on the screen. For example, if I begin to type Wich for Wichita, I would click the full item, Wichita - USD 259.



6. (Optional for MN administrators ONLY)

Check the box if you are a member of the Minnesota Association of School Administrators (MASA).

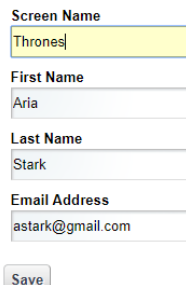
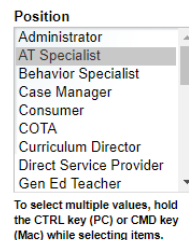
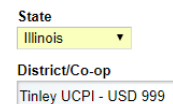


Once all fields are completed, Save will become available.

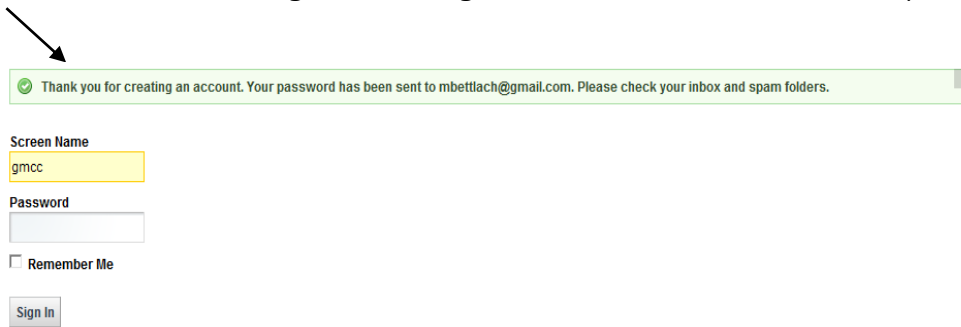
7. Click Save.

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.

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



A green notification bar at the top contains a checkmark icon and the text: "Thank you for creating an account. Your password has been sent to mbettlach@gmail.com. Please check your inbox and spam folders." Below this is a login form with the following elements:

- Screen Name: gmcc
- Password: (empty field)
- Remember Me
- Sign In button

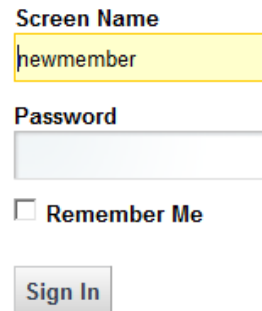
8. Check your email for a message from Infinitec Web Support titled "Your New Account on myinfinitec.org".

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

9. Enter the password from the email in the field.

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

10. Click Sign In.



The login form from the previous screenshot is shown again. Arrows point from the text instructions to the following fields:

- Screen Name: newmember
- Password: (empty field)
- Remember Me
- Sign In button

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



Two buttons are shown side-by-side: "I Agree" and "I Disagree". Arrows from the text above point to these buttons.

**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, please do 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 any other 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 agree to review this Agreement prior to using the Site.

**2. Copyright**

The content organization graphics design compilation ma

12. 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.

13. 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.

14. Provide the answer and click Save.

Question

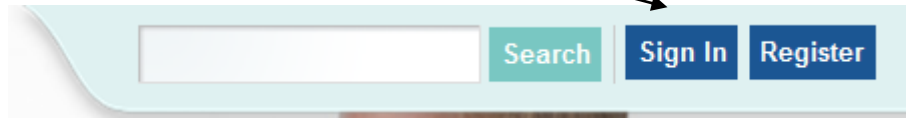
What is your father's middle name?

Answer

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.)

Screen Name

newmember

Password

Remember Me

Click Sign In.

Sign In

For Technical Assistance, please email

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

or call 1.800.361.0270.