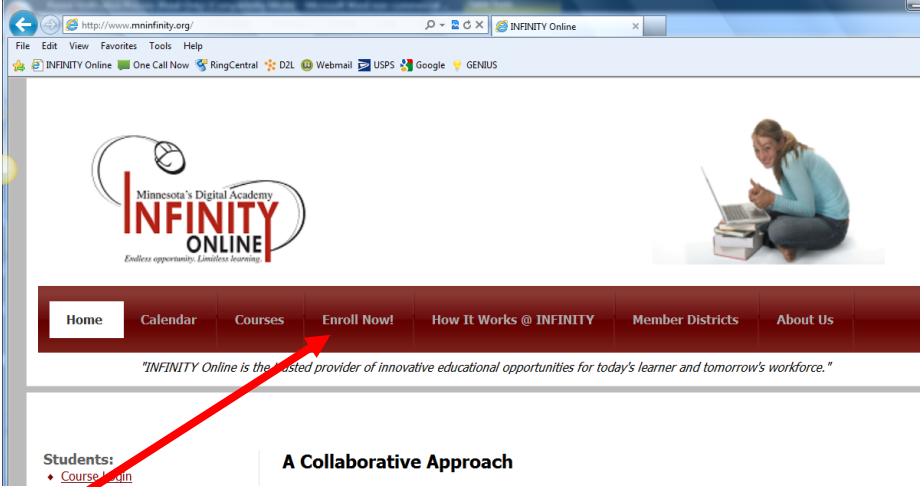

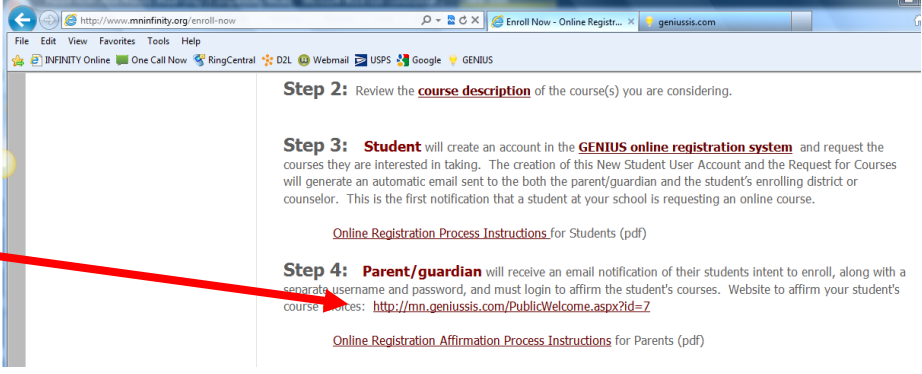
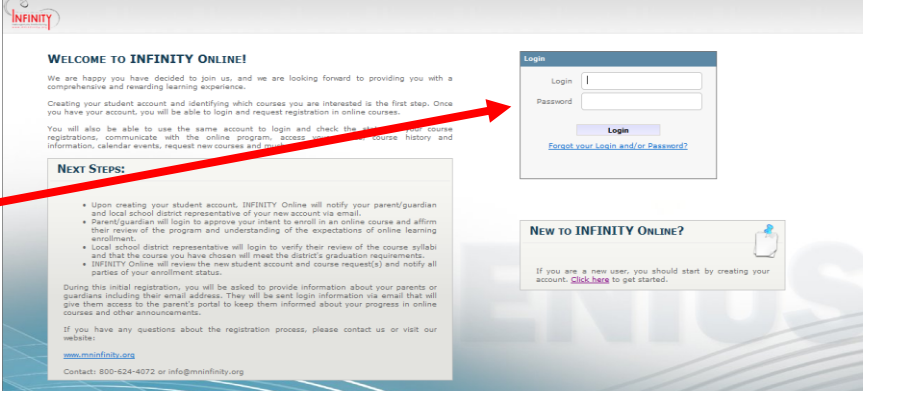


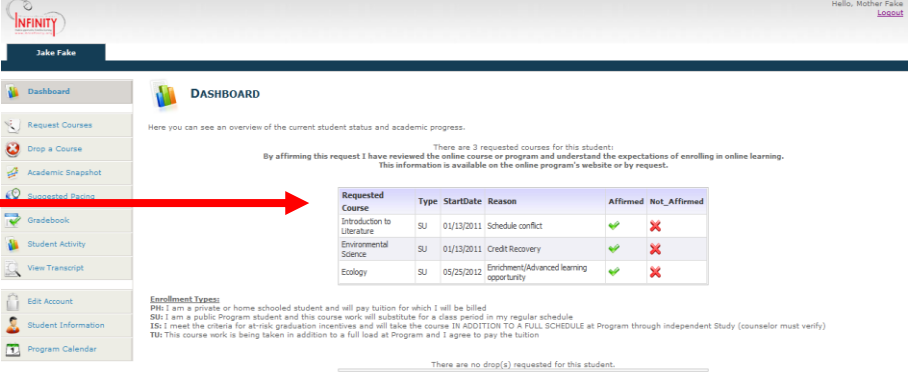
# INFINITY Online

## PARENT VERIFICATION INSTRUCTIONS

Action Required	Notes/Reference
<p><b>Step 1:</b> Using a web browser, access the INFINITY Online website at <a href="http://www.mninfinitly.org">http://www.mninfinitly.org</a></p>	
<p><b>Step 2:</b> Click on the link at the top of the screen called, "Enroll Now".</p>	
<p><b>Step 3:</b> Read through the information and scroll down to "Step 4: Parent/guardian" and click on the link <a href="http://mn.geniussis.com/PublicWelcome.aspx?id=7">http://mn.geniussis.com/PublicWelcome.aspx?id=7</a></p>	
<p><b>Step 4:</b> This will bring you to the GENIUS Student Course Registration System where you will login using the username and password provided for you in a separate email.</p>	

**Step 5:** Once you login, you will see what is called the “Dashboard”. You will see a list of courses your student has requested.

You are required to affirm each course request choice made by your student. Enter your initials first and then click the green checkmark next to each choice to affirm.



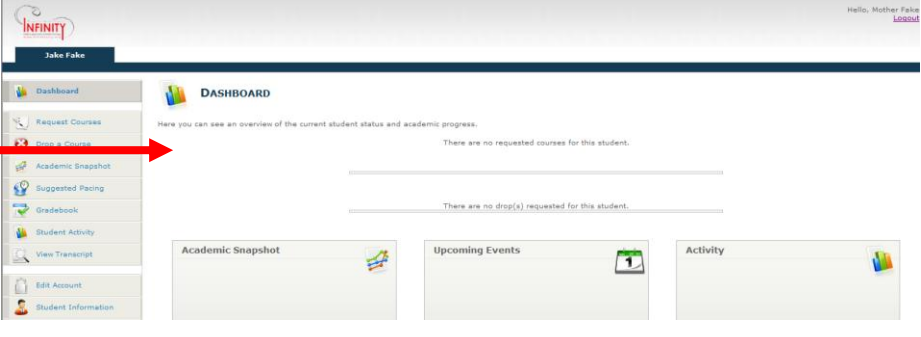
The screenshot shows the INFINITY dashboard for a user named Jake Fake. The dashboard displays a list of requested courses with columns for Course, Type, Start Date, Reason, Affirmed, and Not Affirmed. A red arrow points to the 'Request Courses' link in the left sidebar.

Requested Course	Type	StartDate	Reason	Affirmed	Not_Affirmed
Introduction to Literature	SU	01/13/2011	Schedule conflict	✓	✗
Environmental Science	SU	01/13/2011	Credit Recovery	✓	✗
Ecology	SU	05/25/2012	Enrichment/Advanced learning opportunity	✓	✗

Below the table, there are sections for 'Enrollment Types' (PII, SU, IS, TU) and a note stating 'There are no drop(s) requested for this student.'

- By choosing the green affirm checkmark, you are approving your 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.

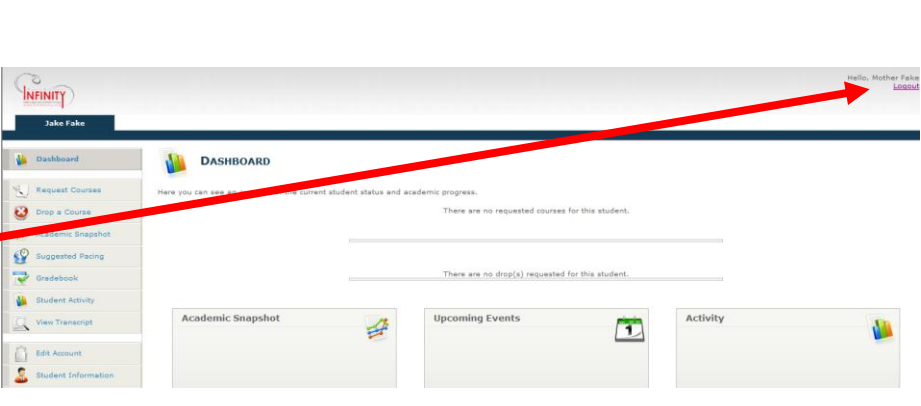
**Step 5:** Once you have affirmed your student’s choices, the requests will disappear from the dashboard.



The screenshot shows the INFINITY dashboard for Jake Fake. The 'Request Courses' section is now empty, with a message stating 'There are no requested courses for this student.' A red arrow points to the 'Request Courses' link in the sidebar.

**Step 6:** If you have affirmed all choices and do not wish to make any changes, you can logout of the online registration system by clicking the “logout” link in the upper right hand corner.

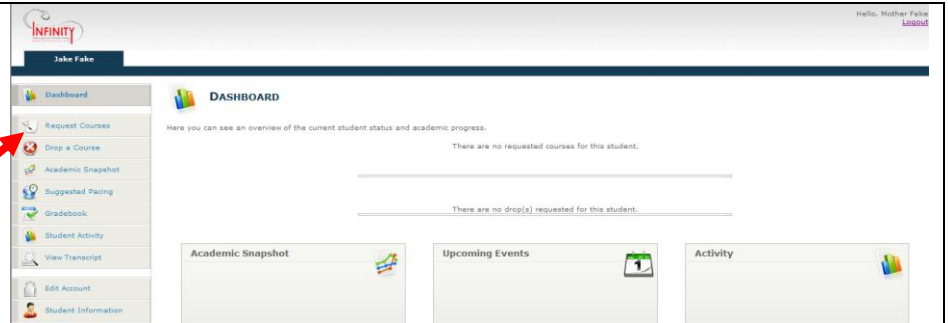
You are done! 😊



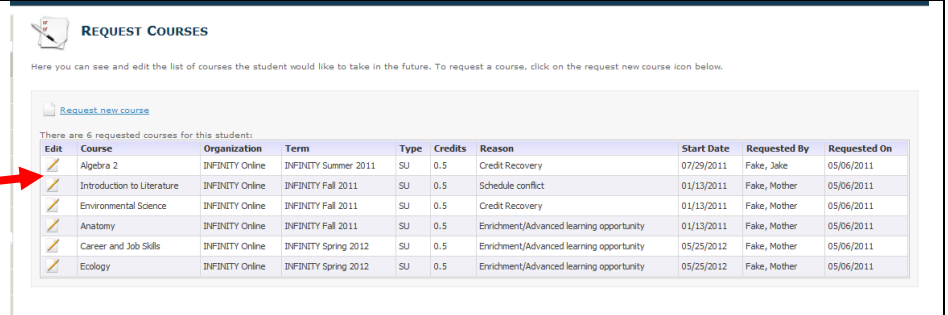
The screenshot shows the INFINITY dashboard for Jake Fake. A red arrow points from the text in the left column to the 'Logout' link in the top right corner of the dashboard.

**Step 7:** After affirming (or not affirming), you still have the option to change/modify any of your student's course requests.

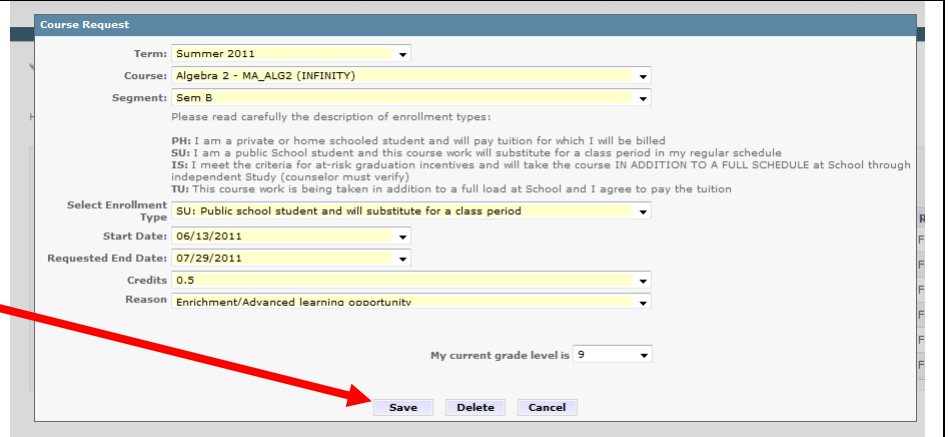
Simply click on the Request Courses option from the left hand menu.



**Step 8:** Click the pencil and paper next to the course request you wish to modify.



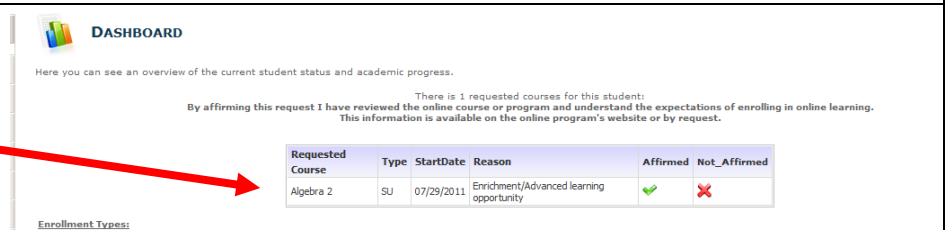
**Step 9:** Make the necessary changes to the course request and click the SAVE button at the bottom. (Continue steps 8 & 9 until you have made all course request changes you wish).



**Step 10:** Return to the dashboard and affirm your changes.

If you have affirmed all choices and do not wish to make any further changes, you can logout of the online registration system by clicking the "logout" link in the upper right hand corner.

You are done! 😊



## What happens next?

- The school counselor will login to complete remaining information required of the local district as well as verify the course(s) that the student has chosen will meet his/her graduation requirements.
- The student and parent must print and sign the **Statement of Assurances** form (found on the INFINITY Online website under ENROLL NOW link) and submit to your school counselor (this form can also be faxed or mailed to the INFINITY office.) NOTE: This form **MUST** be returned to the INFINITY office before the beginning of the course term.
- 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, the student 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.