

## 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

1. Navigate to the Sonia Online homepage for MSU Denver at the following link: <https://metro.sonialive.com>.
2. Enter your Username, which is your email address.
3. 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:

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

Please type the code from the image.

An email will be sent to your 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

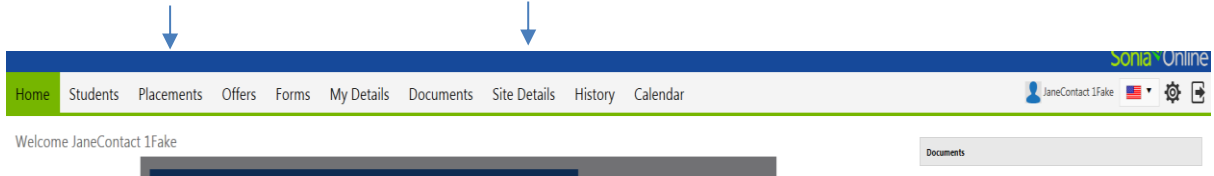
New password:

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 'Site'. Use your email address and the password you just created, and click 'Sign In'.

## The Tabs:

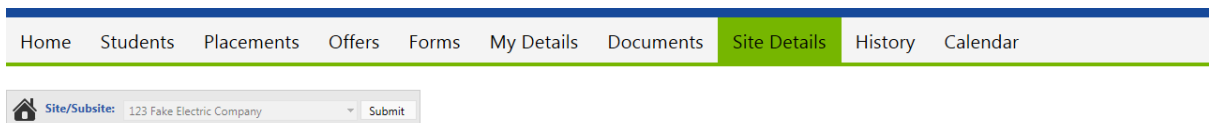


The screenshot above shows the sections of SONIA which you will primarily be using:

- *Placements* is where you will let the Field Office know how many student interns you would like at each student level (i.e. BSSW, MSW Foundation, MSW Concentration).
- *Site Details* provides information about your Agency and about the internship. You can use this section to change or update information about your agency at any time.

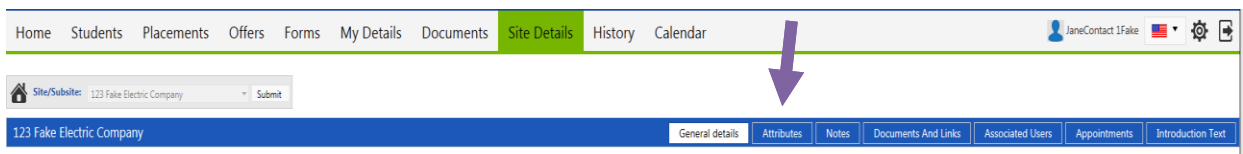
You can sign out of Sonia by clicking the exit door (the rectangle with the right arrow) on the right side of the screen.

## Updating Agency and Internship Details

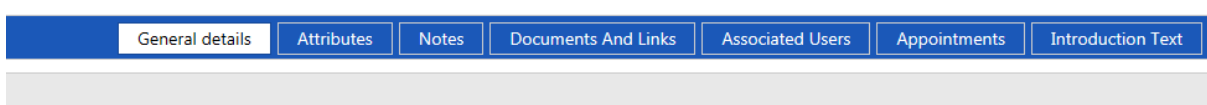


To change details for your agency or submit an updated Internship description click on the “Site Details” tab at the top of the SONIA home Page, as indicated in the picture above.

From this page you can update all information that students will see when requesting your Agency for an Internship



Underneath the SONIA Tabs there are tabs that relate to information that can be edited for the Agency information.



**The Main Tabs that you will be able to access and adjust are:**

**General Details:** This tab will allow you to update information that students will see about your Agency and Internship available. You can update information on:

- Agency Address
- Telephone number
- Field Instructor availability
- Hours offered
- Bilingual ability needed
- Internship description
- Agency description

**Attributes:** This tab will allow you to update Agency Information for:

- Site Type
- Population
- County

**Notes:** Allows you to add additional information about the site that you would like to share with MSU Denver and Students.

**Documents and Links:** This tab allows you to upload internship descriptions or internship applications that a student would need to complete for your agency. If you need to remove a document please notify the Field Office at [field@msudenver.edu](mailto:field@msudenver.edu).