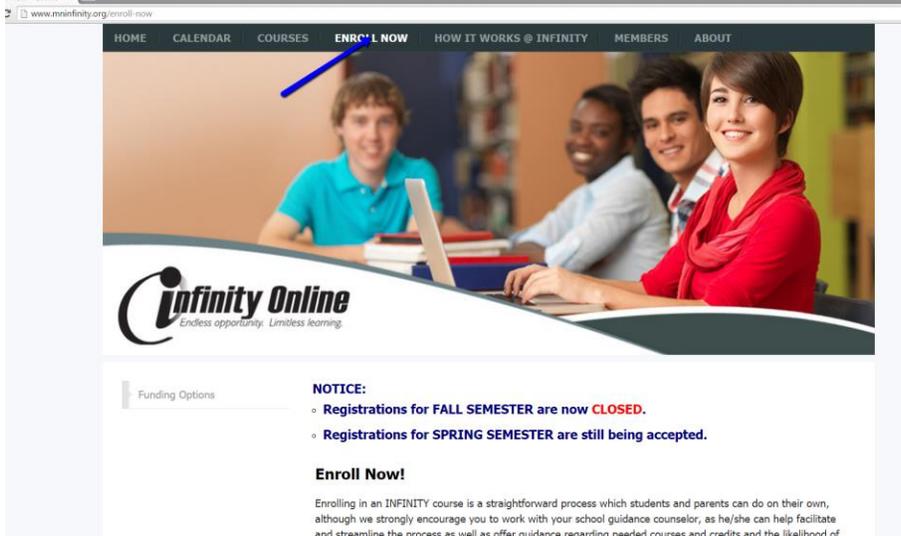
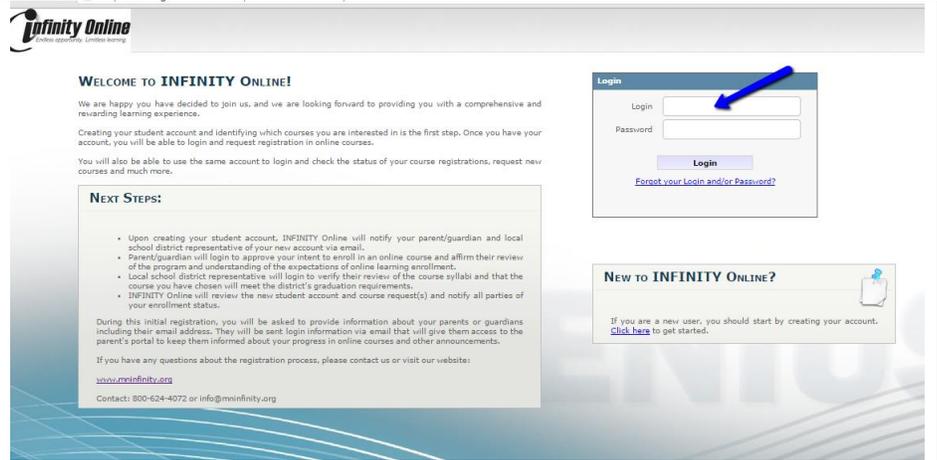


INFINITY Online

PARENT VERIFICATION INSTRUCTIONS

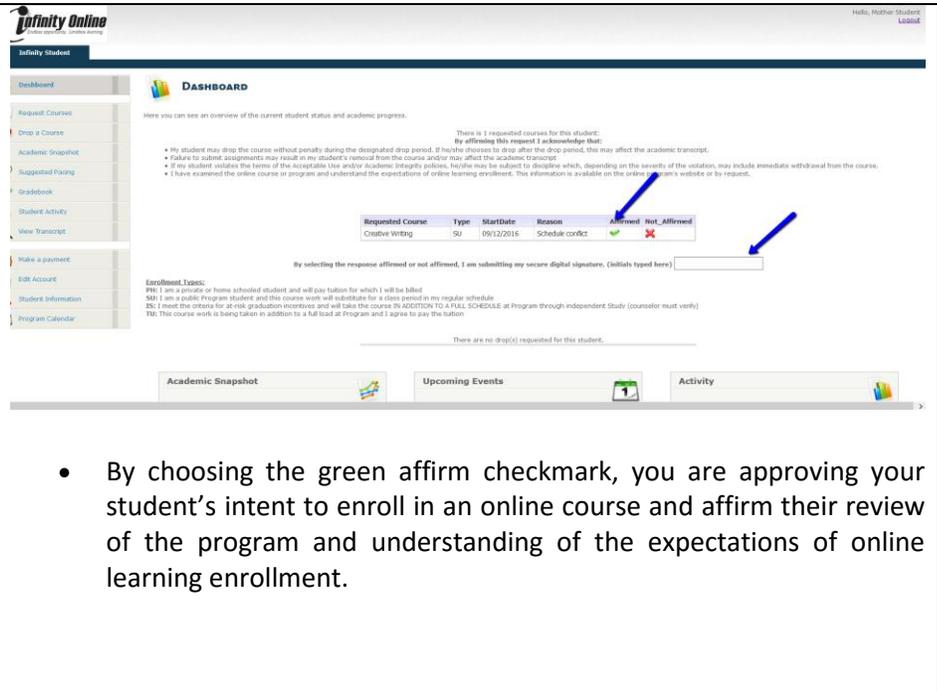
Action Required	Notes/Reference
<p>Step 1: Using a web browser, access the INFINITY Online website at http://www.mninfinity.org</p>	
<p>Step 2: Click on the tab titled “Enroll Now” at the top of the page.</p>	
<p>Step 3: Read through the information and scroll down to “Step 3: Parent/guardian” and click on the link http://mn.geniussis.com/PublicWelcome.aspx?id=7</p>	<p style="text-align: center;">Note: Additional registration steps required for college credit courses - click here!</p> <p style="text-align: center;"><u>Registration Website</u></p> <p>Step 3: 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. Website to affirm your student’s course choices: http://mn.geniussis.com/PublicWelcome.aspx?id=7</p> <p><i>Note: Parents wishing to audit their student’s online course must request access to the Desire2Learn course management system (which is separate from the GENIUS registration system). Please call the Infinity office (800-624-4072) if you would like this setup.</i></p> <p style="text-align: center;">Online Registration Affirmation Process Instructions for Parents (pdf)</p>

Step 4: 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.



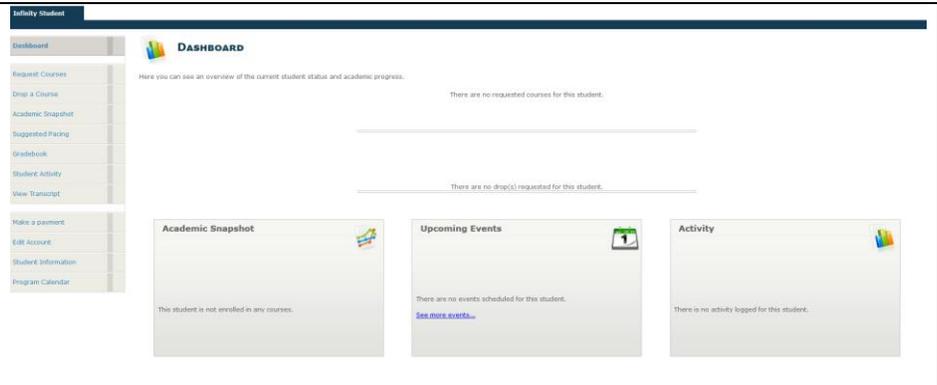
Step 5: Once you login, you will see what is called the “Dashboard”. You will see a list of courses your student has requested.

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.



- 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.

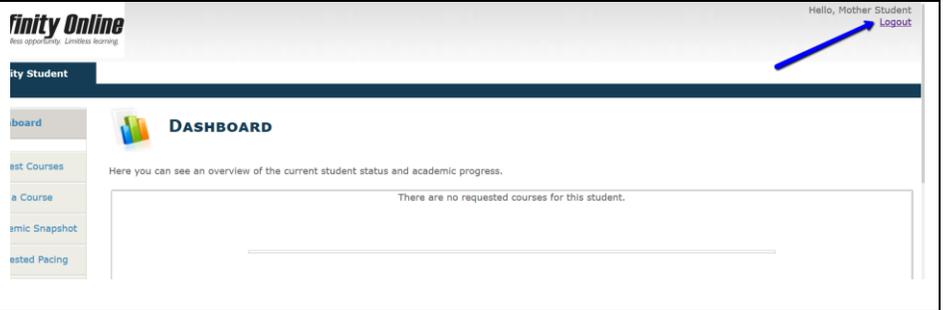
Step 5: Once you have affirmed your student’s choices, the requests will disappear from the dashboard.



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

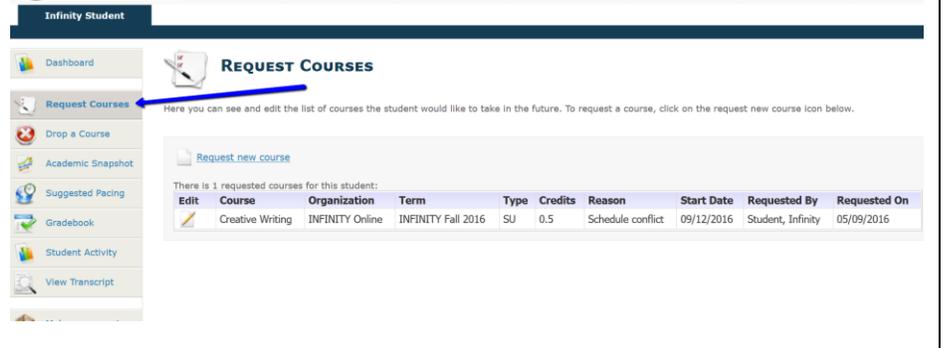
clicking the "logout" link in the upper right hand corner.

You are done! 😊

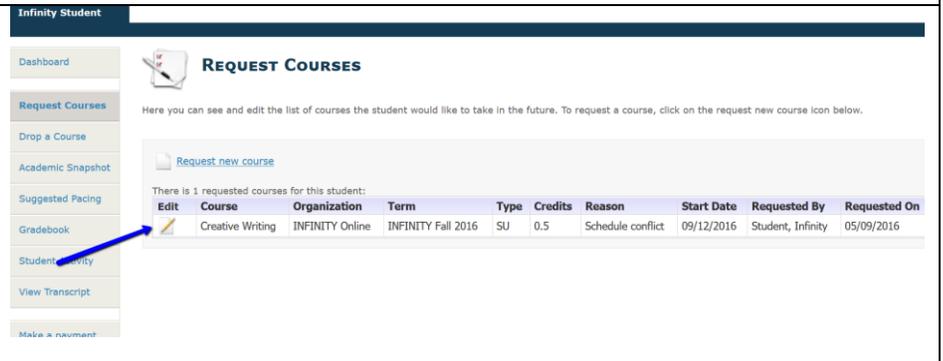


Step 7: After affirming (or not affirming), you still have the option to change/modify any of your student's course requests.

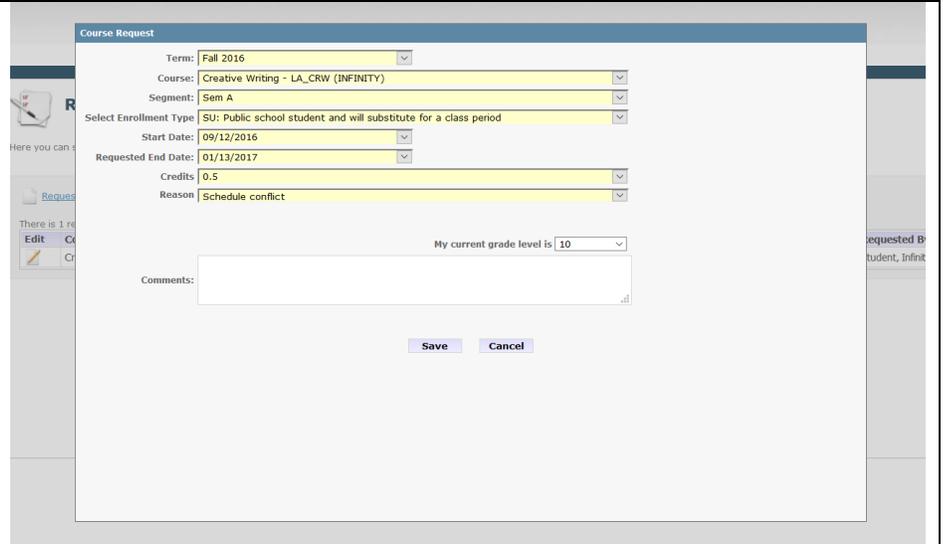
Simply click on the Request Courses option from the left hand menu.



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



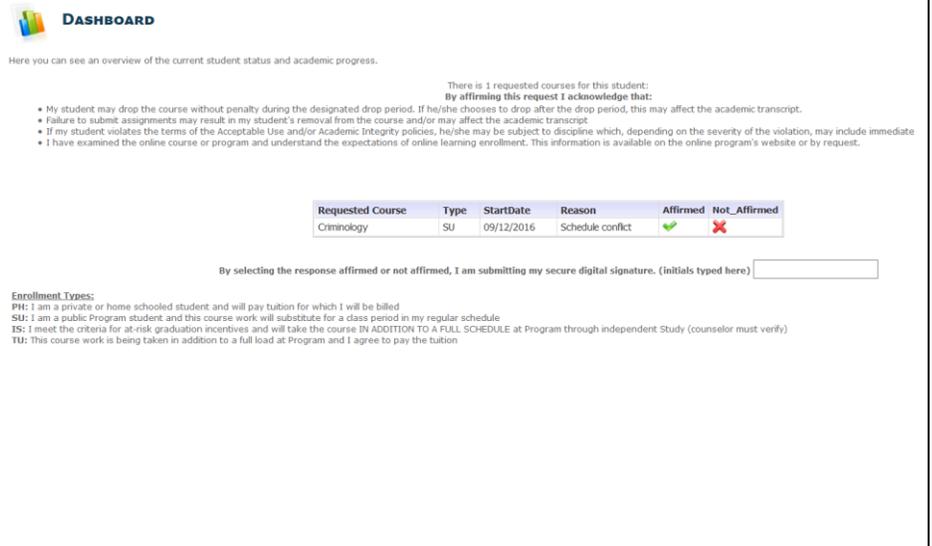
Step 9: Make the necessary changes to the course request and click the SAVE button at the bottom. (Continue steps 8 & 9 until you have made all course request changes you wish).



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 “sign out” link in the upper right hand corner.

You are done! 😊



DASHBOARD

Here you can see an overview of the current student status and academic progress.

There is 1 requested courses for this student:
By affirming this request I acknowledge that:

- My student may drop the course without penalty during the designated drop period. If he/she chooses to drop after the drop period, this may affect the academic transcript.
- Failure to submit assignments may result in my student's removal from the course and/or may affect the academic transcript.
- If my student violates the terms of the Acceptable Use and/or Academic Integrity policies, he/she may be subject to discipline which, depending on the severity of the violation, may include immediate removal from the course.
- I have examined the online course or program and understand the expectations of online learning enrollment. This information is available on the online program's website or by request.

Requested Course	Type	StartDate	Reason	Affirmed	Not_Affirmed
Criminology	SU	09/12/2016	Schedule conflict	✓	✗

By selecting the response affirmed or not affirmed, I am submitting my secure digital signature. (initials typed here)

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 Program student and this course work will substitute for a class period in my regular schedule
IS: I meet the criteria for at-risk graduation incentives and will take the course IN ADDITION TO A FULL SCHEDULE at Program through independent Study (counselor must verify)
TU: This course work is being taken in addition to a full load at Program and I agree to pay the tuition

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.
- 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.