

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.

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.

Screen Name

First Name

Last Name

Email Address

Birthday
 January 1 1970

Gender

Employment Status

This year we have adopted two ASES positions. Please select the job or jobs that best describe your professional title.

Position

- Administrative
- RT Specialist
- Behavior Specialist
- Case Manager
- Counselor
- CVTA
- Curriculum Director
- Direct Service Provider

In order to receive salary, check the CMAA, pay 100 or CMAA pay (check multiple positions).

Age Level Served

- Early Childhood
- Elementary
- Secondary
- Adult
- Early Intervention
- Junior High
- Middle School

In order to receive salary, check the CMAA, pay 100 or CMAA pay (check multiple positions).

State

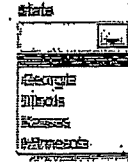
Annually we need for counties which clinical, on-site or other educational agency your work for. Selecting the number or number of the AGENCY WORKS YOU ARE EMPLOYED IN for the field below and indicate the correct agency from the list.

District/Co-op

Contractor Served

In order to receive salary, check the CMAA, pay 100 or CMAA pay (check multiple positions).

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.

State: Minnesota

Agency Name or Number: Far

Agency List:

- DISCOVERY PUBLIC SCHOOL FARIBAUT (4387-01)
- FARIBAUT AREA LEARNING CENTER (6556-9158-01)
- FARIBAUT DAY SCHOOL ALC (6556-9157-01)
- FARIBAUT PUBLIC SCHOOL DISTRICT (6556-01)
- FARMINGTON PUBLIC SCHOOL DISTRICT (0192-01)

State: Minnesota

Agency Name or Number: FARMINGTON PUBLIC SCHOOL DISTRICT (0192-01)

I am a member of the Minnesota Association of School Administrators.

Counties Served:

- Aitkin
- Ashtab
- Becker
- Beltrami
- Benoni
- Big Stone
- Blue Earth
- Brown
- Carlton
- Cass

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 mbattleck@gmail.com. Please check your inbox and spam folders.

Screen Name
gmac

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 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 supersedes all 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 and you agree to review this Agreement prior to using the Site.

2. Copyright

The content organization graphics design compilation and

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 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?

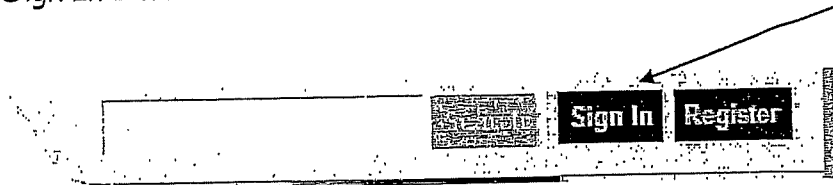
Answer

Save

Provide the answer
and click 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.

