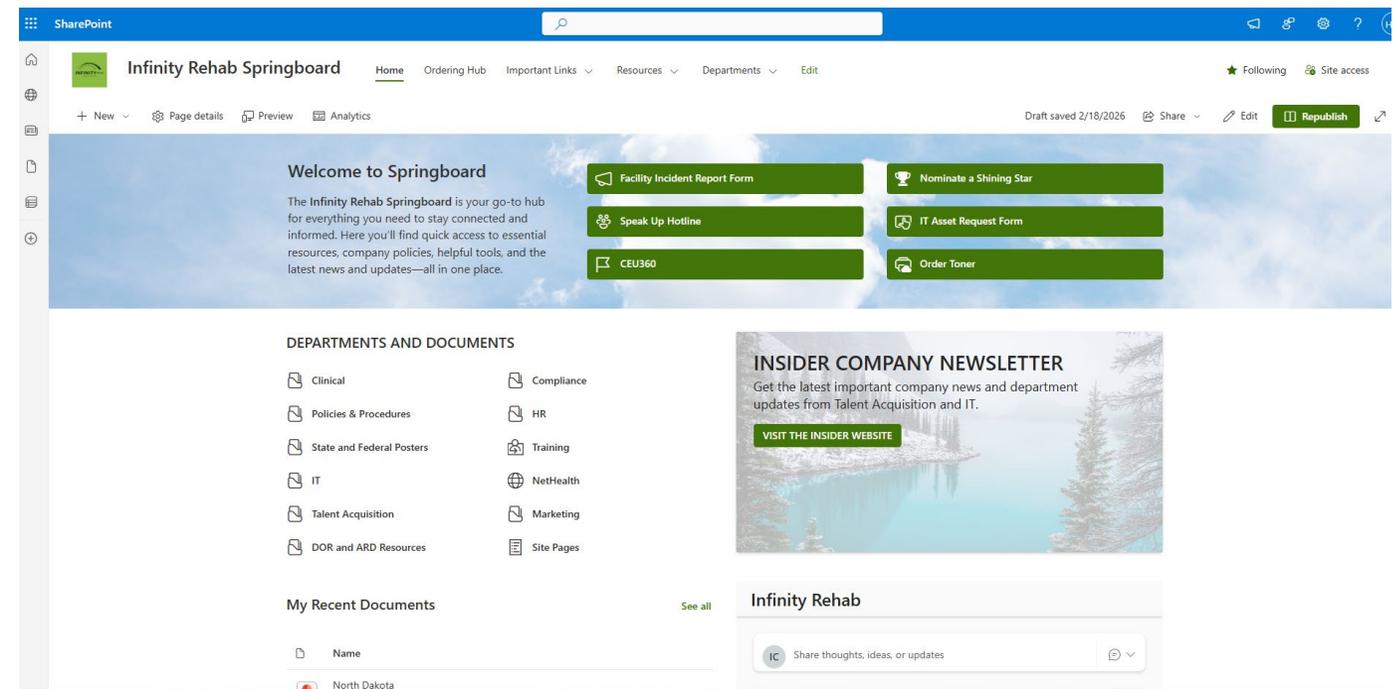


# NEW INFINITY SPRINGBOARD



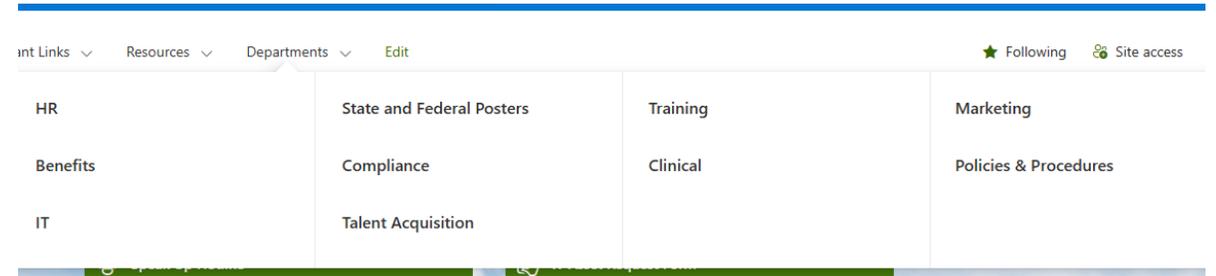
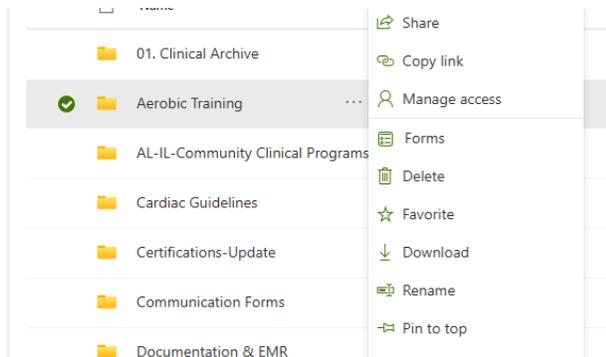
# THE NEW SPRINGBOARD

- The new Springboard is its own microsite built within Microsoft SharePoint
- Direct link:  
<https://inr365.sharepoint.com/sites/InfinityRehabSpringboard>
- Short link:  
<https://bit.ly/infinityspringboard>
- Redirect link (old Springboard link):  
<https://infinityspringboard.com>
- If you are not logged into Microsoft 365, you will be prompted to do so; consult the separate instructions doc for users to login

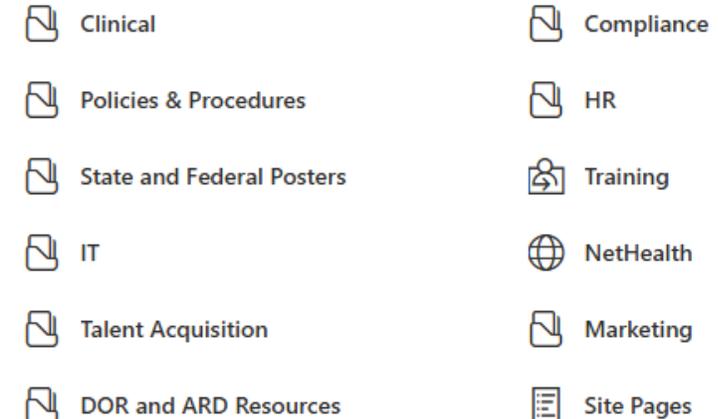


# DEPARTMENT FOLDERS

- Access department folders and other important docs in the dropdown menu across the top navigation or in the documents section
- Note that DOR Resources and ARD Resources have restricted access to authorized users
- All documents can be viewed and saved locally if desired (click the three dots next to any folder or individual file)
- To favorite a folder you visit frequently, click the three dots to the right of the folder and select “favorite”

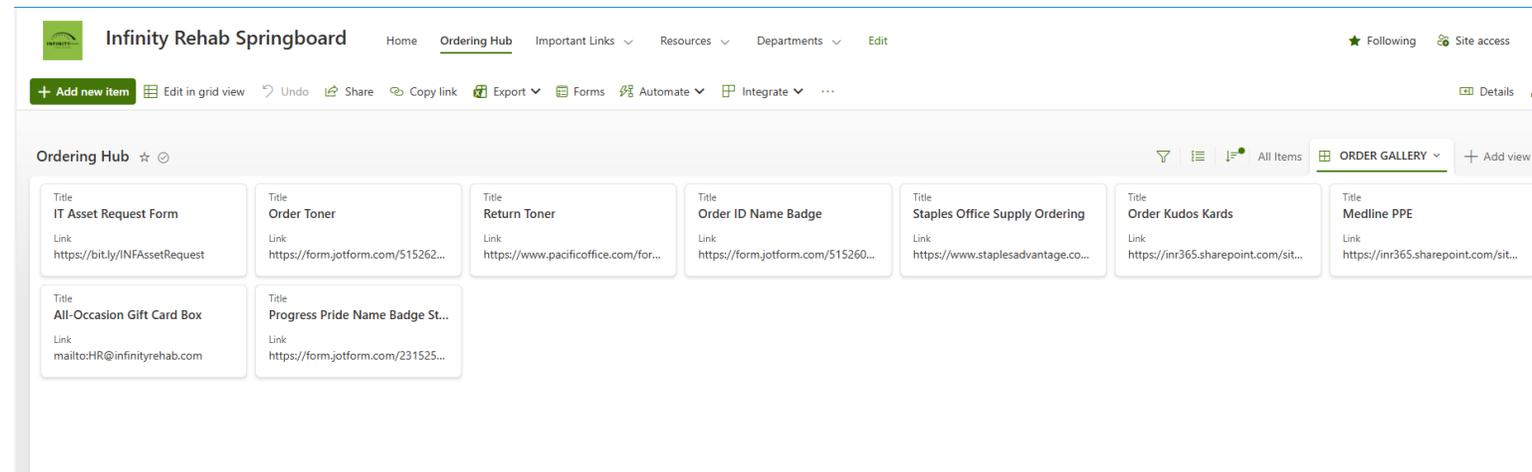
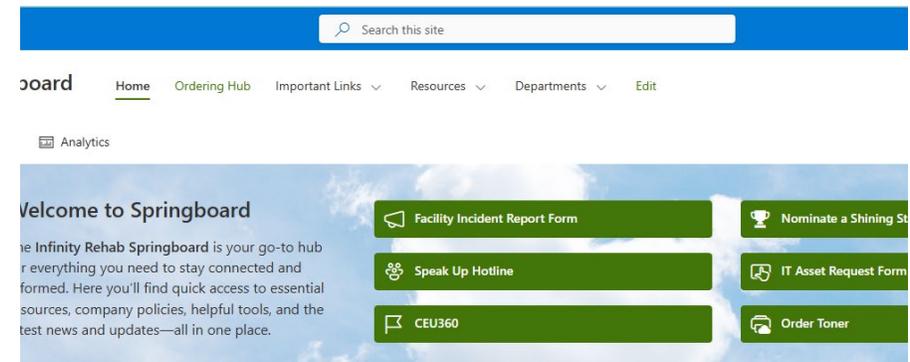


## DEPARTMENTS AND DOCUMENTS



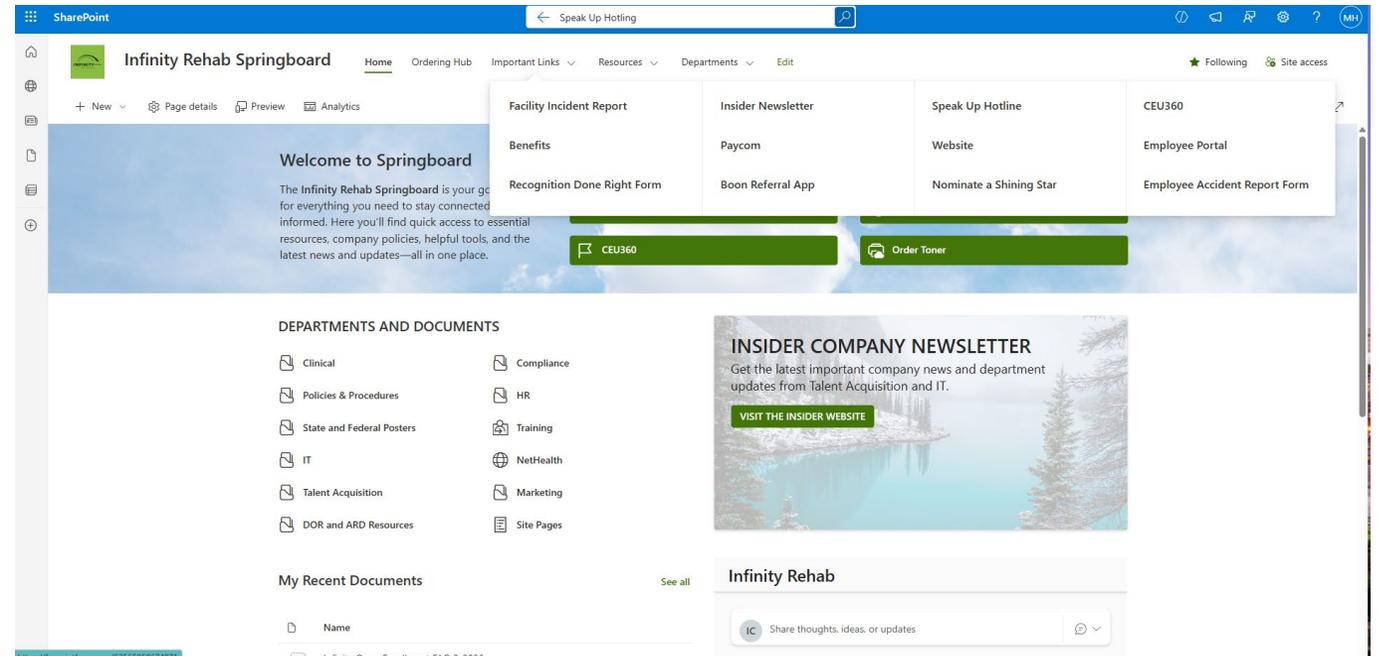
# ORDERING HUB

- Access the ordering hub in the top navigation
- Hover over the desired box and click once to be taken to the link you need to order from
- In most cases, this link will open in a new tab outside of Springboard and SharePoint



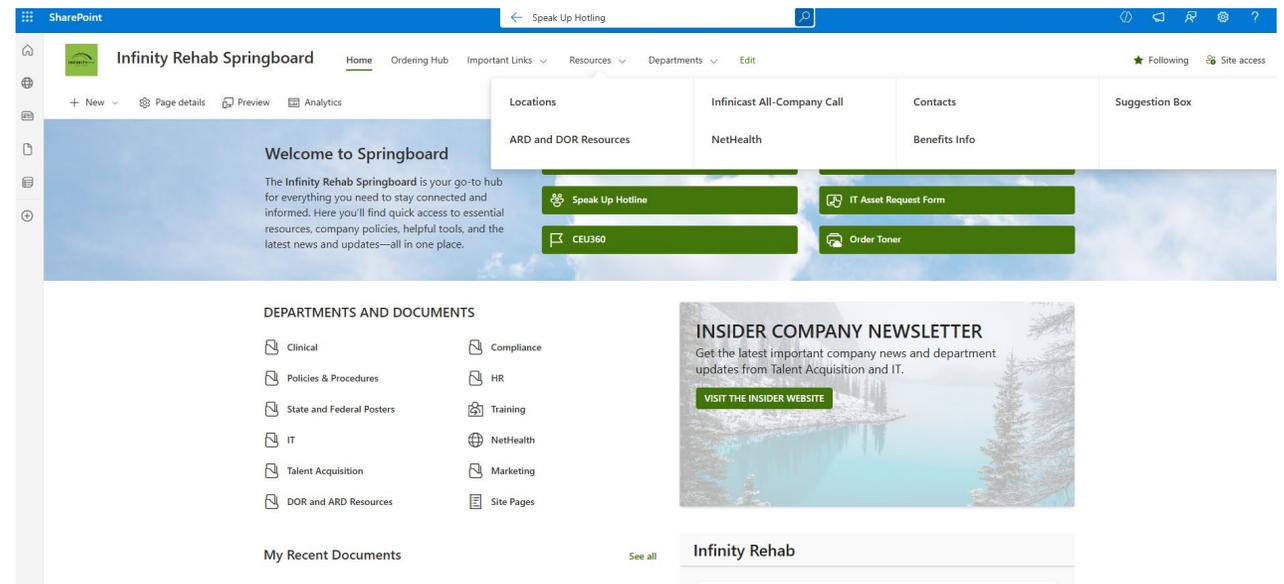
# IMPORTANT LINKS

- Access important links in the top navigation
- Click any title in the dropdown menu that appears to be taken to that page or link
- In most cases, this link will open in a new tab outside of Springboard and SharePoint



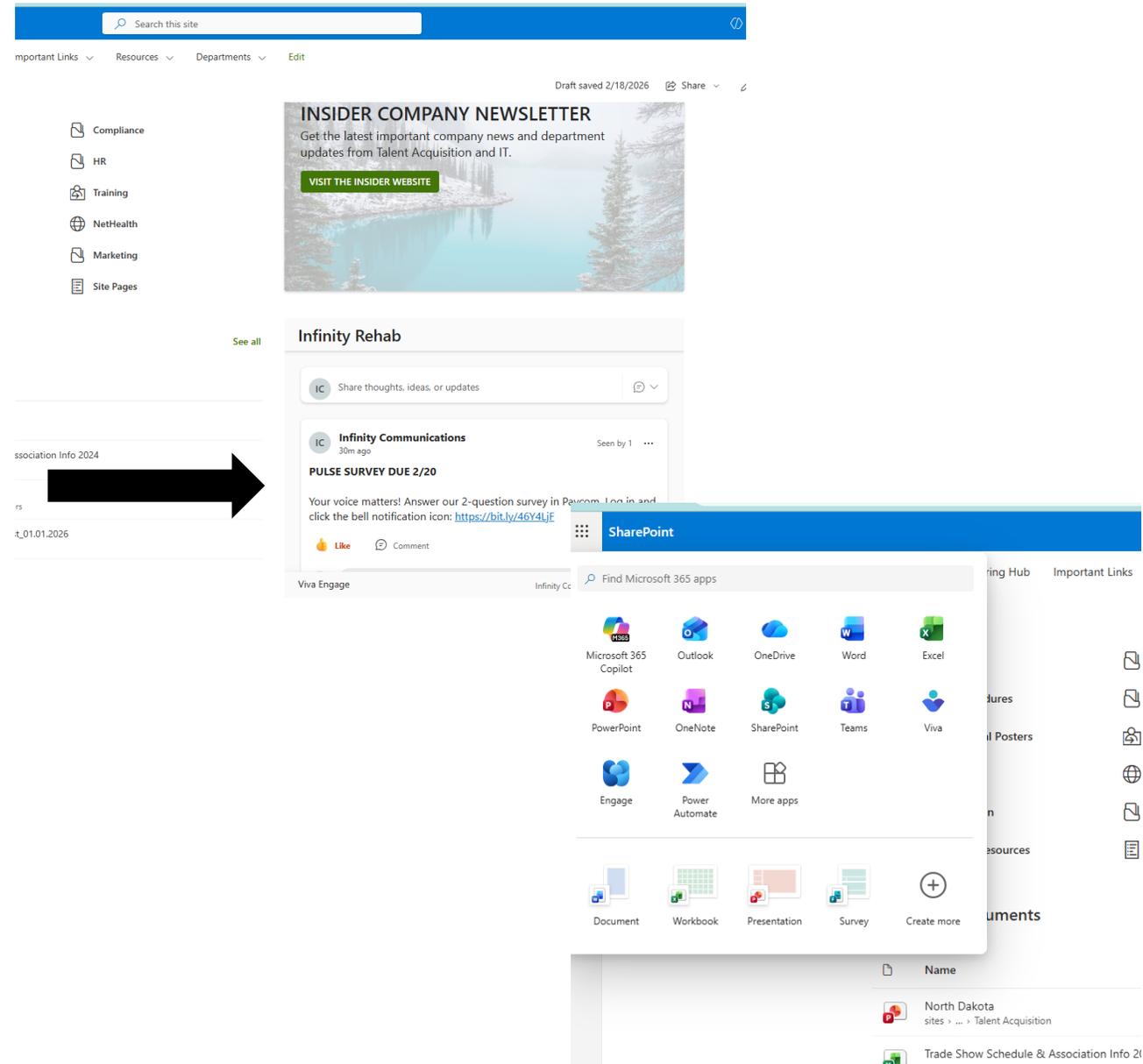
# RESOURCES

- Access resources in the top navigation
- Click any title in the dropdown menu that appears to be taken to that page or link
- In some cases, a link will open in a new tab outside of Springboard and SharePoint
- In some cases, you will be taken to a specific page on the topic selected within the new Springboard



# NEWS FEED

- The Microsoft Engage widget will show the latest updates
- Like, comment, and share on posts similar to other social media platforms
- Engage can also be accessed as its own site by clicking the dot icon in the top left corner of SharePoint



# FOLLOWING

- Follow sites and pages in SharePoint so you have easy access to them in the left menu
- Click the globe icon to see frequent sites and those you have followed
- It is recommended to follow the Springboard site so it is easily accessible no matter where you are on SharePoint

The image shows a SharePoint interface. At the top, a blue navigation bar contains icons for home, search, and help. Below it, a white box says "Currently following the site, click to stop following". A green star icon is labeled "Following" and a globe icon is labeled "Site access". Below this, there are buttons for "Draft saved 2/18/2026", "Share", "Edit", and "Republish".

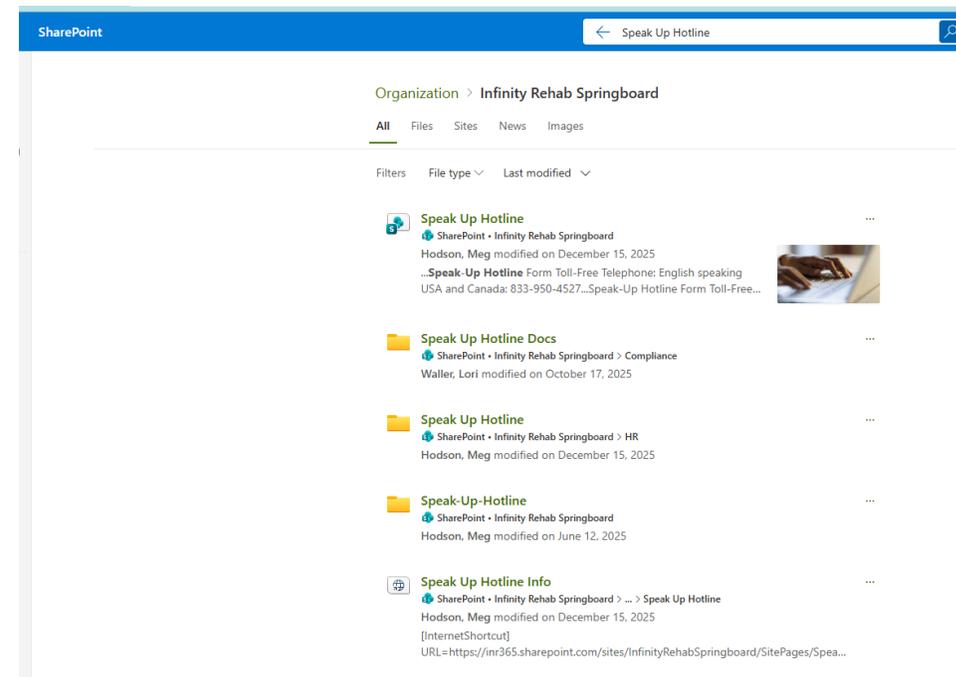
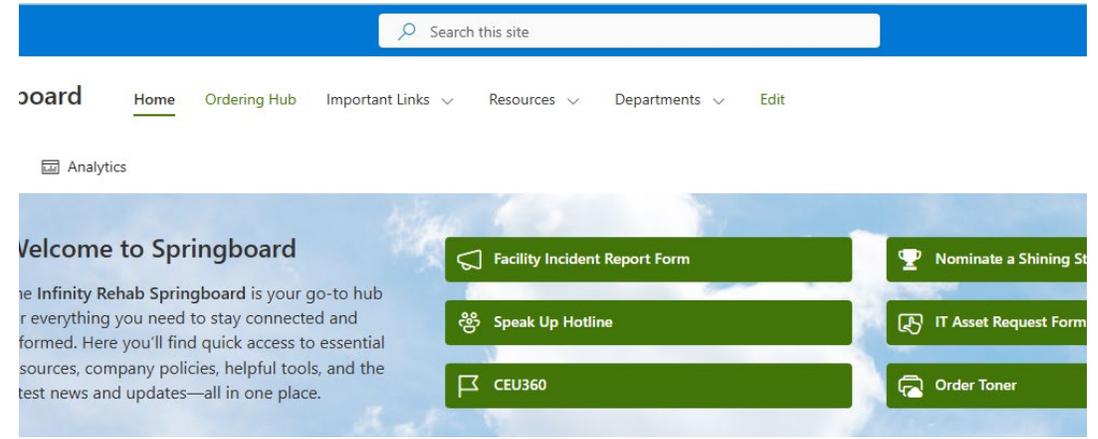
The main content area shows a blurred image of a sky and clouds. Below it, there is a section titled "TTER department" with a picture of a tree. At the bottom, there is a small white box with a speech bubble icon and a dropdown arrow.

Overlaid on the right is a "My Sites" menu. It has a globe icon and a list of sites under "Frequent" and "Followed". The "Frequent" list includes: Infinity Rehab Springboard, Infinity Leadership Team, Talent Acquisition Partners, Business Development, People and Culture Team, Infinity DORs and OPCDs, Infinity RFP Dream Team, Infinity Rehab, Communication site, and Welcome Wagon improvement t... There is a "See more" link. The "Followed" list includes: Operations, Infinity Rehab, Infinity Rehab Springboard, Home Office - Springboard Migr..., and Infinity Rehab New Contracts-Co... There is a "See more" link. Below the menu, there is a "Welcome to Springboard" section with a blue background and white text. It says "The Infinity Rehab Springboard is your go-to hub for everything you need to stay connected and informed. Here you'll find quick access to essential resources, company policies, helpful tools, and the latest news and updates—all in one place." Below this is a "DEPARTMENTS AND DOCUMENTS" section with a grid of icons and labels: Clinical, Policies & Procedures, State and Federal Posters, IT, Talent Acquisition, DOR and ARD Resources, Cor, HR, Tra, Ne, Ma, and Site. At the bottom, there is a "My Recent Documents" section with a table header "Name".

At the bottom of the screenshot, there is a URL: [https://inr365.sharepoint.com/\\_layouts/15/spappbar.aspx?workload=sites](https://inr365.sharepoint.com/_layouts/15/spappbar.aspx?workload=sites) and a document title: "Infinity Open Enrollment FAQ 3-2026".

# SEARCH

- Enter your search keywords
- Results will come back in all formats, but tabs are available to view only files, sites, news, or images
- Results are sorted by last modified; click the down arrow to sort the results differently
- To visit a search result, simply hover over the title and click once the hand appears



# SUPPORT

- For general questions: [communications@infinityrehab.com](mailto:communications@infinityrehab.com)
- For technical issues (i.e., can't log in): [IT@infinityrehab.com](mailto:IT@infinityrehab.com)
- HR documents: [HR@infinityrehab.com](mailto:HR@infinityrehab.com)
- Compliance documents: [compliance@infinityrehab.com](mailto:compliance@infinityrehab.com)
- Clinical documents: [quality@infinityrehab.com](mailto:quality@infinityrehab.com)

The screenshot displays a web application interface. On the left, a navigation menu lists items such as 'sites > ... > Talent Acquisition', 'Trade Show Schedule & Association Info 2024', and 'Career Fair Tracker'. The main content area features a 'PULSE SURVEY DUE 2/20' notification with a call to action: 'Your voice matters! Answer our 2-question survey in Paycom. Log in and click the bell notification icon: <https://bit.ly/46Y4tjF>'. Below the notification are 'Like' and 'Comment' buttons. The footer includes a green button that says 'CAN'T FIND WHAT YOU NEED? SEND AN EMAIL' and a navigation bar with links for 'Edit', 'Site Pages', 'Speak Up Hotline', 'Microsoft Teams', and 'Support'.



# SHAREPOINT RESOURCES

- SharePoint for beginners (video):  
<https://youtu.be/Ue5jlxuJNg?si=RiSm7i2FbSY0fGzk>
- Get started with SharePoint:  
<https://support.microsoft.com/en-us/office/get-started-with-sharepoint-909ec2f0-05c8-4e92-8ad3-3f8b0b6cf261>
- Signing into SharePoint:  
<https://support.microsoft.com/en-us/office/sign-in-to-sharepoint-324a89ec-e77b-4475-b64a-13a0c14c45ec>
- Scan the QR code to download the Microsoft Authenticator app. The app is also available in the App Store and Google Play. The Authenticator app is required to log into an Microsoft platform.



THANK YOU

