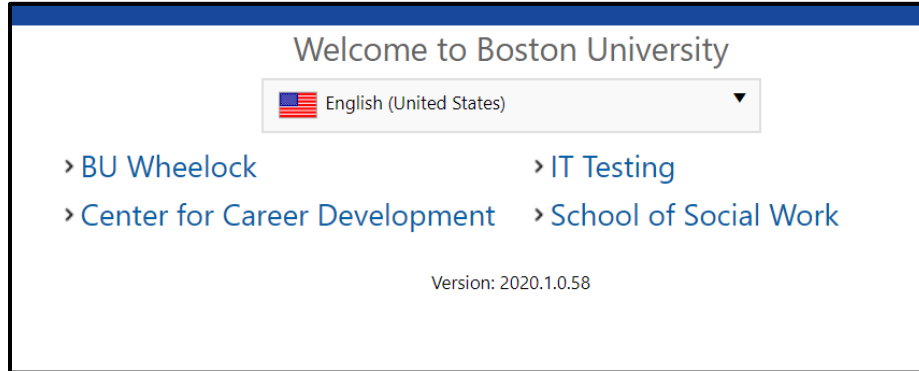


## Sonia Sign In and Check How to Guide

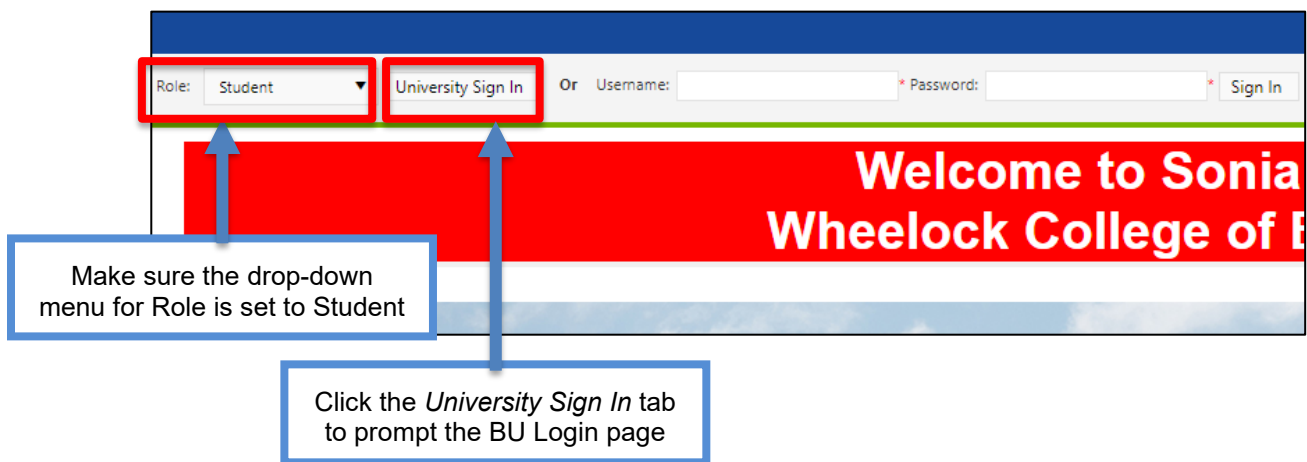
1. Go to Sonia Online: <https://sonia.bu.edu/SoniaOnline/>
2. Click "BU Wheelock"



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...
  - a. **Value:** Select “Yes” when you upload your documents.
  - b. 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 Background Check Verification Form:** needs to be signed by site staff who can verify that you met the site standard for fieldwork.
  - c. Click **Submit**

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

Student, Test

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

Search:  None Selected

Legend  
\* Mandatory ▲ Check not passed

**\* ▲ Protection of Minors Online Training** Not Complete

Value:

Documents:

**\* ▲ Protection of Minors CORI Verification Form** Not Complete

Value:

Documents: