

## Starting Sonia

To access Sonia, you will need a web (internet) browser (e.g., Chrome, Firefox, Internet Explorer) and internet access.

## Signing In & Setting Your Password

Navigate to the Sonia Online homepage for MSU Denver at the following link: <https://metro.sonialive.com>.

Login with the same MSU Denver User ID you use to log in to your email and the student hub. (ex. John Smith's email address is [jsmith@msudenver.edu](mailto:jsmith@msudenver.edu) → Username is 'jsmith')

To set up your password, click on "Forgot Password?"

You will be asked to submit a request for a password reset.

**Forgot your password?**

**Request password reset**

Please select your role and enter your username  
Note that this process requires an email to be associated with your account

Role:

Username:

**TIMQ1** [Generate New Image.](#)  
[Get Audio Code.](#)

Please type the code from the image.

An email will be sent to your MSU Denver email address with a link to set your password. *Note: Check your spam/junk mail folder if you do not see the message in your inbox.*

**Set your password**

Please enter your desired new password and then press Save.

- Minimum password length: 7
- Non-alphanumeric (e.g. !,@,#,\$,%,&,\* ) characters required: 1

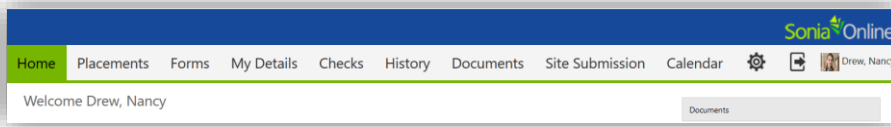
New password:

Confirm new password:

Once you have set your password, you will be directed to the home page to login.

Ensure the 'Role' is set to 'Student'. Use your MSU Denver User ID and the password you just created, and click 'Sign In'.

## The Tabs:



The screenshot above are the sections of SONIA which you will primarily be using:

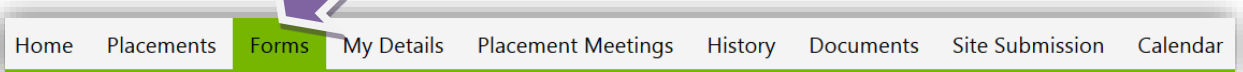
- *Placements* is where you will find the group that you are in (i.e. BSSW, MSW Foundation, MSW Concentration Macro, etc.).
  - o This is where you will be able to view your assigned agencies.
- *My Details* provides your personal information. You can use this section to indicate what geographical area you'd like to be placed at, or what populations interest you the most.
- *Forms* is the section you will use to access and fill out any forms that are required to move through the field placement process.

You can sign out of Sonia by clicking the exit door (the rectangle with the right arrow) on the right side of the screen.

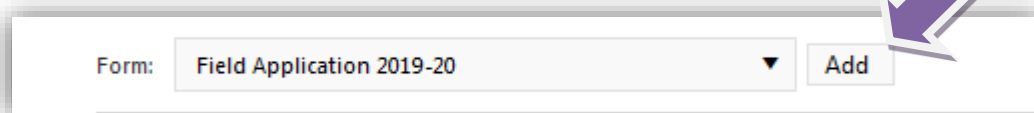
## Field Application Form

Students Field application form needs to be submitted to the Field Education Office. This allows the Placement Officer to have some background information about the student and what types of agencies they are interested in working with. To access the application form:

1. Click on *Forms*

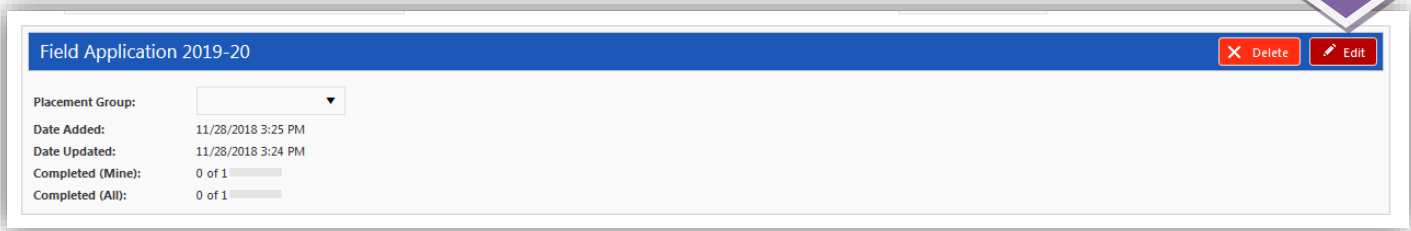


2. There is a drop down option on the page where you can select your form. Please select "*Field Application Form 2019-20*".



3. Click "Add" next to the drop down box.

- After adding the Field Application Form, a box will appear (see the screenshot below) -  
Click on the red "Edit" button to edit the form.

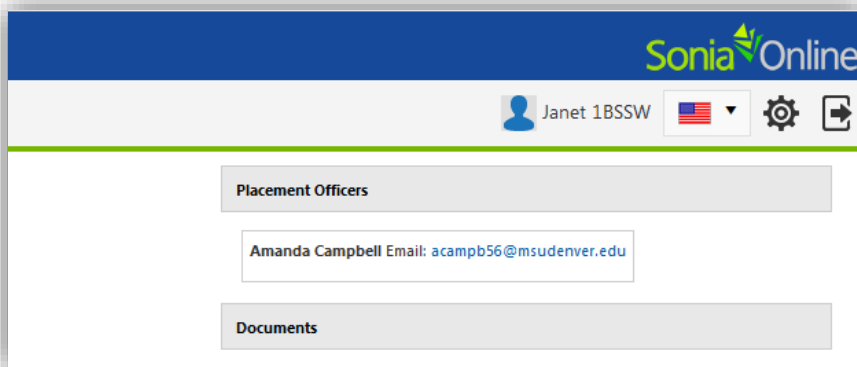


- After completing the form, make sure to click "Submit." To confirm submission was successful, scroll all the way to the bottom of the form to see "Form actioned by [your name] on [date] at [time]" in green text. If a required field was not answered, it will be indicated in red text below the 'Save' button.

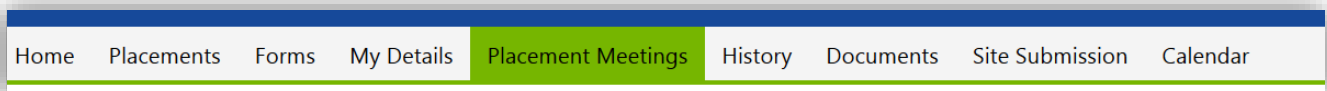
If you have any questions or concerns about SONIA please contact the Field Office at [filed@msudenver.edu](mailto:filed@msudenver.edu)

## Signing Up for a Placement Meeting with your Placement Officer

After completing the Field Application, students will sign up for a meeting time with their Placement Officer. Your placement officer will be listed in the on your Sonia home page on the right side.



- Click on the Placement Meetings tab



- Students will see all of their Placement Officers available meeting times listed by date
- Click on the Select button on the meeting that you would like to schedule with your Placement Officer.

Date	Time	Appointment
12 Wednesday December, 2018	2:00 PM - 2:20 PM	<b>Subject</b> Individual Placement Meeting <span style="float:right">Selected</span> <b>Location</b> CN 202 <b>Placement Officer</b> Amanda Campbell
	2:30 PM - 2:50 PM	<b>Subject</b> Individual Placement Meeting <span style="float:right">Select</span> <b>Location</b> CN 202 <b>Placement Officer</b> Amanda Campbell
18 Tuesday December, 2018	11:15 AM - 11:45 AM	<b>Subject</b> Placement Meetings <span style="float:right">Select</span> <b>Location</b> CN 202 <b>Placement Officer</b> Amanda Campbell

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4. The meeting will appear on the right side of the page.
  - a. Please review the saved meeting for any important details about the meeting (ex: via phone, email for Zoom information, etc.)

Hide past placement meetings

Individual Placement Meeting
X Delete

Please email Amanda at [acampb56@msudenver.edu](mailto:acampb56@msudenver.edu) if you prefer to meet via Zoom

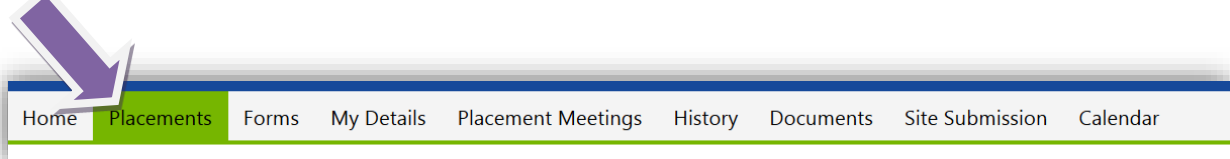
<b>Location:</b>	CN 202
<b>Placement Officer:</b>	Amanda Campbell
<b>Status:</b>	Confirmed
<b>Start time:</b>	12/12/2018 2:00 PM (UTC-07:00) Mountain Time (US & Canada)
<b>Start time (Local):</b>	12/12/2018 2:00 PM
<b>End time:</b>	12/12/2018 2:20 PM(UTC-07:00) Mountain Time (US & Canada)
<b>End time (Local):</b>	12/12/2018 2:20 PM

5. You may only make appoints up to 24 hours before the scheduled meeting time and can only cancel the meeting 24hrs prior to the scheduled meeting time.
6. Please contact your Placement Officer if you have any questions or concerns about your placement meeting.

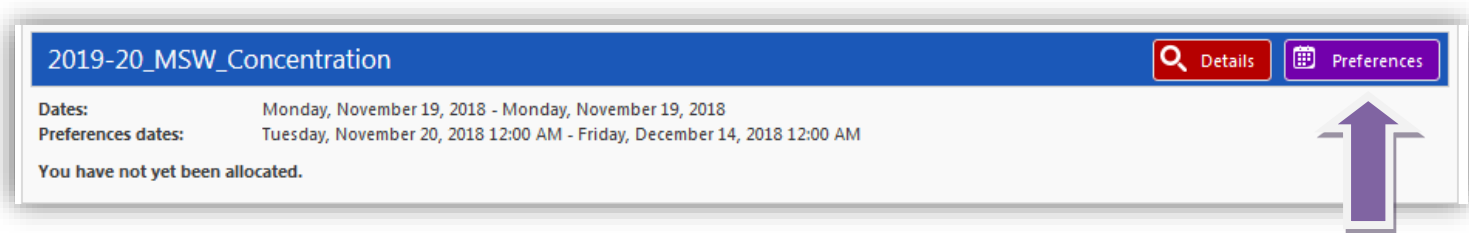
## Agency Search and Preferencing



Starting December 14<sup>th</sup>, students will use SONIA to research potential agencies for your concentration year and preference (select) 5-8 potential agencies that you would like to interview at. Students will need to save their preference list by January 14<sup>th</sup>, so that their Placement Officer can review and approve the list before February 5<sup>th</sup> (the date students can contact agencies).

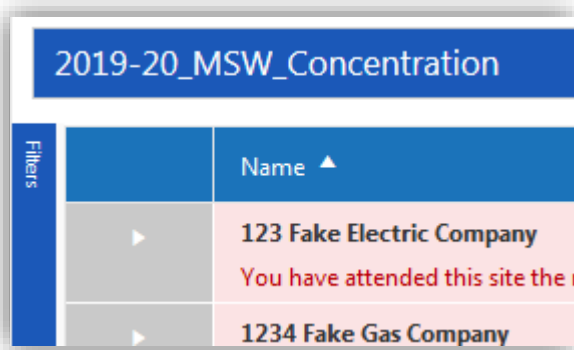
1. Click on *Placements* tab.





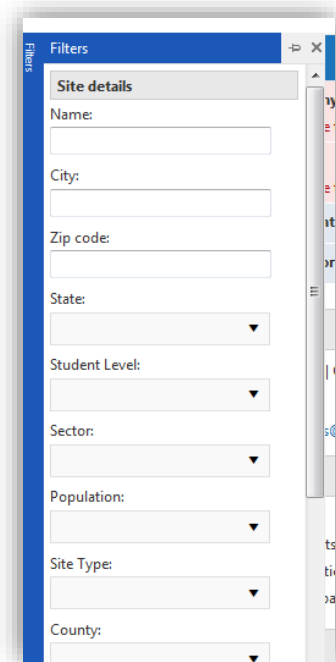
2. Click on *Preferences* (purple button) - this button will be visible on Dec. 14<sup>th</sup>.

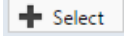


3. A list of agencies will populate, and details can be accessed by clicking on the  cell next to the left of the agency's name.
4. To search for agencies with specific criteria (*student level, sector, population, site type, county*)
5. Click on the *Filters* button on the left-hand side and you can “dock” the filter section by clicking on the  button. This will adjust the page so you can view both the list of agencies and the filter section.

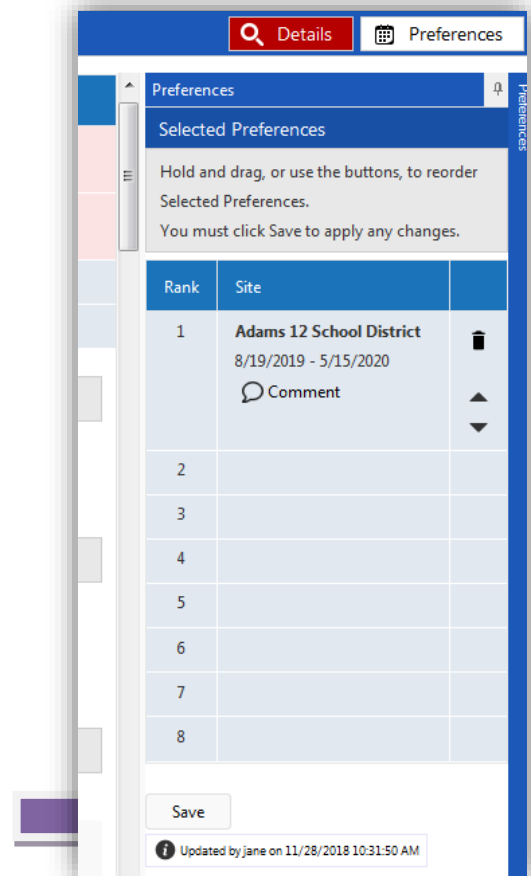


2019-20_MS_W_Concentration	
Filters	Name ▲
	<b>123 Fake Electric Company</b> You have attended this site the
	<b>1234 Fake Gas Company</b>



6. To “preference” an agency, click on the  button on the agency’s row.
7. The agency will be added to the Preference list that is on the right-hand side of the screen.
8. MAKE SURE TO SAVE before exiting.
9. You must save 8 agency preferences by January 14<sup>th</sup>. You will be sent an email notifying you when your placements have been approved.
10. Please contact your Placement Officer if you update your preferences list.

**You may not reach out to agencies until February 6th**



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