

SONIA Student – Login to web and app

Sonia is the University's internship tool. This QuickStart guide provides students with an overview on how to navigate the Sonia website & Sonia app

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1 What is Sonia? How do I login.

1.1 Sonia explained

SONIA is the University of Melbourne's internship tool. All internships must be registered in Sonia so that a formal agreement between the Host Organisation and The University of Melbourne can be arranged. Sonia is also used for students to submit a risk assessment form for each internship.

1.2 Sonia web address

Students can navigate to the SONIA internship website by clicking on this link:

<https://unimelb.sonialive.com>

1.3 Choose your department

From the Sonia landing page, choose the department 'Architecture, Building & Planning' from the list of list of UOM departments.

Welcome to the University of Melbourne's SONIA Platform

English (Australia)

› Architecture, Building & Planning	› Honours Projects Applications
› Department of Audiology	› Master of Biomedical Science Research Projects
› Department of General Practice	› MD Research Projects
› Department of Nursing	› Melbourne Dental School
› Department of Optometry and Vision Sciences	› Melbourne Graduate School of Education
› Department of Physiotherapy	› Melbourne Law School
› Department of Social Work	› Melbourne Medical School
› Department of Speech Pathology	› Melbourne School of Engineering
› Faculty of Arts	› School of Population and Global Health
› Faculty of Business & Economics	› School of Psychological Sciences
› Faculty of Fine Arts and Music	› Science Mentoring Programs
› Graduate Research Internships	

1.4 University sign In

Login to the Sonia internship website via the 'University Sign In' button:

Role: Select 'Student' from the drop-down list

University Sign In: Click the 'University Sign In' button

Role: Student University Sign In Or Username: Password: Sign In [Forgot your password?](#)

1.5 University credentials

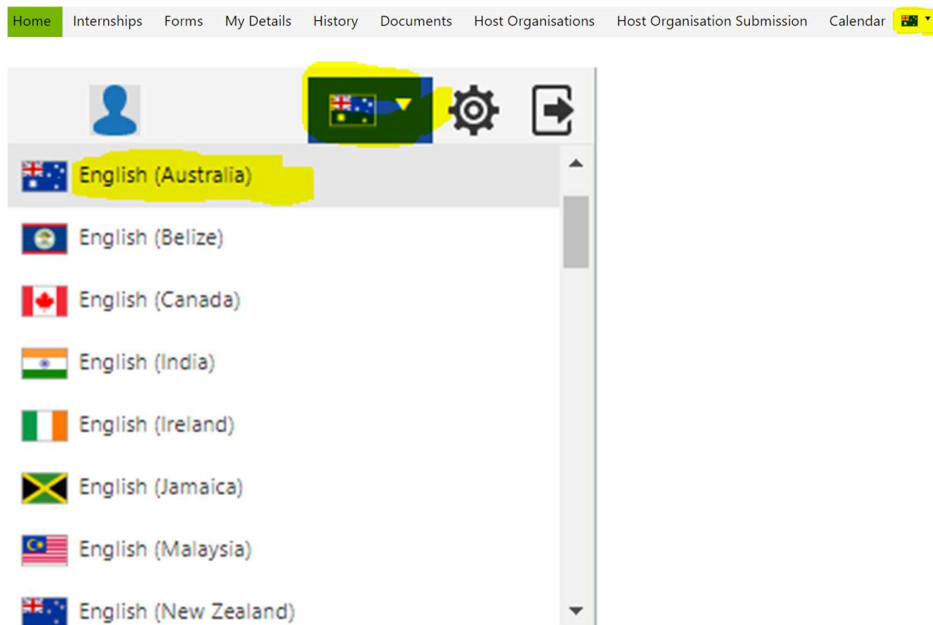
In the pop-up login screen, enter your University of Melbourne username and password



The login screen features a dark blue header with the word "Login" in white. Below the header, a light gray box contains the instruction "Login with your University of Melbourne username and password." Underneath this, there are two input fields: "Username: *" and "Password: *". A green "LOGIN" button is positioned below the password field. At the bottom of the login box, there is a link that says "Problems logging in?" followed by a dashed line.

1.6 English (Australia) setting

To ensure your internships dates appear in Australian format, select 'English (Australia)' from the drop-down menu (Top right).



2 Sonia Website

The Sonia website can be navigated by clicking on the tabs, each tab is described briefly below:



2.1 Home Tab

Students can click on the 'Home' tab to find general information, documents, and links

2.2 Internships Tab

Students can click on the 'Internships' tab to view internship groups, join internships and to view allocations once finalized. The 'Internship' tab in Sonia is where students can see 'Internship Groups' and do the following:

- 'Join' an internship group

Students can join an internship group by clicking on the green 'Join' button for the relevant internship group. (Students will receive an email with instructions on when the group is ready to join)



- 'Leave' an internship group

Students can leave an internship group by clicking on the red 'Leave' button (Students may need to leave an internship group if they change their mind or joined the group accidentally)



- 'Create' an internship in Sonia

Students can click on the purple 'Create' button, to enter the details of the internship they have accepted.



2.3 Forms Tab

Students can add, edit and view forms relevant to their course from this page. (Eg. Risk assessment forms)

2.4 My Details Tab

If relevant, students will be instructed to supply additional information via the 'My details' tab

2.5 History Tab

Completed internships will appear under the history tab

2.6 Documents

Students can upload documents and links to Sonia for their own reference

2.7 [Host Organisation Tab](#)

Organisations that have hosted UOM students on internships can be found under the Host Organisation Tab, students can refer to this list to assist them in self-sourcing an internship.

2.8 [Host Organisation Submission](#)

If a host organisation has not been used by UOM before, students can submit the host details via the the 'Host Organisation Submission' tab.

3 Sonia Mobile App

Students may prefer to access Sonia via the app. Follow the instructions below to download and login to the sonia app:

3.1 Download 'Sonia for Students' from the App store

Go to the App store and install SONIA for students

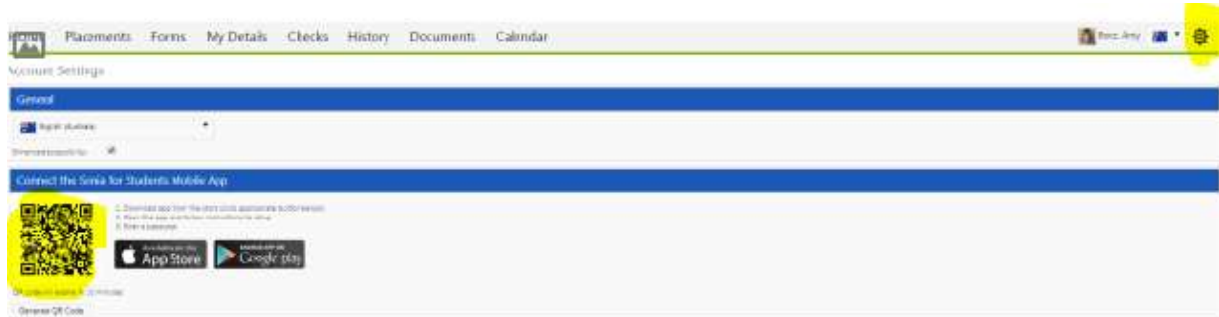


3.2 Open the App and follow the instructions:



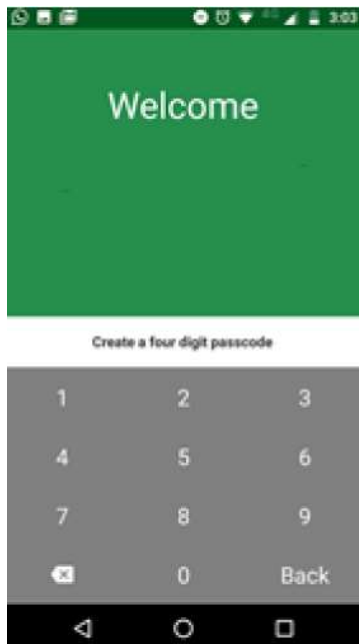
3.3 Scan the QR code

From the Sonia website, click on the settings icon, then scan in your QR code



3.4 Create a passcode

Students are prompted to create a four digit passcode



3.5 What can I see in the app?

- Placements
- Forms
- Checks
- Notifications
- Online (Links to full Sonia website)
- Settings