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 → Username is ‘jsmith’)

To set up your password, click on “Forgot Password?”

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

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.

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

5. 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

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.

1. Click on the Placement Meetings tab

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

5. You may only make appointments 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 14th, 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 14th, so that their Placement Officer can review and approve the list before February 5th (the date students can contact agencies).

1. Click on Placements tab.
2. Click on Preferences (purple button) - this button will be visible on Dec. 14th.

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.
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 14th. 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