

## SONIA for BU SSW Agencies

In order to streamline the process for collecting information about the agencies where our students intern, we have made it possible for you to update the information about your agency directly in our placement database, SONIA. We hope you find SONIA'S features beneficial for you and your interns.

### Creating a password – for new users

- Create a password by clicking on the “Set password” link (*\*email us if you need this*)
- Choose a password according to the requirements on the page, and click **Save**.
- Choose **Continue** to return to the homepage.

### Logging in – for returning users

- Navigate to the [BU SONIA homepage](#).<sup>1</sup>
- Choose **School of Social Work**
- In the field beneath the blue bar at the top, select the **Agency Role** and login with your email address and the password you created using the link which we sent to you.
- If you have forgotten your password, you can use the [Forgot Password?](#) link on the homepage.
- After you sign in, you'll be brought to the homepage again with your name at the top.

### Updating Your Agency Profile

To update your agency's information, simply click on the **Agency Details** tab. On this page, you can update the department's records for your agency. When you are finished, click **Save** to update your profile in our system. Please note that students will be able to view this information; if you do not want students to contact your agency directly please do not include contact information.

In addition, you can use the tabs in the blue bar to add any additional information to your profile which may be helpful for students and/or placement coordinators. Under **Documents and Links**, for example, you can upload files such as applications or placement descriptions. You can choose the audience for documents (advisors, allocated or unallocated students).



The **Attributes** section is particularly helpful for students and coordinators, who often search for placements based on fields such as population or services offered.

### Completing Forms

Forms are a crucial way for the department to gather information related to placements. After clicking the **Forms** tab at the top of the page, you will see the option to select forms and, in some cases, forms which have been assigned to you. To add a form, choose from the “Form self-selection” drop-down menu, and click **Add**. Click  **Edit** to enter and complete the form. Fields with a red asterisk are mandatory, and fields without a pencil icon are not editable. Use the buttons at the bottom of the form to save and continue or save and submit to the Field Education Department.

### Helpful Tips

- [Email us](#) if you have trouble accessing the system or need a password reset link.
- **Please note that the system times out after 30 minutes on one page, whether or not you have been actively entering information.** Please save your work regularly to avoid losing data.
- You may need to click the three-line icon  on the top right of your browser to access additional menu options.

If you have questions or comments about this process, feel free to call or email the Field Education Department at 617-353-3754 or [sswfed@bu.edu](mailto:sswfed@bu.edu). Thank you for your commitment to social work education!

<sup>1</sup> <http://ist-ssw-sonia.bu.edu/soniaonline/>