

Student Internship Offer Process

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>.

Use the same email that you have provided the Field Education Office as the Username to log in to your SONIA account. (ex. John Smith's email address is `jsmith@msudenver.edu` → Username is 'jsmith@msudenver.edu')

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: Student

Username:

Generate New Image.

Get Audio Code.

Please type the code from the image.

Submit Cancel

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:

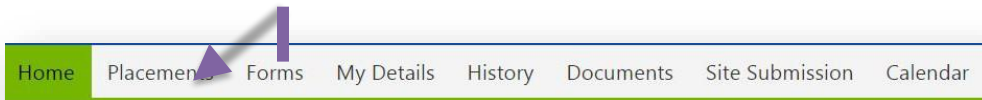
Save

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

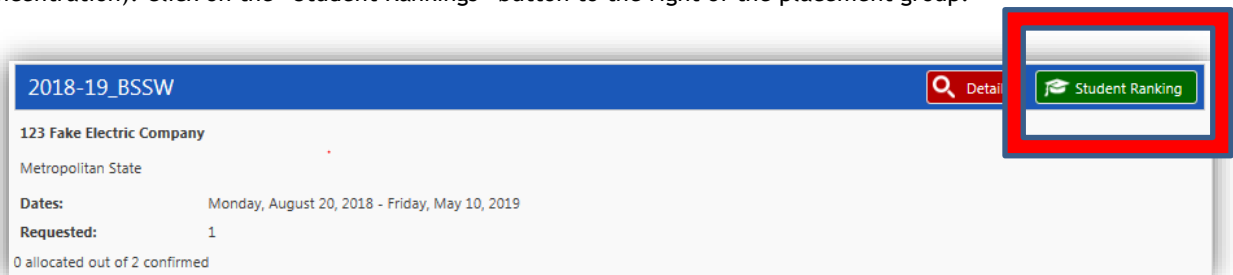
Ensure the 'Role' is set to 'Site'. Use your User ID and the password you just created, and click 'Sign In'.

Offering Student Internships through SONIA

To officially offer a student the internship in SONIA go to the Placement tab.



Select the placement group for the student that you are offering the internship to (BSSW, Foundation, or Concentration). Click on the "Student Rankings" button to the right of the placement group.



In Student Rankings you will see a list of students that have been referred to your agency to apply for internship positions. Listed you will see the following:

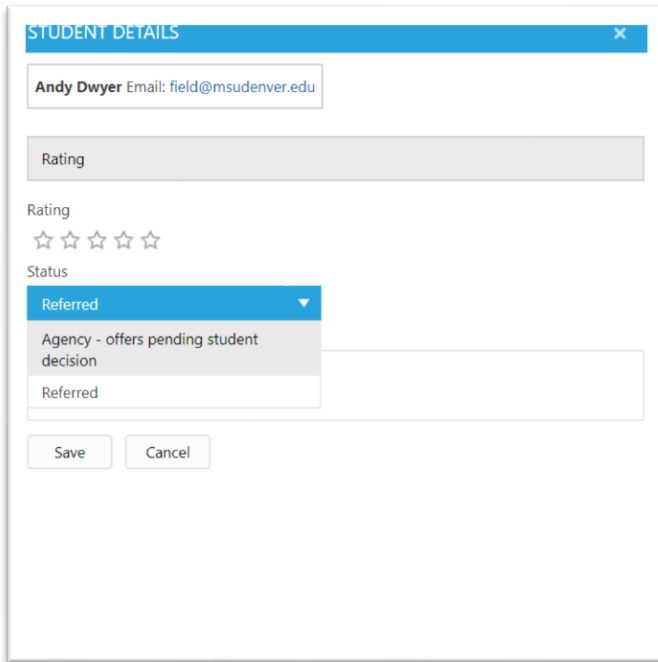
- Student(s) name
- Status - Referred
- Edit button

| Name | Status | Interview |
|-----------------|----------|-----------|
| Jimmy 1MSWConIF | Referred | |

Click on the "Edit" button associated with the student that you would like to offer the internship for.

A Student Details pop-up will appear that will allow you to change the student's status from "Referred" to "Agency - offers pending student decision"

NOTE: Please do not select any of the other options. The changing of the status to "Agency - offers pending student decision" allows the student to accept the offer from their account and notifies the Field Office that an offer has been made.



STUDENT DETAILS

Andy Dwyer Email: field@msudenver.edu

Rating

Rating

☆☆☆☆☆

Status

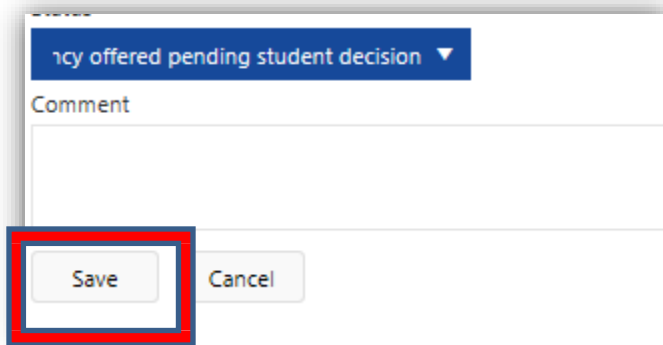
Referred

Agency - offers pending student decision

Referred

Save Cancel

Once you have changed the students status click the save button on the bottom left hand corner of the Student Details box.



Agency offered pending student decision

Comment

Save Cancel

If you have any questions or concerns about this process, please contact the Field Office at field@msudenver.edu.