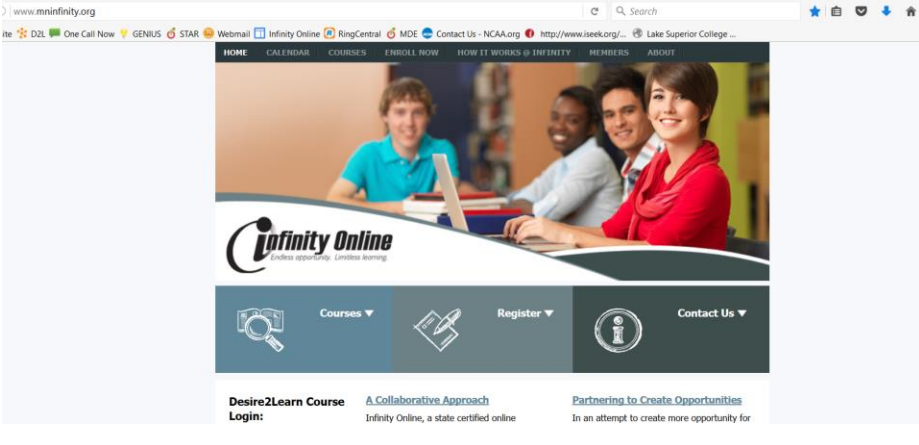
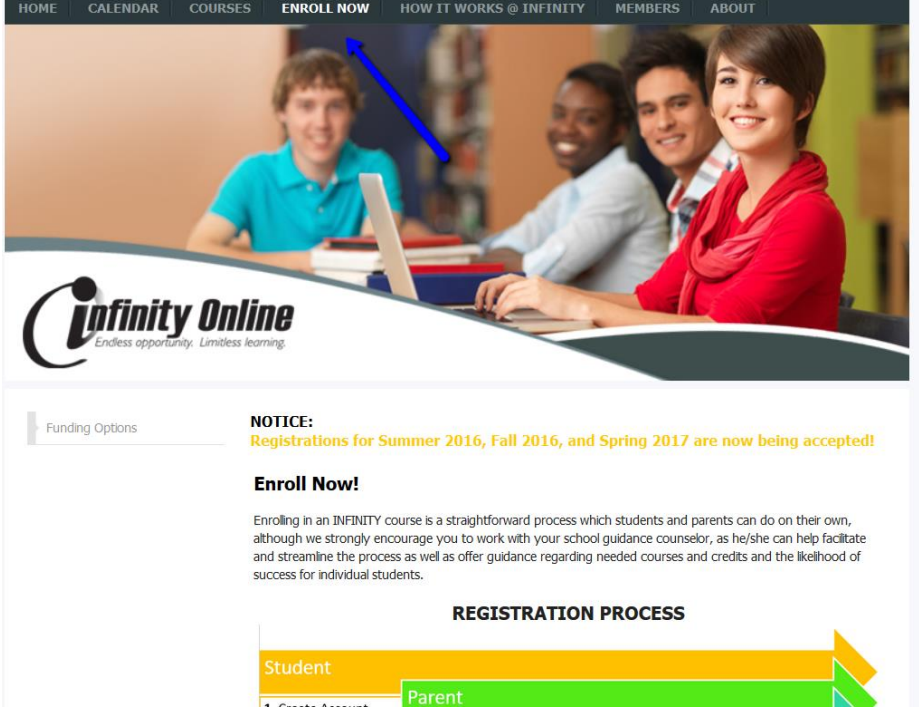


INFINITY Online

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.mninfinit.org</p>	
<p>Step 2: Click on the link at the top of the screen called, “Enroll Now – Online Registration”.</p>	

Step 3: Read through the Registration Process. Click on the "Registration Website" link located under Step 2.

Step 2: Student 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.

[Online Registration Process Instructions](#) for Students (pdf)
 Note: Additional registration steps required for college credit courses - [click here!](#)

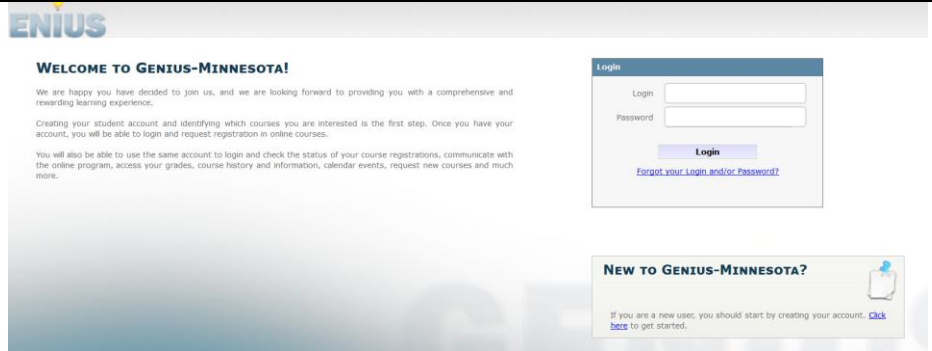
[Registration Website](#)

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>

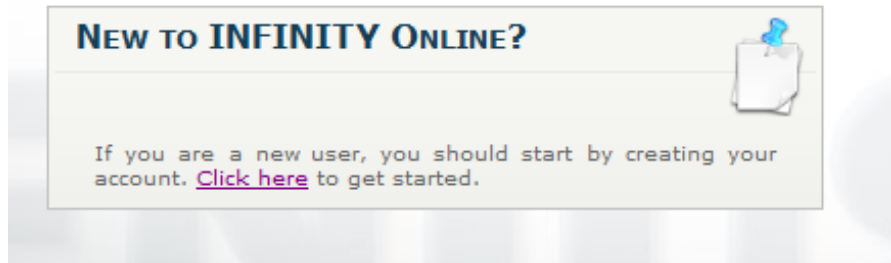
Note: Parents wishing to audit their student's online course must request access to the Desire2Learn course management system (which is separate from the GENIUS registration system). Please call the Infinity office (800-624-4072) if you would like this setup.

[Online Registration Affirmation Process Instructions](#) for Parents (pdf)

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.



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.



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

Basic Information

Online Learning Program: <input type="text" value="Select..."/>	Local District Student ID Number: <input type="text"/>
Last Name: <input type="text"/>	First Name: <input type="text"/>
Middle Name: <input type="text"/>	Grade Level: <input type="text" value="Select..."/>
Phone: <input type="text"/>	Cell Phone: <input type="text"/>
Gender: <input type="text" value="Select..."/>	Date of Birth: <input type="text" value="MM/DD/YYYY"/>
Email: <input type="text"/>	Anticipated Graduation Year: <input type="text"/>
(this will be your Genius login)	Home Language: <input type="text" value="Select..."/>
Password: <input type="text"/>	
Ethnic Code: <input type="text" value="Select..."/>	
Notes: <input type="text"/>	

Address

Address: <input type="text"/>	City: <input type="text"/>
State: <input type="text" value="Select..."/>	ZIP: <input type="text"/>
County: <input type="text"/>	Connected By: <input type="text" value="Select..."/>

and your parent are correct.

- 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.
- If you are not able to setup a separate email account, please contact info@mninfinity.org (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.

The screenshot shows a registration form with two columns for Guardian 1 and Guardian 2. Each column has fields for Relationship (dropdown), Last Name, First Name, Street, City, State (dropdown), Zip, County, Phone, and Email. There are checkboxes for "No parent email" and "Same address as student". Below the guardian information are dropdown menus for School District, School Name, and Counselor Name, along with a Schedule Type dropdown. A blue arrow points to a "Submit" button at the bottom.

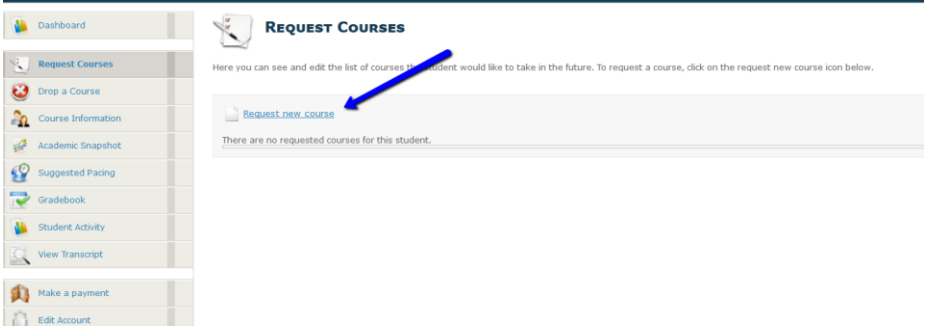
School District: All school districts in Minnesota are listed under the dropdown menu. You will need to know your official school district name. Begin typing and the district should appear as a choice.

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.



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.

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.)

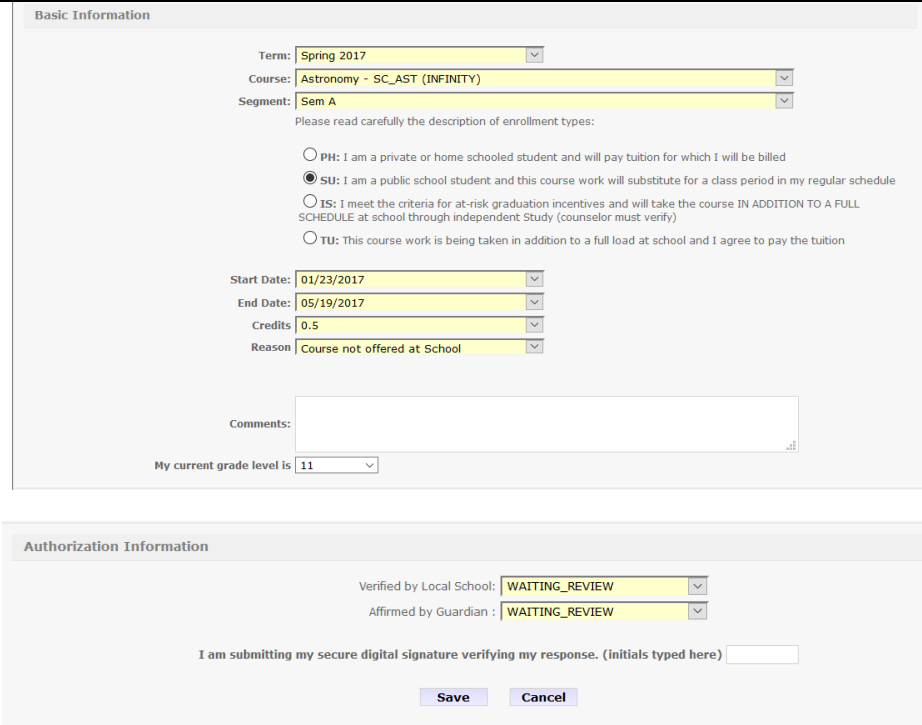
Step 9: Click the drop down arrow for the box entitled, “Course” and choose from the options available.

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

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

<p>course.</p>	<p>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.</p> <p>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>
<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>(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>(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>The screenshot shows a web form for course enrollment. The 'Basic Information' section includes dropdown menus for Term (Spring 2017), Course (Astronomy - SC_AST (INFINITY)), and Segment (Sem A). Below these are radio buttons for enrollment types: PH (private/home schooled), SU (public school student, selected), IS (at-risk graduation incentives), and TU (additional to full load). Further down are dropdowns for Start Date (01/23/2017), End Date (05/19/2017), Credits (0.5), and Reason (Course not offered at School). A text area for comments and a dropdown for 'My current grade level is' (11) are also present. The 'Authorization Information' section at the bottom has dropdowns for 'Verified by Local School' and 'Affirmed by Guardian', both set to 'WAITING_REVIEW'. A signature line with the text 'I am submitting my secure digital signature verifying my response. (initials typed here)' and a signature box is below. At the very bottom are 'Save' and 'Cancel' buttons.</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.

Step 18: Click the “Logout” link in the upper right hand corner. You are done! 😊

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.
- 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.