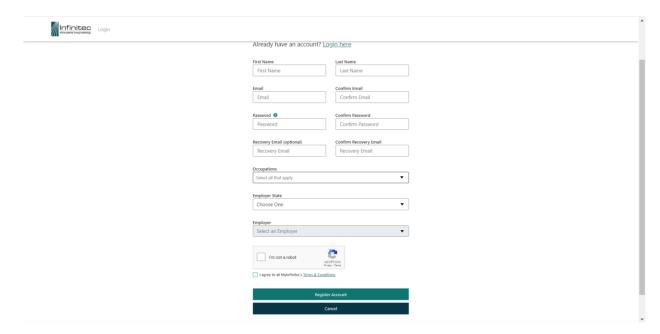


1. When you go to the myinfinitec.org website, if you are a current user it will prompt you to change your password. Please follow the directions on the screen.



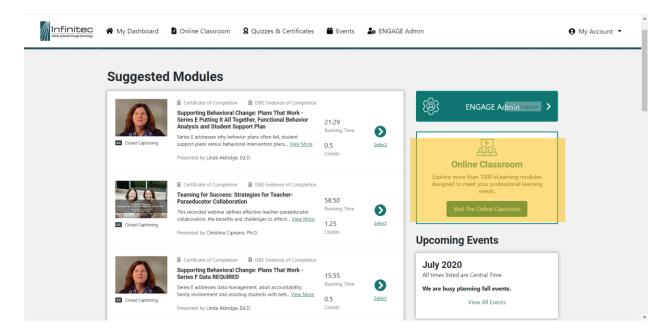
If you are a **NEW USER, PLEASE CLICK REGISTER**. You will see a screen like this:



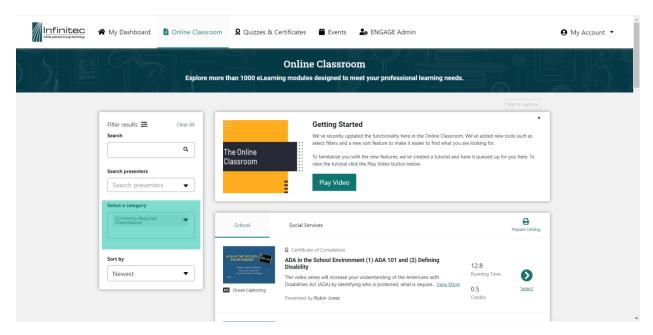
If you are a NEW USER: Please use your work email – only. Please call Wendy with any questions at 320-585-2243 or 320-815-5399.

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

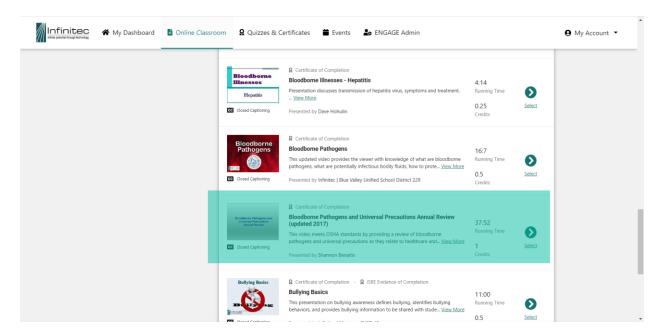
2. Click on the Online Classroom tab OR look to the right side of the page to the ONLINE CLASSROOM box.



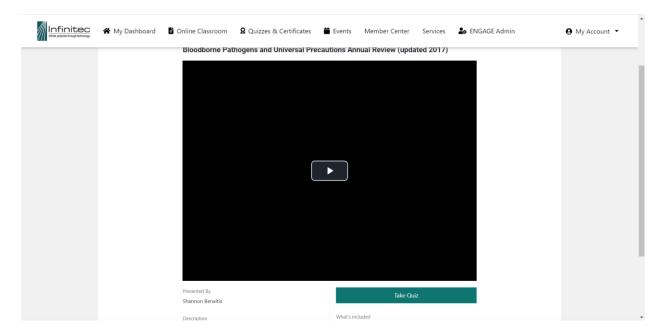
3. On the left hand side, look for the drop down for SELECT A CATEGORY. Scroll for the category needed. For back-to-school training, look for the header Commonly Required and search it.



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.

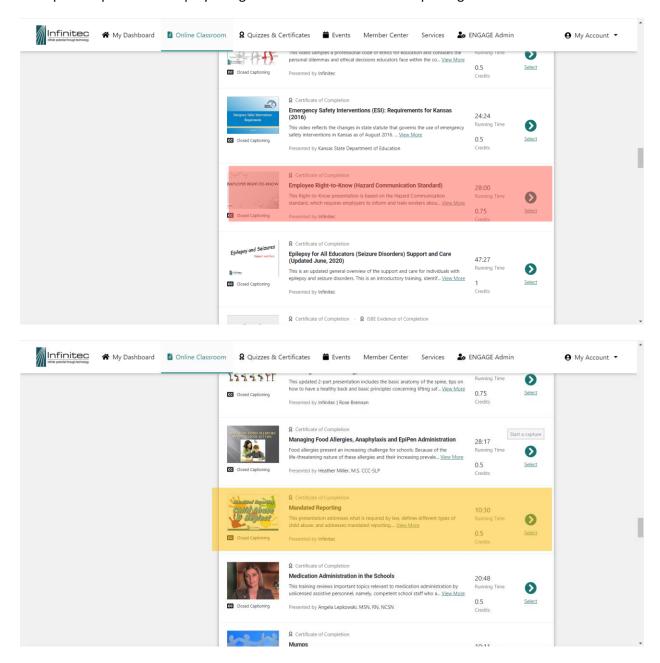


A. This will take you to the screen to view – push the "play" button. Once viewed, look slightly below the screen and to your right – you will see the "take quiz" button. Click on it and take the quiz. Passing is 80% accuracy.



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.



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