

# Sonia Online Instructions for Students

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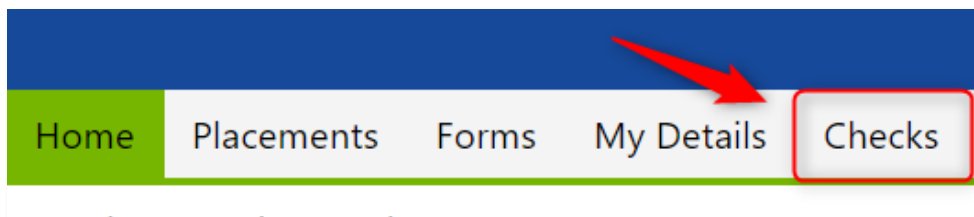
## Accessing Sonia Online

You can log in to 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.

## Checks

Each course has mandatory Fit to Practice Requirements and Site Checks that students must provide evidence of to be eligible to proceed to placement. This evidence can be viewed via the *Checks* tab.



## Uploading documentation

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



**\* ⚠ National Police Certificate**

A valid NPC from an accredited provider. Valid 3 years from completion date - PDF ONLY

Value:

Documents

Browse

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



Not Complete

Submit Save

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



Submitted

Submit Save

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](#)).

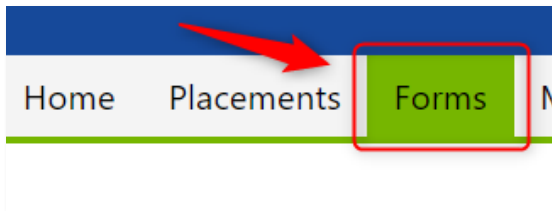
## Check Definitions

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 <b>AND</b> 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.

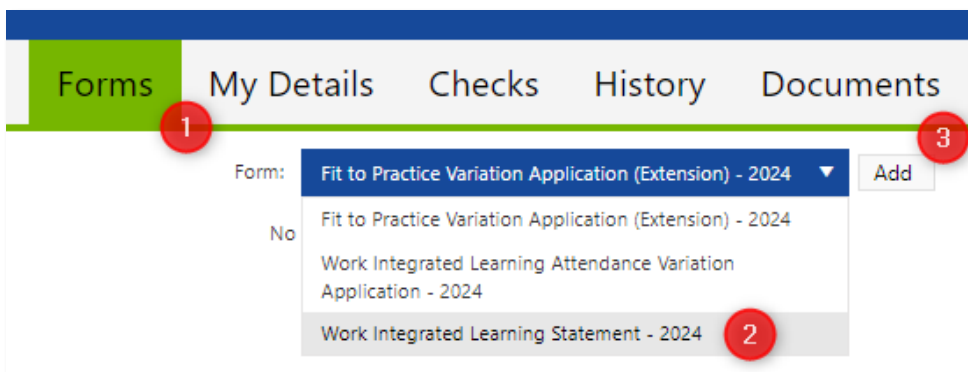
**NOTE:** If you are required to resubmit or provide additional documentation, be sure that you click the **Submit** button **AND** that the check status changes back to 'Submitted'. If you are unsure please contact the Fit to Practice Team on 07 5589 3439 or [health.FTP@scu.edu.au](mailto:health.FTP@scu.edu.au)

## Forms

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

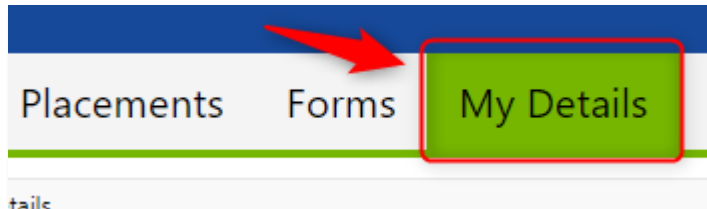


As an example, all students must complete the **Work Integrated Learning Student Statement** as part of their mandatory Fit to Practice Requirements. When students have selected the Forms tab, they can add this form and complete it against their profile (see below):



## My Details

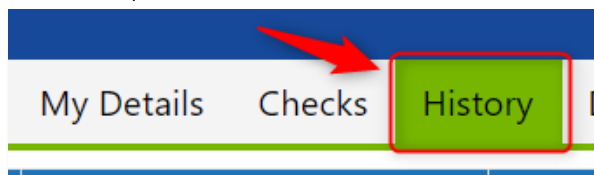
Students can access their contact information through the My Details tab. This information duplicates each student's personal information from [My Enrolment](#).



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 the 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 placement 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.