

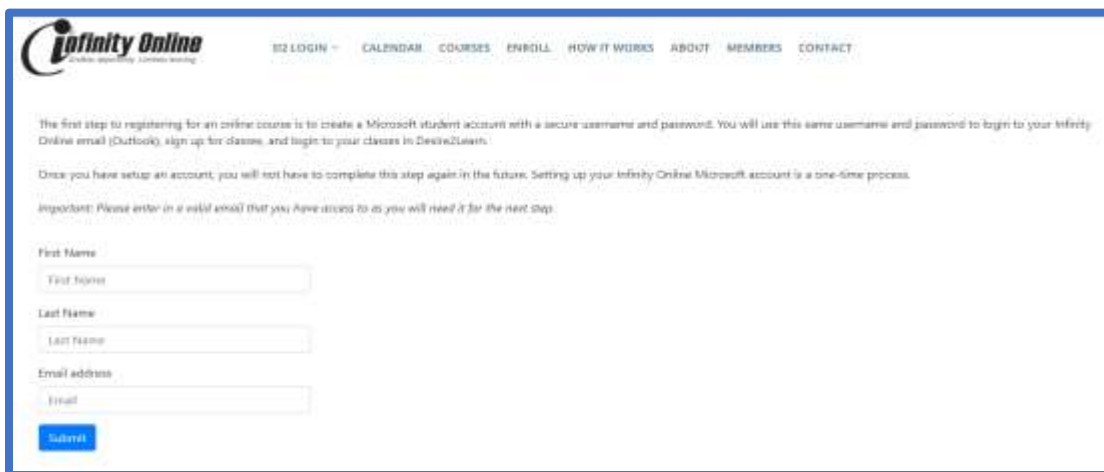
Student Registration Instructions

- [Create an account](#)
- [Add a course](#)
- [Drop a course](#)

CREATE AN ACCOUNT

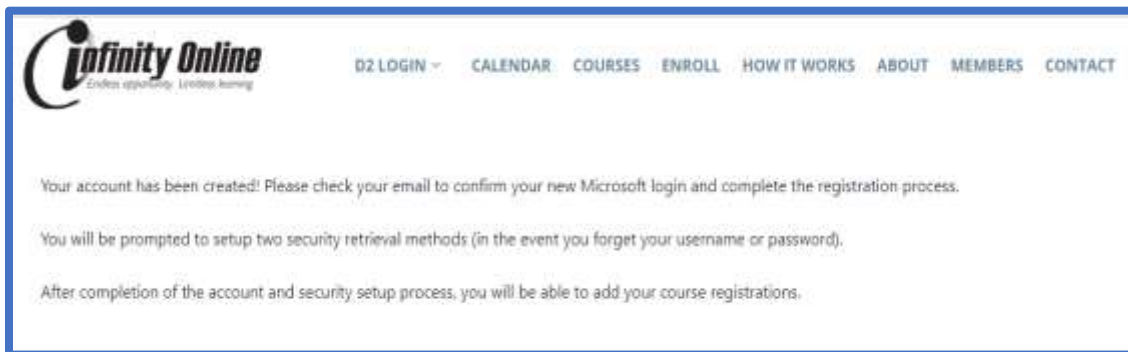
Student will create an account. [Students will only have to complete these steps ONCE.](#)

Email address MUST be a valid email the student has access to.



The screenshot shows the Infinity Online registration page. At the top left is the logo "Infinity Online" with the tagline "Enrich opportunity. Unleash learning." To the right of the logo is a navigation menu with links: "D2 LOGIN", "CALENDAR", "COURSES", "ENROLL", "HOW IT WORKS", "ABOUT", "MEMBERS", and "CONTACT". Below the navigation menu, there is a paragraph of text: "The first step to registering for an online course is to create a Microsoft student account with a secure username and password. You will use this same username and password to login to your Infinity Online email (Outlook), sign up for classes, and login to your classes in Desire2Learn." This is followed by another paragraph: "Once you have setup an account, you will not have to complete this step again in the future. Setting up your Infinity Online Microsoft account is a one-time process." Below this is an important note: "Important: Please enter in a valid email that you have access to as you will need it for the next step." The form contains three input fields: "First Name" (with a placeholder "First Name"), "Last Name" (with a placeholder "Last Name"), and "Email address" (with a placeholder "Email"). A blue "Submit" button is located at the bottom left of the form.

Student will then need to access their email to validate this new account creation. (It can take up to 2 minutes for this email to generate)



The screenshot shows the Infinity Online confirmation page. At the top left is the logo "Infinity Online" with the tagline "Enrich opportunity. Unleash learning." To the right of the logo is a navigation menu with links: "D2 LOGIN", "CALENDAR", "COURSES", "ENROLL", "HOW IT WORKS", "ABOUT", "MEMBERS", and "CONTACT". Below the navigation menu, there is a paragraph of text: "Your account has been created! Please check your email to confirm your new Microsoft login and complete the registration process." This is followed by another paragraph: "You will be prompted to setup two security retrieval methods (in the event you forget your username or password)." Below this is a final paragraph: "After completion of the account and security setup process, you will be able to add your course registrations."

Login email states:

Welcome to Infinity Online!

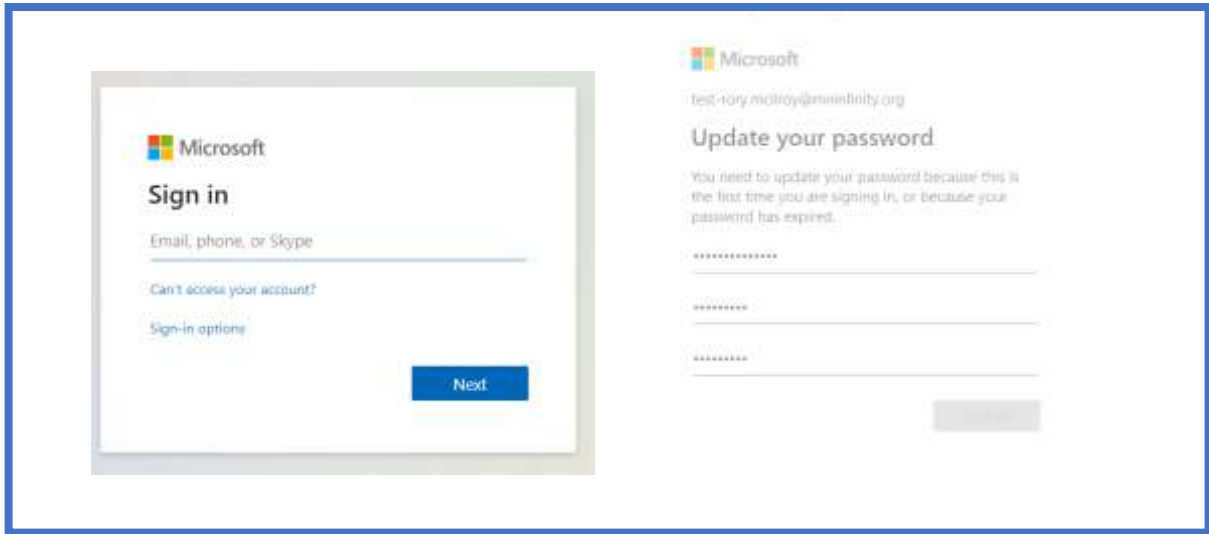
Use the credentials below to login to complete your account setup and begin the registration process:

Username: Firstname.Lastname@mninfinity.org

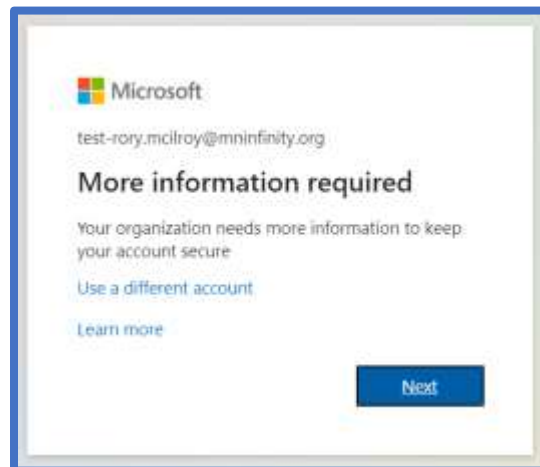
Temporary Password: temp.password

[Click here to login!](#)

Student will be prompted for their temporary username and password and will be prompted to change the password to their own secure password.



Students will then be prompted to setup their account security information (recovery email and recovery text #).

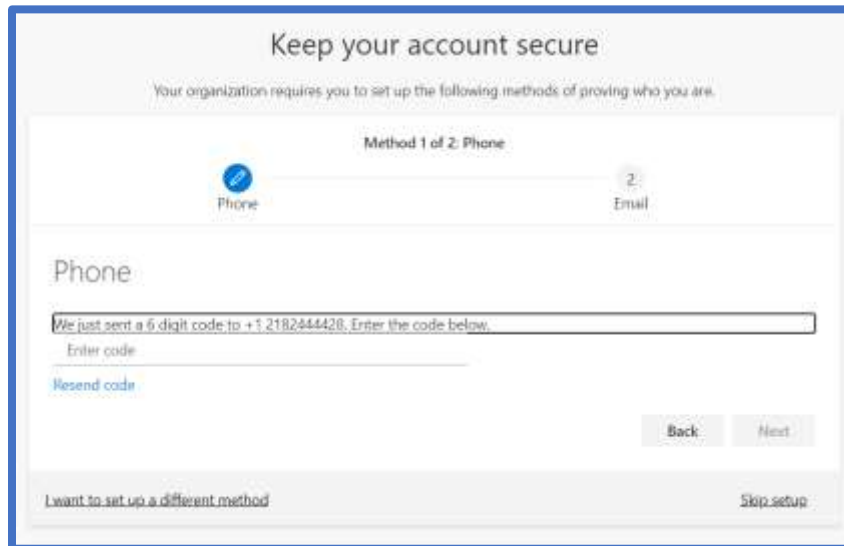


The first security setting is to setup a phone number that can receive a text message. Type in the phone number and then click NEXT.

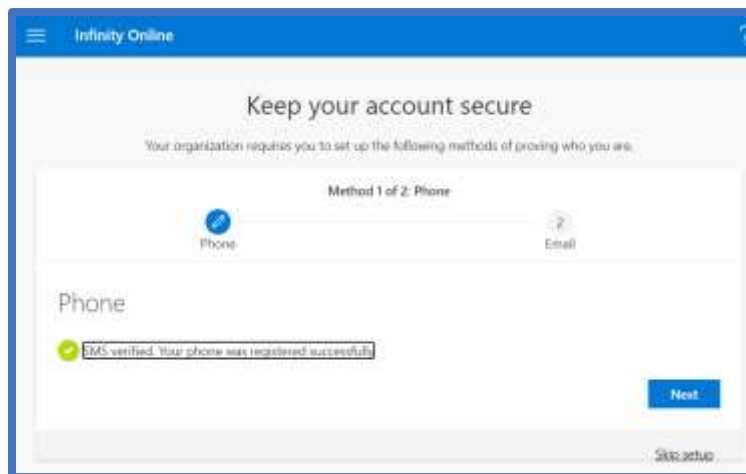
Note: Do NOT skip this step as you will never be able to reset your password should you forget it.



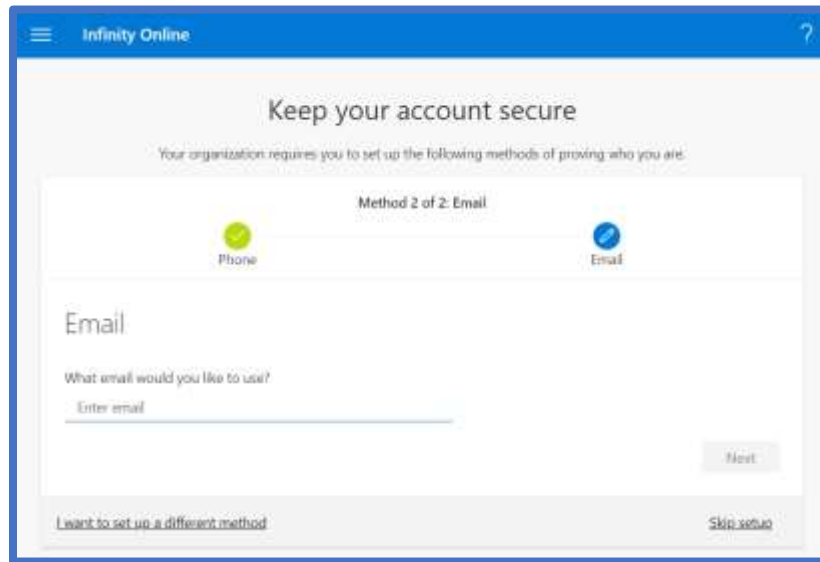
Enter in the 6 digit code that was texted to the number you identified above.



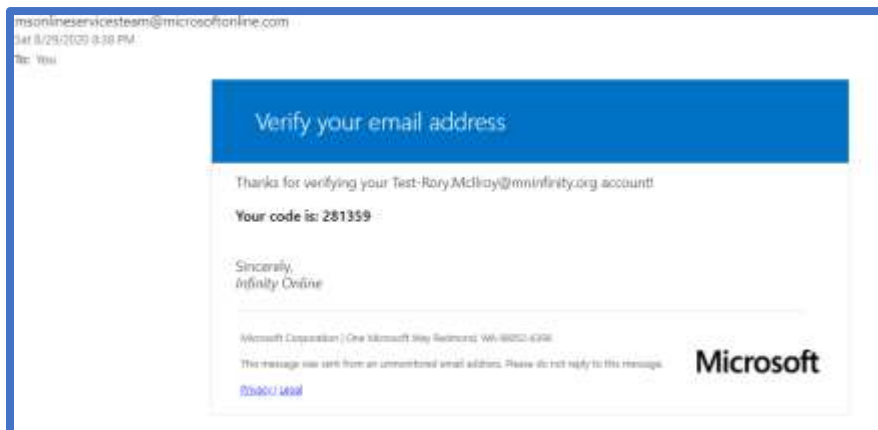
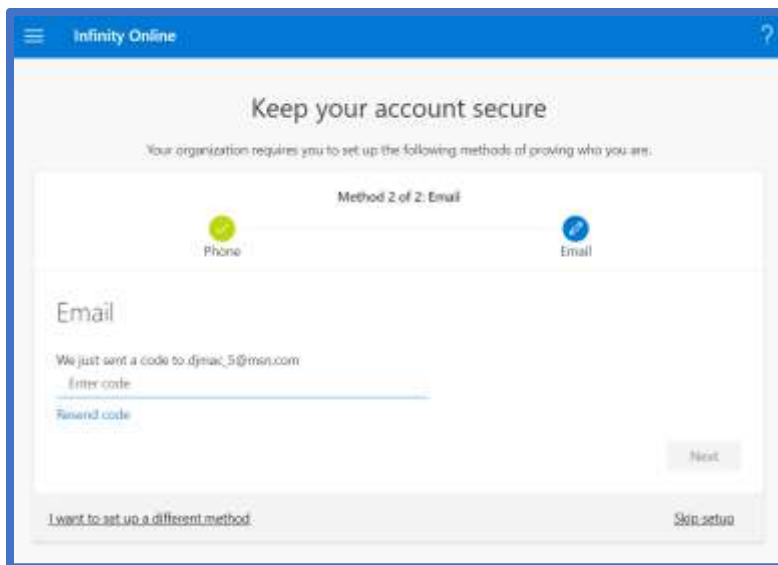
You will get a message verifying your phone number was verified. Then you will need to do the same with an email account.



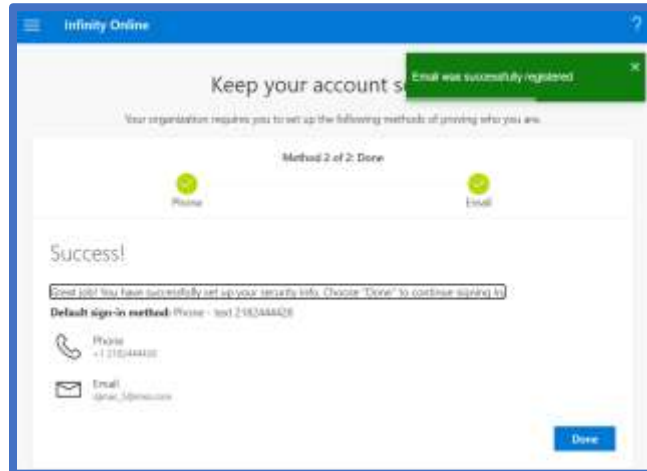
Enter in an email address that could be used in the even you are unable to access your mninfinity.org email account and need it reset.



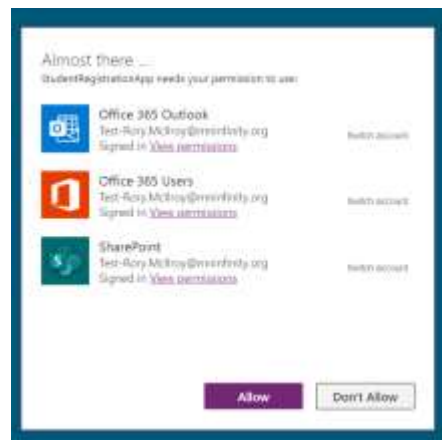
Enter in the 6 digit code that was emailed to the email address you identified above.



You will get a message verifying your email address was verified.



On the next screen, choose ALLOW to access your Microsoft/Infinity Online Services



You will then be prompted to finish your student registration – choose “Complete Student Profile”. Once you have completed your student profile, your menu will have additional options:

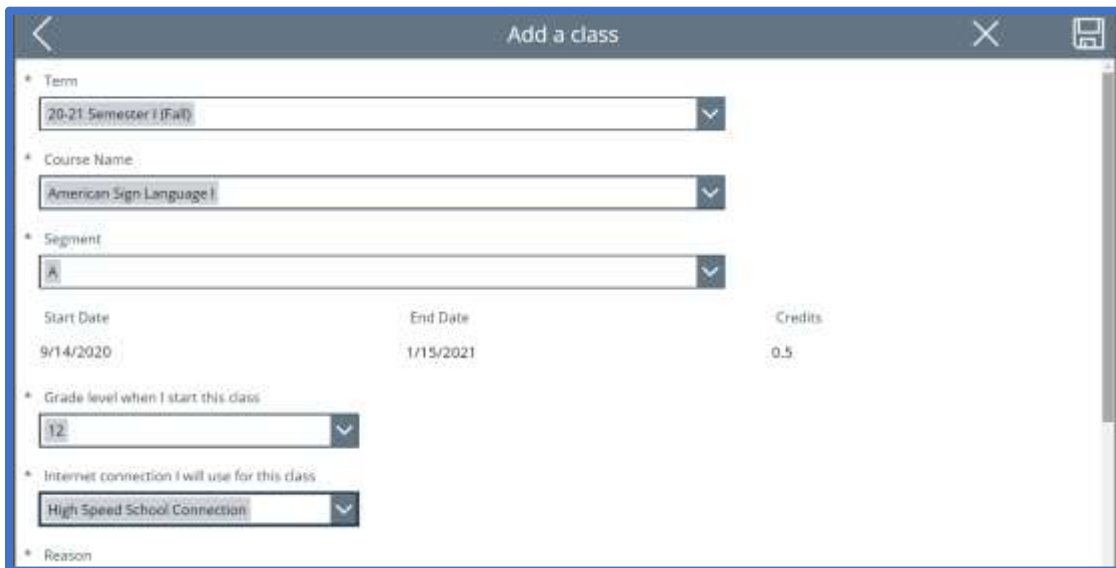


Register for a Class

- If you have already registered for classes, you can view them in the “My Class List” option
- If you have not yet registered for classes, you can choose the “Add a Class” option

To Add a Class:

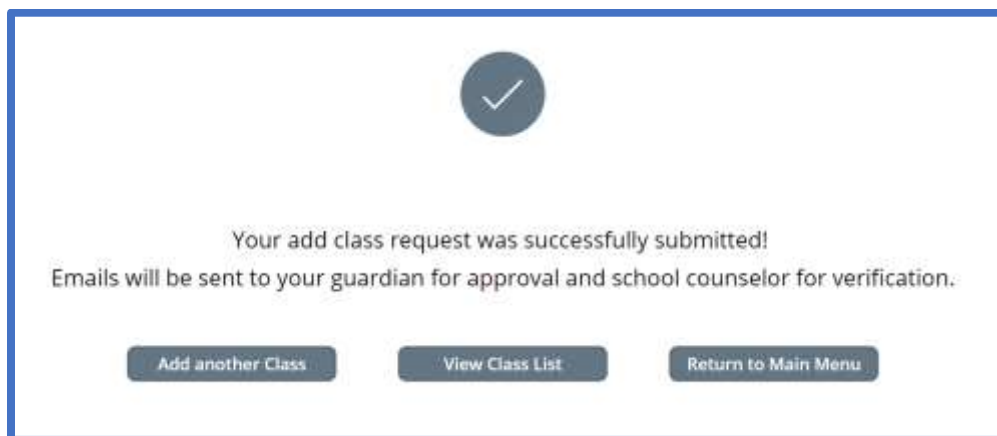
Complete all fields in the “Add a Class” window.



The screenshot shows a mobile application window titled "Add a class". The form contains the following fields and values:

- Term:** 20-21 Semester I (Fall)
- Course Name:** American Sign Language I
- Segment:** A
- Start Date:** 9/14/2020
- End Date:** 1/15/2021
- Credits:** 0.5
- Grade level when I start this class:** 12
- Internet connection I will use for this class:** High Speed School Connection
- Reason:** (This field is present but empty in the screenshot)

Once complete, click the SAVE icon/picture in the right hand corner.



Once you request a course, you will receive the following email confirmation. This email is also sent to your counselor and parent.

Online Registration Alert:

This message is to notify you that a request to enroll in, or change, an online course has been entered for {Student Name} in American Sign Language I through the Infinity Online program.

Next steps:

1. The student's parent or guardian will receive a separate email with information regarding the expectations of the online program along with instructions on how to approve (or deny) the request. (Note: if student is 18, parent is not required to approve the request.)
2. The student's counselor will verify that the request meets the student's graduation plan.
3. Once both the parent and counselor have completed the affirmation/verification process, the student will be enrolled in the course.
4. Students will then receive a "Getting Started" email with instructions on how to begin the required online orientation seminar. All new students are required to complete the orientation prior to having access to their requested course.

If you have questions about the status of the registration process, please contact the Infinity Online helpdesk at 800-624-4072, ext. 8001.

Once the parent has approved and the counselor has verified the course request, the student will be enrolled in the course.

Students will receive a "Getting Started" email with instructions on how to start the student orientation and their courses.

To Drop a Class:

Click on “My Class List”



In your list of classes, choose the course you wish to drop.

Click the trashcan next to the course you wish to drop.

Once you request to drop a course, you will receive the following email confirmation. This email is also sent to your counselor and parent.

SUBJECT: Online Course Withdrawal Alert

Online Course Withdrawal Alert:

This message is to notify you that [FIRST_NAME] has requested to drop/withdraw from online [COURSE_NAME] through the Infinity Online program.

Next steps:

1. The student's parent or guardian will receive a separate email with information regarding how to approve (or deny) the drop/withdrawal request. (Note: if student is 18, parent is not required to approve the request.)
2. The student's counselor will verify the drop request to identify how this may affect the student's graduation plan.
3. Once both the parent and counselor have completed this verification process, the student will be dropped from the course.

If you have questions about the status of a drop/withdrawal request, please contact the Infinity Online helpdesk at 800-624-4072, ext. 8001.

Once the parent has approved and the counselor has verified the drop request, the student will be removed from the course.