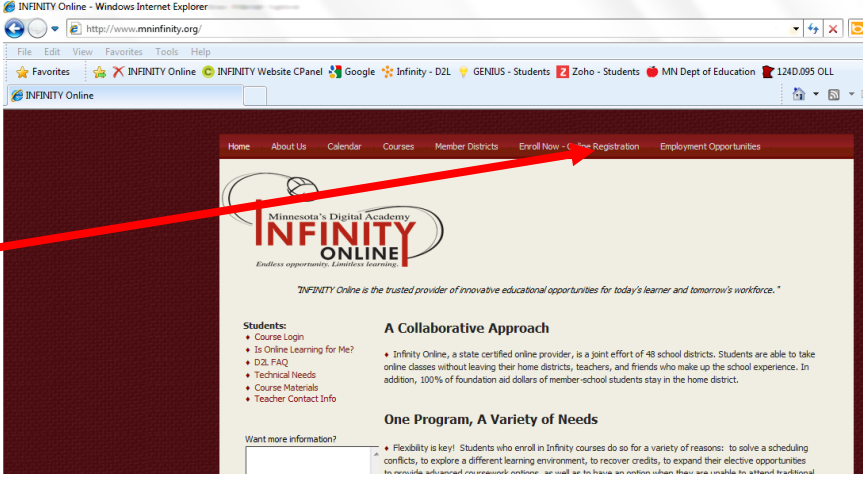
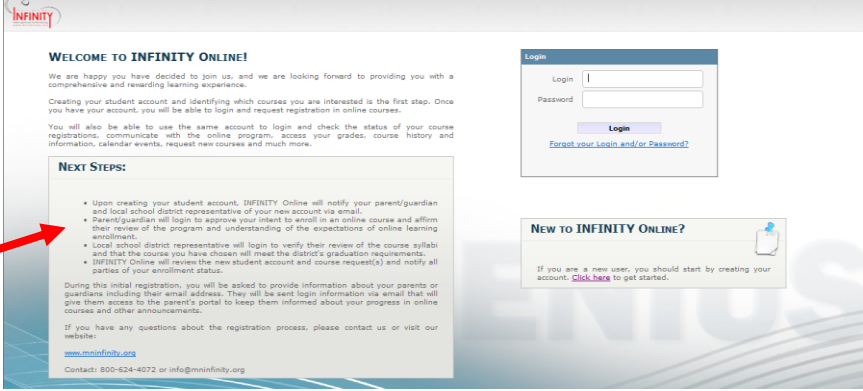
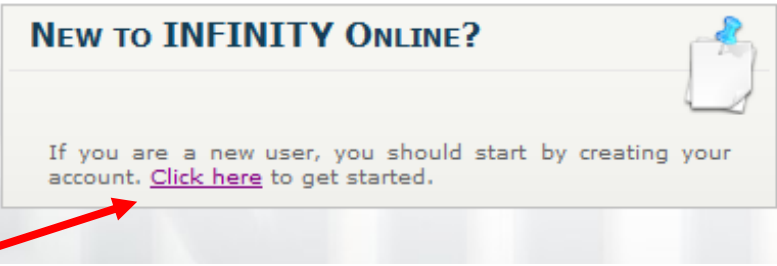


INFINITY Online

NEW STUDENT ENROLLMENT APPLICATION AND COURSE REQUEST INSTRUCTIONS

Action Required	Notes/Reference
<p>Step 1: Using a web browser, access the INFINITY Online website at http://www.mninfinity.org</p>	
<p>Step 2: Click on the link at the top of the screen called, “Enroll Now – Online Registration”.</p>	
<p>Step 3: This will bring you to the GENIUS Student Course Registration System where you will begin the account registration process. Please read through the information in the left hand column before proceeding.</p>	
<p>Step 4: As you have not created an account through INFINITY’s online registration system before, you will need to create your USER ACCOUNT first. Choose the “Click Here” link to start creating your account.</p>	

Step 5: Complete all requested information on the new user account page. (All fields in yellow are required).

Important information about email accounts:

As email is the main method of notification regarding your courses and enrollment status, be sure the email addresses for you and your parent are correct.



Thank you for your interest in INFINITY Online. Please fill out the application below with
Once you click on "Submit", your account will be created and you will then be taken to a
also receive an email with your account information and additional instructions.
If you have any questions, you can contact us at 800-624-4072 or via email at info@mni

Basic Information

Online Learning Program: INFINITY Online	Local District Student ID Number: _____
Last Name: _____	First Name: _____
Middle Name: _____	Grade Level: Select...
Phone: _____	Cell Phone: _____
Gender: Select...	Date of Birth: _____ (MM/DD/Y)
Email: _____ (this will be your Genius login)	
Password: _____	

Address

Street: _____	
State: Select...	
County: _____	Co
Lives with: Select...	

- Grade Level: Enter in the grade you will be in when you take your online class.
- Your email: Make sure your email address is yours alone (not the same as your parent), as this will serve as your username for logging in to this site in the future.
- Your password: Type in the password you want for your account.
- If you are not able to setup a separate email account, please contact info@mni (800-624-4072) and we will manually set up an account for you. This will also help us work out a communication plan with you.
- Parent/Guardian email: If your parent/guardian does not have an email address, check the box indicating such. A program representative will contact your parent and assist them in setting up an account for affirming your enrollment and courses.

Step 6: Once you've filled in all the required information, click the "Submit" button at the bottom of the page.

Address

Street: 123 INFINITY Rd
State: MINNESOTA
County:
Lives with: Mother
City: Grand Rapids
ZIP: 55744
Connected By: High Speed Home Connectio

Guardians

Guardian 1
Relationship: Mother
Last Name: Student
First Name: Parent
Street: 123 INFINITY Rd [Same address as student](#)
City: Grand Rapids
State: MINNESOTA
Zip: 55744
Country:
Phone: 555-111-1111
Phone 2:
Phone 3:
Email: parent.student@noemail.com No parent email
(Please use a different email than the student's)

Guardian 2
Relationship: Select...
Last Name:
First Name:
Street: [Same address as student](#)
City:
State: Select...
Zip:
Country:
Phone:
Phone 2:
Phone 3:
Email: (Please use a different email than the student's)

Program Information

School District: GRAND RAPIDS PUBLIC SCHOOL DISTRICT (01 - #0318) (Choose from the drop-down or start typing the district name)
School Name: GRAND RAPIDS SENIOR HIGH
Counselor Name: Carrie Fowler
Schedule Type: Select...

Submit

School District: All school districts in Minnesota are listed under the dropdown menu. You will need to know your official school district name. Begin typing and the district should appear as a choice.

School Name: All schools for a particular district are listed under this dropdown menu.

Counselor: All known counselors for your school are listed under this choice. If you do not see your counselor, please choose OTHER and enter his/her name. We will then contact the school to have an account created for your counselor.

Step 7: After submitting your account information, you are now ready to request which courses you are interested in taking through the INFINITY online program.

Click the "Request New Course" link.

INFINITY Student

REQUEST COURSES

Here you can see and edit the list of courses the student would like to take in the future. To request a course, click on the request

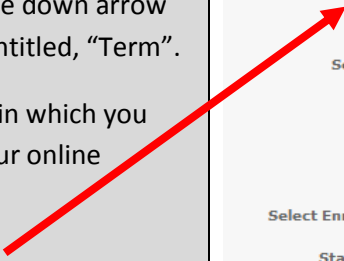
[Request new course](#)

There are no requested courses for this student.

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[Genius SIS](#)

Step 8: On the Course Request page, first click the down arrow next to the box entitled, "Term".

Choose the term in which you intend to take your online course.



Course Request

Term:

Course:

Segment:

Please read carefully the description of enrollment types:

PH: I am a private or home schooled student and will pay tuition for which I will be billed
SU: I am a public School student and this course work will substitute for a class period in my regular school
IS: I meet the criteria for at-risk graduation incentives and will take the course IN ADDITION TO my regular school
TU: This course work is being taken in addition to a full load at School and I agree to pay the tuition

Select Enrollment Type:

Start Date:

Requested End Date:

Credits:

Reason:

My current grade level is

Term is defined as the semester in which you intend to take your online course.

(Note: If you need options other than the term/start dates available through this course request, please contact your school counselor or INFINITY office.)

Step 9: Click the drop down arrow for the box entitled, "Course" and choose from the options available.

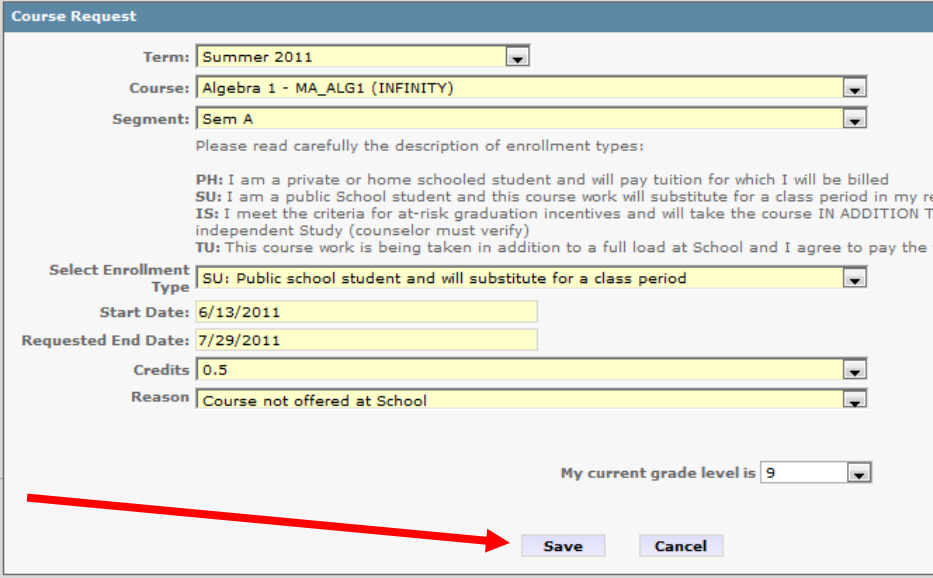
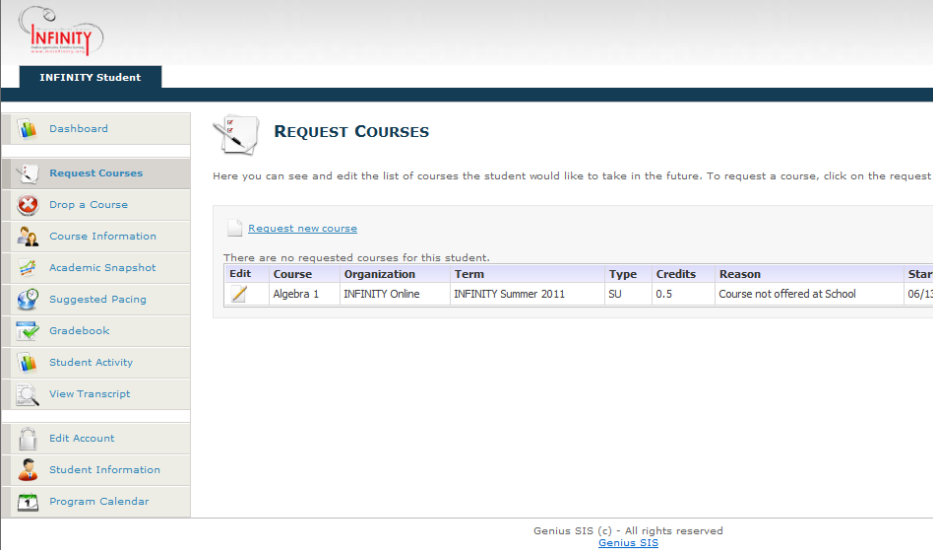
Only courses offered in the term you have selected will be available in this dropdown.

Step 10: Click the drop down arrow for the box entitled, "Segment" and choose from the options available for the selected course.

Segment is defined as which portion of a course you are interested in taking. (Note: If there is only one option available, it will be the only choice).

For example, a full year Biology course has two segments – A and B, each which contain different material/standards required to fulfill a Biology credit. Typically, Biology A would be offered in the Fall and Biology B would be offered in the Spring. You would need to sign up for both Biology A and Biology B in order to earn a full 1.0 credit/year of Biology.

Many courses are only a one semester/one segment course and are worth .5 credit. In these cases, you will only see Segment A offered (as there is no Segment B for this course).

<p>Step 11: Click the drop down arrow for the box entitled, “Enrollment Type”.</p>	<p>The descriptions are identified on the screen.</p>
<p>Step 12: Click the drop down arrow for the box entitled, “Start Date”.</p>	<p>*Must choose a course before the correct start date will appear. (Note: There is only one start date for the term you have selected).</p>
<p>Step 13: Click the drop down arrow for the box entitled, “End Date”.</p>	<p>*Must choose a course before the correct end date will appear. (There is only one end date for the term you have selected).</p>
<p>Step 14: The number of credits available to be earned for the course/term you have selected should automatically appear in the “Credits” drop down box.</p> <p>Step 15: Click the drop down arrow for the box entitled, “Reason” and choose from the options listed.</p> <p>Step 16: Click the “SAVE” button at the bottom of the screen. You should now see the course you requested listed on the screen.</p>	
<p>Step 17: If you are requesting more than one course, repeat Steps 7–16 for each course being requested. Once you have requested all of your courses, you can logout of the user account.</p> <p>Step 18: Click the “Logout” link in the upper right hand corner. You are done! 😊</p>	

What happens next?

- Upon creating your student account, INFINITY Online will notify your parent/guardian and local school district representative of your enrollment and course requests via email.
- Your parent/guardian will login to approve your intent to enroll in an online course and affirm their review of the program and understanding of the expectations of online learning enrollment.
- Your school contact/counselor will login to complete remaining information required of the local district as well as verify the course(s) you have chosen will meet your district's graduation requirements.
- Print and sign the **Statement of Assurances** form (can be found on the 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 your 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.