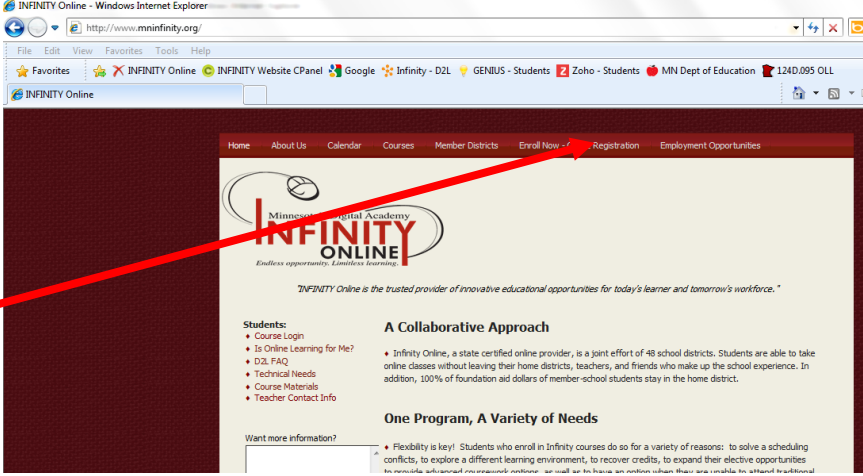
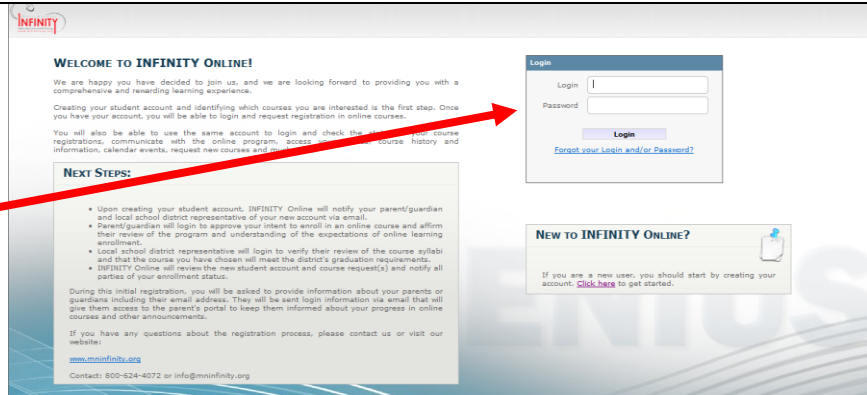


INFINITY Online

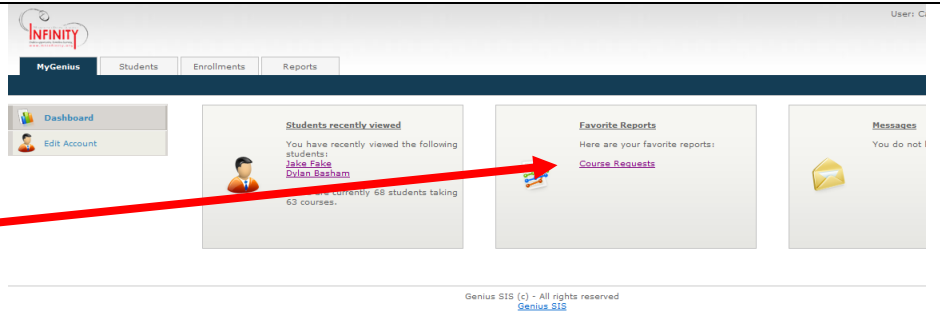
COUNSELOR VERIFICATION INSTRUCTIONS

Action Required	Notes/Reference
<p>Step 1: Using a web browser, access the INFINITY Online website at http://www.mninfinit.org</p> <p>Click on the link at the top of the screen called, “Enroll Now – Online Registration”.</p>	
<p>Step 2: Click on the GENIUS Registration link located in Step 3 of the online instructions.</p>	<p style="text-align: center;">Enroll Now!</p> <p>Enrolling in an INFINITY course is a straightforward process which students and parents can do on their own, although we strongly encourage you to work with your school guidance counselor, as he/she can help facilitate and streamline the process as well as offer guidance regarding needed courses and credits and the likelihood of success for individual students.</p> <p>IMPORTANT NOTE! BEFORE STARTING : As email is the main method of notification regarding your courses and enrollment status, be sure that the email addresses for you and your parent are correct. If you or your parent do not have an email account, please contact the INFINITY office and we will manually set up an account for you and your parent. <i>Do not continue until you have this information on hand.</i></p> <p>Step 1: Review the following INFINITY policies which outline the expectations of online learning: Academic Integrity Policy Acceptable Use Policy Attendance Policy</p> <p>Step 2: Review the course description of the course(s) you are considering.</p> <p>Step 3: Students will create an account in the GENIUS online registration system and request the courses they are interested in taking. The creation of this New Student User Account and the Request for Courses will generate an automatic email sent to the both the parent/guardian and the student’s enrolling district or counselor. This is the first notification that a student at your school is requesting an online course.</p> <p>Step 4: Parent/guardian will receive an email notification of their students intent to enroll, along with a separate username and password, and must login to affirm the student’s courses.</p> <p>Step 5: Counselor will receive an email notification of a student in their district who intends to enroll in an online course. The counselor must login to update the certain student profile information (MARSS number, IEP, etc;) and verify the courses being requested.</p> <p>Step 6: After the requested course(s) are affirmed online by the parent and verified online by the counselor, INFINITY Online will enroll the student in the course. The student, parent, and counselor will all be sent an automatic email confirming the student’s enrollment into the requested course is complete.</p>

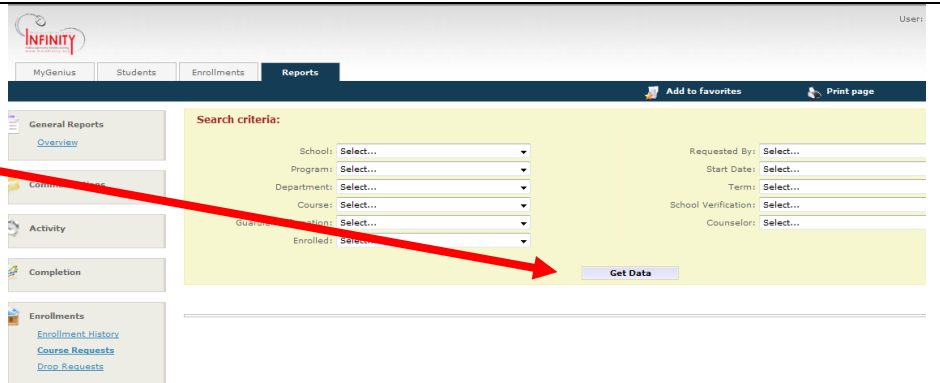
Step 3: This will bring you to the GENIUS Student Course Registration System where you will login using the username and password provided for you by INFINITY Online.



Step 4: Once you login, you will see what is called the "Dashboard". Click on the Course Requests link located in the middle of your screen under "Favorite Reports".



Step 5: Click the GET DATA button on the Reports screen to get a list of all students who have requested courses.



- To see just those students requiring verification (new requests), click the dropdown box next to "School Verification" and choose "Waiting Review".
- To see a list of ALL students that have requested courses, click GET DATA without selecting any specific criteria.

Step 6: Click on the name of the student you wish to verify.

MyGenius Students Enrollments **Reports** Add to favorites Print page

Search criteria:

School: Requested By:
 Program: Start Date:
 Department: Term:
 Course: School Verification:
 Guardian Affirmation: Counselor:
 Enrolled:

Get Data

There are 4 records matching your criteria:

Enroll	Student	Course	Term	GuardianApproval	SchoolApproval	Segment	Start Date	Requested By	Request On
<input type="checkbox"/>	Student, INFINITY	Algebra 1	INFINITY Summer 2011	WAITING_REVIEW	WAITING_REVIEW	Sem A	06/13/2011	Student, INFINITY	05/04/
<input type="checkbox"/>	Fake, Jake	Introduction to Literature	INFINITY Fall 2011	WAITING_REVIEW	WAITING_REVIEW	Sem A	09/12/2011	Fake, Jake	05/04/
<input type="checkbox"/>	Fake, Jake	Environmental Science	INFINITY Fall 2011	WAITING_REVIEW	WAITING_REVIEW	Sem A	01/13/2011	Fake, Jake	05/05/
<input type="checkbox"/>	Fake, Jake	Ecology	INFINITY Spring	WAITING_REVIEW	WAITING_REVIEW	Sem A	05/25/2012	Fake, Jake	05/05/

Step 7: Click the “Edit Information” link on the left hand side of the screen.

MyGenius **Students** Enrollments Reports

Fake, Jake

Main Information
[Main Page](#)
[Edit Information](#)
[Requested Courses](#)
[Drop Requests](#)
[External Files](#)
[View Calendar](#)

Basic Information

Student ID: 4299
 Name: Fake, Jake
 Gender: Male
 Grade: 9
 Phone: 555-555-5555
 Mobile:
 Email: jake.fake@noemail.com
 Notes:
 LMS ID:
 District Number: 0318
 Guardian 1 First Name: Mother
 Guardian 1 Last Name: Fake
 Guardian 1 Phone 1: 555-555-5555
 Guardian 1 Phone 2:
 Guardian 1 Phone 3:
 Guardian 1 Email: fakemom@noemail.com

Preferred Name:
 Date of Birth: 01/01/1996
 Status: ALUMNI
 Program: INFINITY Online
 Program Name: GRAND RAPIDS SENIOR HIGH
 Program District: GRAND RAPIDS PUBLIC SCHOOL DIST
 Counselor: Fowler - Carrie
 Counselor Phone: 218-327-5770 x1415
 Counselor Email: cfowler@isd318.org

Guardian 2 First Name:
 Guardian 2 Last Name:
 Guardian 2 Phone 1:
 Guardian 2 Phone 2:
 Guardian 2 Phone 3:
 Guardian 2 Email:

Academic Snapshot

This student is currently not enrolled in any sections.

Step 8: Scroll down to the bottom of the screen and complete ALL information under the “ADDITIONAL INFORMATION SECTION”.

Click Submit when done.

Program Information

School District: (Choose from the drop-down or start typing the district name)
 School Name:
 Counselor Name: Schedule Type:

Additional Information

MARSS ID Number:
 Home Language:
 Ethnic Code:
 Receiving ELL:
 Meets the graduation incentives for at-risk students:
 Immunization records on file:
 Student has an active IEP on file:

Step 9: Click on Requested Courses from the left hand menu of the student's account record. This will provide you access to the list of courses that the student has requested.

Click the down arrow to select an existing request.

The screenshot shows the INFINITY system interface for a student named 'Fake, Jake'. The left sidebar contains a 'Requested Courses' menu item. A red arrow points to this menu item. Another red arrow points to a dropdown menu in the main content area labeled 'Please select an existing request:' with a 'Select...' option.

Step 10: This is the screen where you will verify, not verify, or make changes to a student course request.

Review the information that the student has already selected in their course request.

The screenshot shows the 'Course Request' form in the INFINITY system. The 'Basic Information' section is visible, showing fields for Term (Fall 2011), Course (Environmental Science - SC_EVSC (INFINITY)), and Segment (Sem A). A red arrow points to the 'Course' field.

Step 11: Scroll down to complete the following sections:

- Midpoint Information

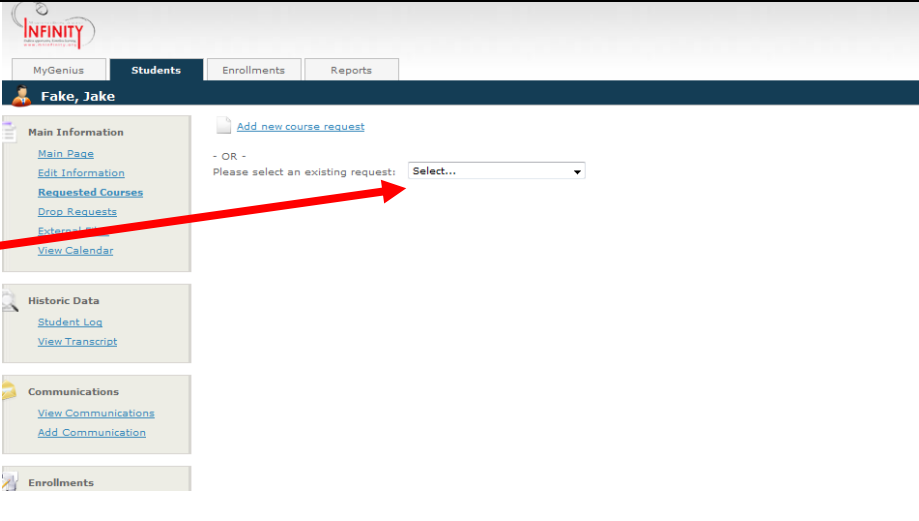
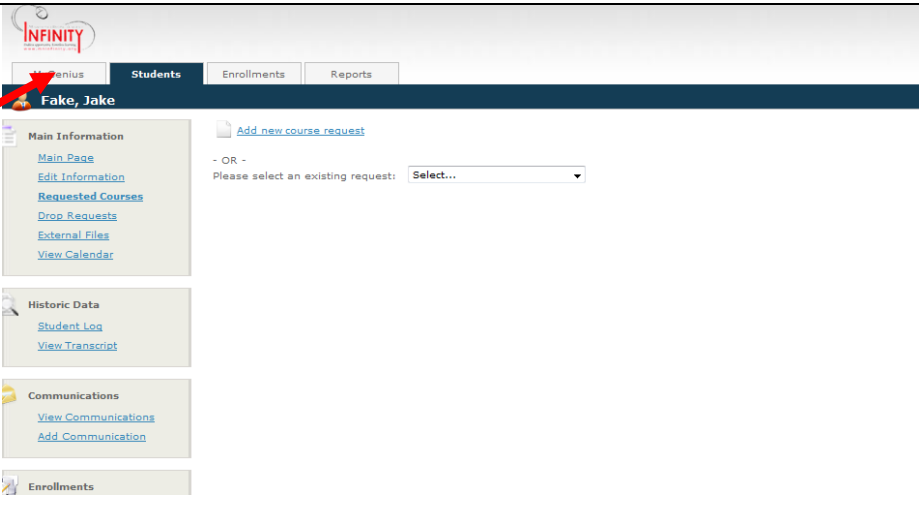
- Graduation Requirements (2 sections)

- Authorization Information

The screenshot shows the 'Midpoint Information', 'Graduation Requirements', and 'Authorization Information' sections of the course request form. Red arrows point to the 'Midpoint Information' section, the 'Graduation Requirements' section, and the 'Authorization Information' section.

Step 12: Click the "SAVE" button at the bottom of the screen.

The screenshot shows the 'Save', 'Delete', and 'Cancel' buttons at the bottom of the screen. A red arrow points to the 'Save' button.

<p>Step 13: If the student has requested more than one course, repeat Steps 9-12 for each course being requested.</p>	
<p>Step 14: Click on the MyGenius tab to repeat this verification process (returning to Step 4 of this instruction set) for each student that you need to verify enrollment on.</p>	
<p>Step 15: When you have completed all verifications of enrollment and courses, click the “Logout” link in the upper right hand corner. You are done! 😊</p>	

What happens next?

- The parent/guardian will login to approve their student’s intent to enroll in an online course and affirm their review of the program and understanding of the expectations of online learning enrollment.
- INFINITY Online will review the new student account and course request(s) and notify all parties of the student’s enrollment status.
- Two to three weeks prior to the start of the term, you will receive email instructions on how to complete the online student orientation seminar. All students are required to complete the orientation prior to the first day of the online term.