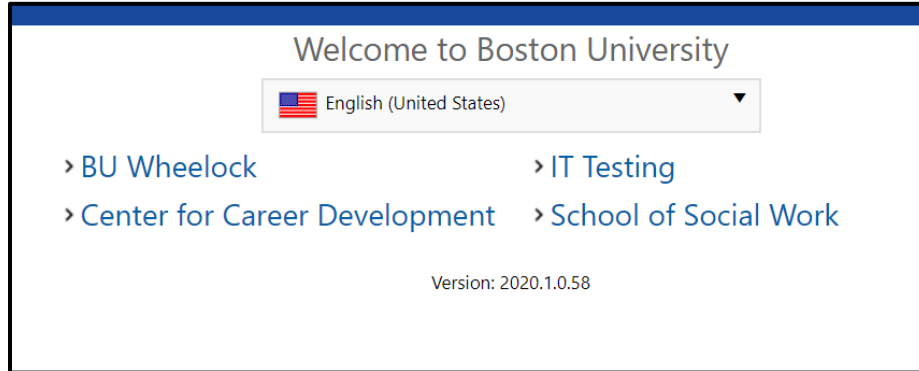


Sonia Sign In and Check How to Guide

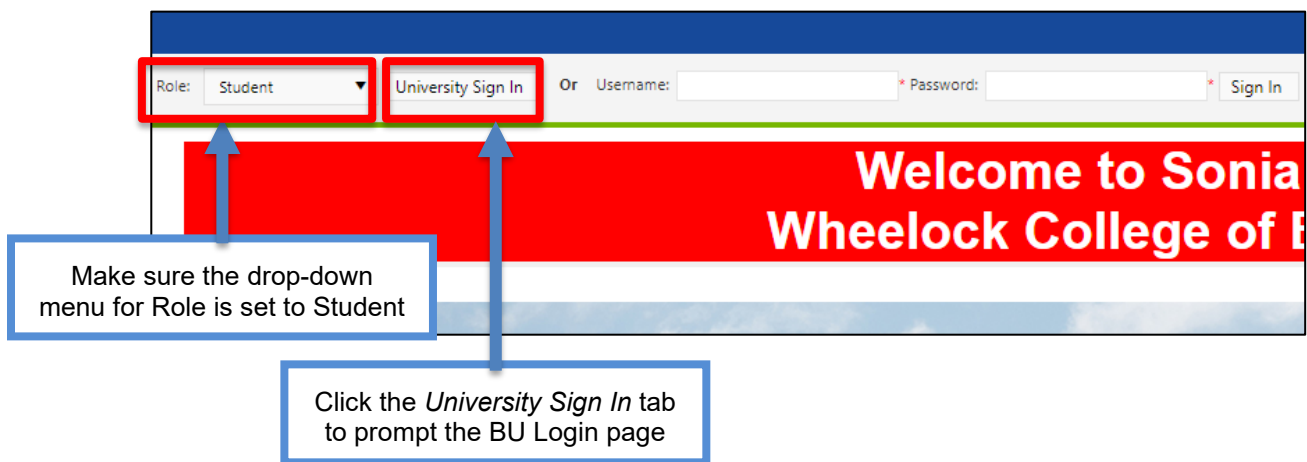
1. Go to Sonia Online: <https://sonia.bu.edu/SoniaOnline/>
2. Click “BU Wheelock”



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 Courses Learner Transcript:** provided electronically once you complete each of the two training courses
 - ◆ **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**

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Placements', 'Forms', 'My Details', 'Checks', 'History', 'Documents', 'Site Submission', and 'Calendar'. The 'Checks' tab is active. In the top right corner, there is a user profile 'Student, Test', a language dropdown, and settings icons.

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:

A red box with the text "Be sure to CLICK SUBMIT" and a red arrow points to the "Submit" button in the first form section.