

Sonia Online Instructions for Students

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Accessing Sonia Online

Web browser

You can log into Sonia Online [here](#). Your login details are the same as your single sign on login for other university systems.

If you experience any issues accessing Sonia Online, please contact Southern Cross University's [Technology Services](#) team for assistance.

Through the app

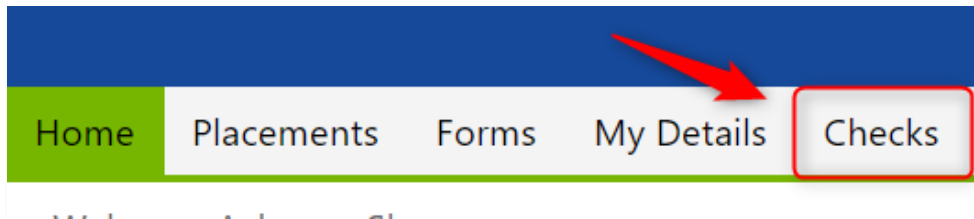
You can download the Sonia for student's app from:

- [Apple iTunes](#)
- [Google Play](#)

Instruction on how to navigate the Sonia for student's app can be found through the following online [video](#).

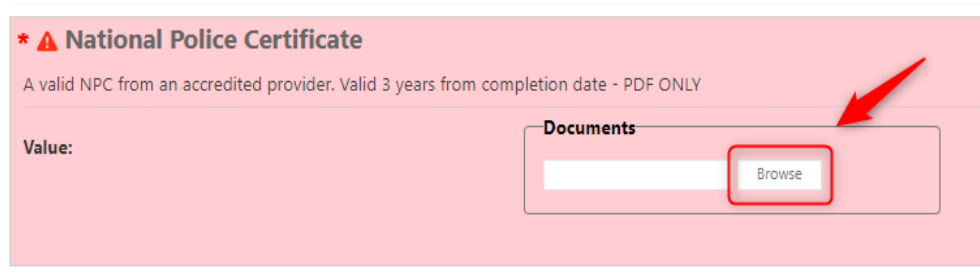
Checks

Each course has mandatory course and site fit to practice requirements that students must provide evidence of. This evidence can be viewed via the *Checks* tab.



Uploading documentation

1. Log into Sonia and click on the Checks tab
2. Add/upload each document to the corresponding check in Sonia by selecting browse

A screenshot of a form titled '* ⚠ National Police Certificate'. Below the title is a description: 'A valid NPC from an accredited provider. Valid 3 years from completion date - PDF ONLY'. The form has a 'Value:' label on the left. To the right, under the heading 'Documents', there is a text input field and a 'Browse' button. The 'Browse' button is highlighted with a red rectangular border, and a red arrow points to it from the right.

3. Ensure you select the correct document before uploading
4. Once you have uploaded the correct document, click **Submit**

A screenshot of the bottom part of the form. The status 'Not Complete' is displayed in the top right corner. At the bottom, there are two buttons: 'Submit' and 'Save'. The 'Submit' button is highlighted with a red rectangular border, and a red arrow points to it from the left.

5. Once you have uploaded the document, the status will change from Not Complete to Submitted



6. Repeat for each check
7. Once complete, the Fit to Practice team will review all documentation that has been uploaded and update the status of each check accordingly (see [Check Definitions](#)).

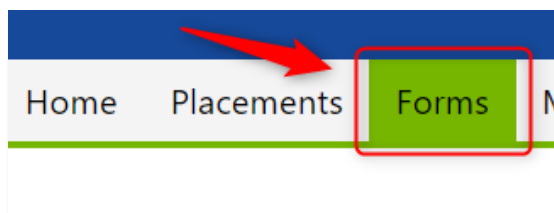
Check Definitions

Check Status:	Definition:
CheckStatusNotComplete	No evidence has been uploaded and submitted against this check.
CheckStatusRejected	Student has uploaded and submitted incorrect evidence against this check. Student should refer to information detailed in the check reference/comments to better understand why their check was rejected.
CheckStatusIncomplete	Student has uploaded and submitted evidence that has missing information and is therefore considered incomplete against this check. Student should refer to information detailed in the check reference/comments to better understand why their check was rejected.
CheckStatusExpired	Check has expired and must be renewed immediately.
CheckStatusSubmitted	Student has uploaded and submitted evidence against this check, however the WIL Unit are yet to assess and review this information.
CheckStatusPendingExpiry	Check is still current but is due to expire in the near future. Student should commence renewal process soon AND refer to their checks tab in Sonia Online to determine relevant deadline information for their specific course.
CheckStatusComplete	Check has been assessed and accepted. No further action required.

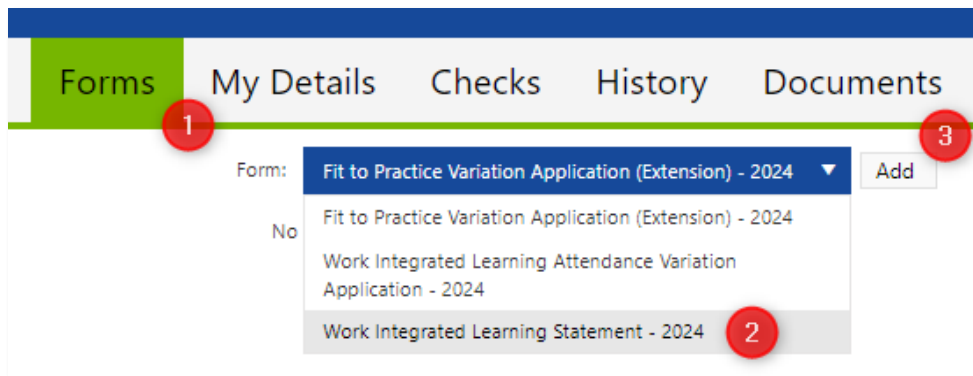
NOTE: If you are required to resubmit or provide additional documentation, be sure that you click the **Submit** button **AND** that the check status changes back to 'Submitted'. If you are unsure please contact the Fit to Practice Team on 07 5589 3439 or health.FTP@scu.edu.au

Forms

There are various online forms available to students that which you may be required to complete throughout your course. These forms can be viewed via the *Forms* tab.



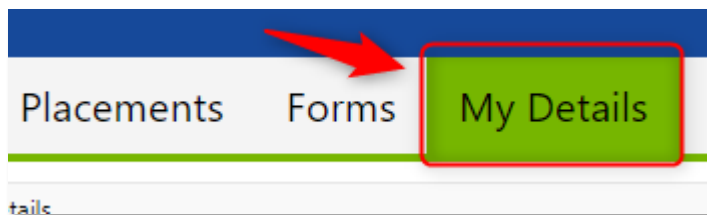
As an example, all students must complete the **Work Integrated Learning Statement** as part of their mandatory Course Fit to Practice Requirements. When students have selected the Forms tab they can add this form and complete against their profile (see below):



The screenshot shows a navigation bar with tabs: Forms, My Details, Checks, History, and Documents. The 'Forms' tab is selected and highlighted with a red circle labeled '1'. Below the tabs, there is a 'Form:' dropdown menu. The dropdown is open, showing a list of forms: 'Fit to Practice Variation Application (Extension) - 2024', 'Fit to Practice Variation Application (Extension) - 2024', 'Work Integrated Learning Attendance Variation Application - 2024', and 'Work Integrated Learning Statement - 2024'. The 'Work Integrated Learning Statement - 2024' option is highlighted with a red circle labeled '2'. To the right of the dropdown is an 'Add' button, highlighted with a red circle labeled '3'.

My Details

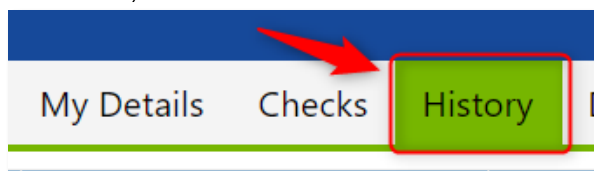
Students can access their contact information through the My Details tab. This information is a duplicate of each student's personal information from [My Enrolment](#).



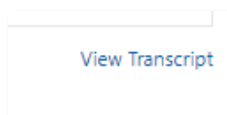
NOTE: Any update to your personal information should only be actioned through [My Enrolment](#).

History

All previous Work Integrated Learning and allocation information can be viewed through the *History* tab.



Students can also download and view a transcript of their allocation history by clicking the **View Transcript** button on the bottom right-hand side of screen.



Placements

Students can view any placement groups that they have been added to via the *Placements* tab.



This tab will also show any outstanding checks; however, it is recommended that students refer to their *Checks* tab to determine their outstanding documentation.

All work integrated learning and allocation details will be available to view via this tab once confirmed. It is important that students review this information regularly and soon after allocations are released.