



1. When you go to the myinfinitec.org website, if you are a current user it will prompt you to change your password. Please follow the directions on the screen.

The screenshot shows the MyInfinitec website interface. At the top is the Infinitec logo and tagline. Below it is a dark blue banner with the text "Welcome to MyInfinitec". A green notification box contains a message about updated password requirements. The main content area has two columns: "Login" and "Register". The "Login" column has input fields for email (containing "wvanbata@morris.k12.mn.us") and password (masked with "\*\*\*\*\*"), a "Login" button, and a "Forgot Password" link. The "Register" column has a "Register" button and a paragraph of text explaining the registration process for new users and those who have recently changed employers.

If you are a **NEW USER, PLEASE CLICK REGISTER**. You will see a screen like this:

The screenshot shows the registration form on the MyInfinitec website. At the top is the Infinitec logo and tagline, followed by a "Login" link. Below the logo is a link: "Already have an account? [Login here](#)". The form consists of several input fields: "First Name", "Last Name", "Email", "Confirm Email", "Password", "Confirm Password", "Recovery Email (optional)", and "Confirm Recovery Email". There are also dropdown menus for "Occupations" (with the text "Select all that apply"), "Employer State" (with the text "Choose One"), and "Employer" (with the text "Select an Employer"). At the bottom of the form is a checkbox labeled "I'm not a robot" with a CAPTCHA icon, and a checkbox labeled "I agree to all MyInfinitec's [Terms & Conditions](#)". Below these checkboxes are two buttons: "Register Account" and "Cancel".

If you are a NEW USER: Please use your work email – only. Please call Wendy with any questions at 320-585-2243 or 320-815-5399.

**Once your password is updated or you become registered:**

2. Click on the Online Classroom tab OR look to the right side of the page to the ONLINE CLASSROOM box.

The screenshot shows the Infiniteset website dashboard. The top navigation bar includes the Infiniteset logo, "My Dashboard", "Online Classroom", "Quizzes & Certificates", "Events", "ENGAGE Admin", and "My Account". The main content area is titled "Suggested Modules" and lists three modules:

- Supporting Behavioral Change: Plans That Work - Series E Putting It All Together, Functional Behavior Analysis and Student Support Plan**  
21:29 Running Time, 0.5 Credits  
Presented by Linda Aldridge, Ed.D.
- Teaming for Success: Strategies for Teacher-Paraeducator Collaboration**  
58:50 Running Time, 1.25 Credits  
Presented by Christina Cipriano, Ph.D.
- Supporting Behavioral Change: Plans That Work - Series F Data REQUIRED**  
15:55 Running Time, 0.5 Credits  
Presented by Linda Aldridge, Ed.D.

On the right side, there is a green "ENGAGE Admin" button and a yellow "Online Classroom" box with the text "Explore more than 1000 eLearning modules designed to meet your professional learning needs." and a "Visit The Online Classroom" button. Below this is an "Upcoming Events" section for July 2020.

3. On the left hand side, look for the drop down for SELECT A CATEGORY. Scroll for the category needed. For back-to-school training, look for the header Commonly Required and search it.

The screenshot shows the "Online Classroom" section of the Infiniteset website. The top navigation bar is the same as in the previous screenshot. The main content area has a dark blue header with the text "Online Classroom" and "Explore more than 1000 eLearning modules designed to meet your professional learning needs." Below this, there is a "Filter results" section on the left with a search bar, "Search presenters", "Select a category" (with "Commonly-Required Presentations" selected), and "Sort by" (with "Newest" selected). On the right, there is a "Getting Started" section with a "Play Video" button. Below this, there is a "School" tab and a "Social Services" tab. The "School" tab is active, showing a module titled "ADA in the School Environment (1) ADA 101 and (2) Defining Disability" with a "View More" button.

4. Scroll down the page until you see the video called Bloodborne Pathogens and Universal Precautions, approximately 37 minutes long. Click on the word Select to the right of it.

The screenshot shows the Infinitec Online Classroom interface. The top navigation bar includes the Infinitec logo, a home icon, and links to My Dashboard, Online Classroom, Quizzes & Certificates, Events, ENGAGE Admin, and My Account. The main content area displays a list of video courses. The third course, 'Bloodborne Pathogens and Universal Precautions Annual Review (updated 2017)', is highlighted with a teal background. It has a running time of 37:52 and 1 credit. To its right is a green 'Select' button with a right-pointing arrow. Below the list, the 'Bullying Basics' course is partially visible.

Course Title	Running Time	Credits	Action
Bloodborne Illnesses - Hepatitis	4:14	0.25	Select
Bloodborne Pathogens	16:7	0.5	Select
<b>Bloodborne Pathogens and Universal Precautions Annual Review (updated 2017)</b>	<b>37:52</b>	<b>1</b>	<b>Select</b>
Bullying Basics	11:00	0.5	Select

A. This will take you to the screen to view – push the “play” button. Once viewed, look slightly below the screen and to your right – you will see the “take quiz” button. Click on it and take the quiz. Passing is 80% accuracy.

The screenshot shows the video player interface for the selected course. The top navigation bar is the same as the previous screenshot. The video player is a large black rectangle with a white play button in the center. Below the player, the presenter is listed as Shannon Benaitis. To the right of the presenter information is a green 'Take Quiz' button. Below the player, there are sections for 'Description' and 'What's included', which are currently empty.

**Bloodborne Pathogens and Universal Precautions Annual Review (updated 2017)**

Presented By  
Shannon Benaitis

**Take Quiz**

Description

What's included

B. A second option would be to have staff view it together, projected on a screen, and sign in for the presentation.

5. Repeat step 4 to find Employee Right to Know and Mandated Reporting.

The screenshot shows the Infinitec Online Classroom interface. The navigation bar includes: My Dashboard, Online Classroom (active), Quizzes & Certificates, Events, Member Center, Services, ENGAGE Admin, and My Account. The main content area displays a list of training modules:

- Emergency Safety Interventions (ESI): Requirements for Kansas (2016)**
  - Running Time: 24:24
  - Credits: 0.5
  - Presented by: Kansas State Department of Education
- Employee Right-to-Know (Hazard Communication Standard)** (Highlighted in red)
  - Running Time: 28:00
  - Credits: 0.75
  - Presented by: Infinitec
- Epilepsy for All Educators (Seizure Disorders) Support and Care (Updated June, 2020)**
  - Running Time: 47:27
  - Credits: 1
  - Presented by: Infinitec

The screenshot shows the Infinitec Online Classroom interface. The navigation bar includes: My Dashboard, Online Classroom (active), Quizzes & Certificates, Events, Member Center, Services, ENGAGE Admin, and My Account. The main content area displays a list of training modules:

- Managing Food Allergies, Anaphylaxis and EpiPen Administration**
  - Running Time: 28:17
  - Credits: 0.5
  - Presented by: Heather Miller, M.S. CCC-SLP
- Mandated Reporting** (Highlighted in yellow)
  - Running Time: 10:30
  - Credits: 0.5
  - Presented by: Infinitec
- Medication Administration in the Schools**
  - Running Time: 20:48
  - Credits: 0.5
  - Presented by: Angela Lepkowski, MSN, RN, NCSN

6. There is no OSHA video to replace our Slips, Trips and Falls presentation from Lakes Country.