![Infinitec - infinite potential through technology]

Registration and Sign-in Process for the Website,

http://www.myinfinitec.org/

In the upper corner of the screen, click Register.
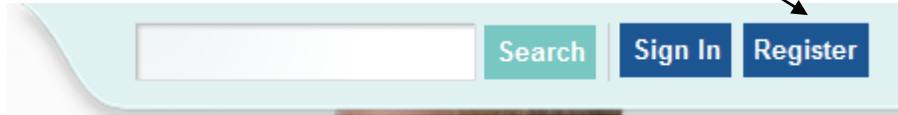
First, complete the Screen Name field. This will be your user name, the name you use to sign into the website. We suggest you use your first initial, last name, i.e., jsmith. **Special characters or spaces are not permitted.**

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.

Click the drop down to choose your state. This will create fields to choose in the next drop down.
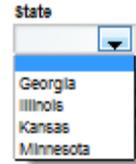
Type the name of the Agency name or number where you work, i.e., Far or 192. The system will provide you a list to select your district or coop.

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 of use. Please review the following terms carefully. If you do not a

1. **Acceptance of Agreement**.
   You agree to the terms and conditions outlined in this Terms the entire and only agreement between us and you, and sup understandings with respect to the Site, the content, products Agreement may be amended at any time by us from time to t review this Agreement prior to using the Site.

2. **Copyright**.
   The content, organization, graphics, design, compilation, ma

![Infinitec logo - infinite potential through technology]

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.
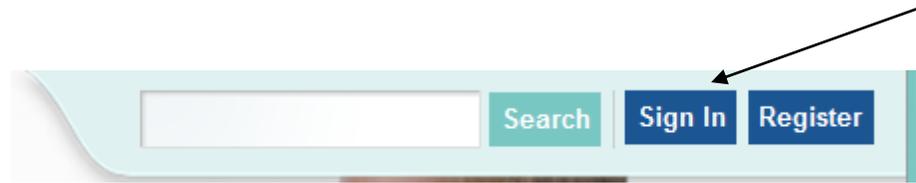
Question

What is your father's middle name? ▼

Answer

Provide the answer

and click Save.

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
or call 1.800.361.0270.