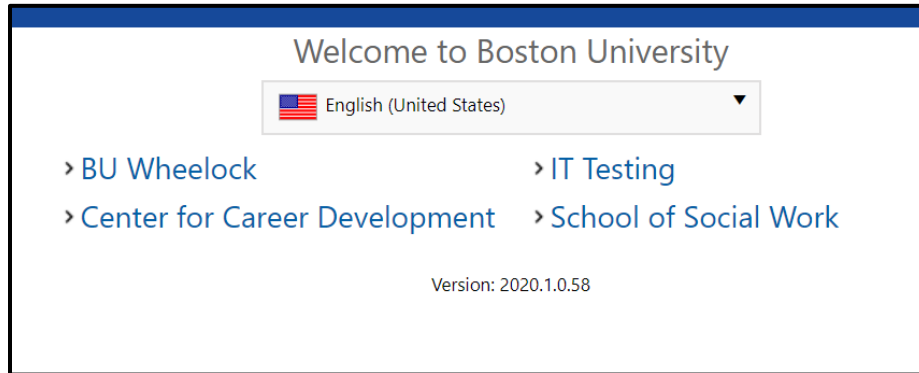


Sonia Sign In and Check How to Guide

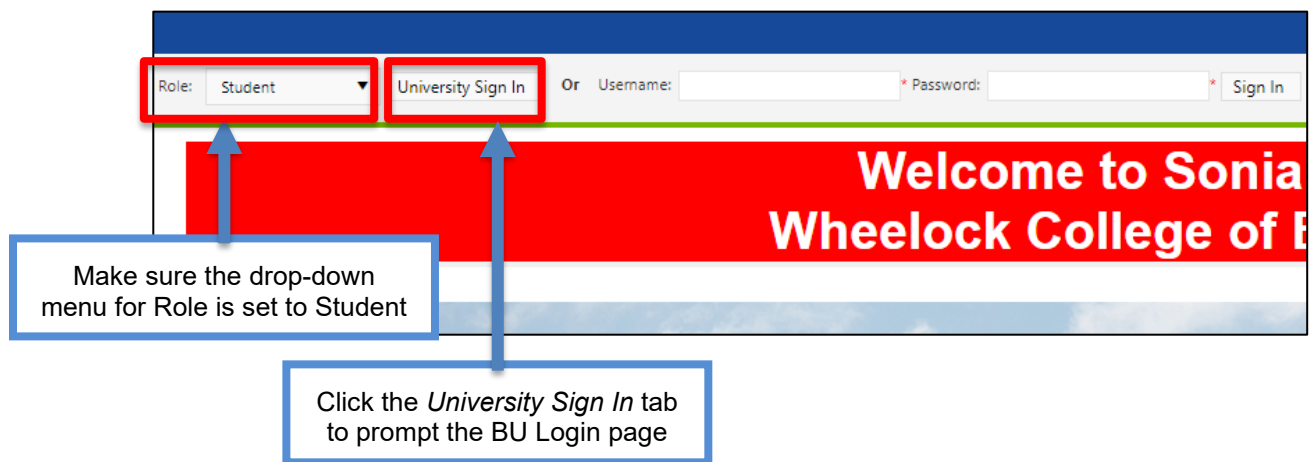
1. Go to Sonia Online: <https://sonia.bu.edu/SoniaOnline/>
2. Click "BU Wheelock"



3. To log in:
 - a. Click the *University Sign In* tab. This will bring up the BU Login page.
 - b. Enter your BU Kerberos username and password.

Please Note:

- Do **NOT** use the @bu.edu in your username.
- Make sure that the drop-down menu for Role is set to Student.
- Disregard the Username and Password boxes.



*** GO TO NEXT PAGE***

4. Click the **Checks** tab (see image below). Then....
- Value:** Select “Yes” when you upload your documents.
 - Upload your document:
 - ♦ **POM Online Training Certificates of Completion:** provided electronically via email once you complete each of the two training courses.
 - ****Important**** Upload **BOTH** certificates to the section titled “Protection of Minors Online Training” under the Checks tab in Sonia.
 - ♦ **POM Verification Form:** Must be signed by a staff member at your field site who can confirm that you have met the site’s standard to begin fieldwork.
 - Click **Submit**

Home Placements Forms My Details **Checks** History Documents Site Submission Calendar

Search None Selected Filter

Legend
★ Mandatory ▲ Check not passed

Name	Value	Status
Protection of Minors Online Training		Not Complete
Protection of Minors Background Check Verification Form		Not Complete

Upload BOTH Training Certificates Here

Be sure to CLICK SUBMIT

* ▲ Protection of Minors Online Training Not Complete

Value: [Dropdown] Documents [Input] Browse [Submit] [Save]

* ▲ Protection of Minors Background Check Verification Form Not Complete

Value: [Dropdown] Documents [Input] Browse [Submit] [Save]