

# Student Guide – A quick start reference to SONIA Online for Students

## Where do I access SONIA Online?

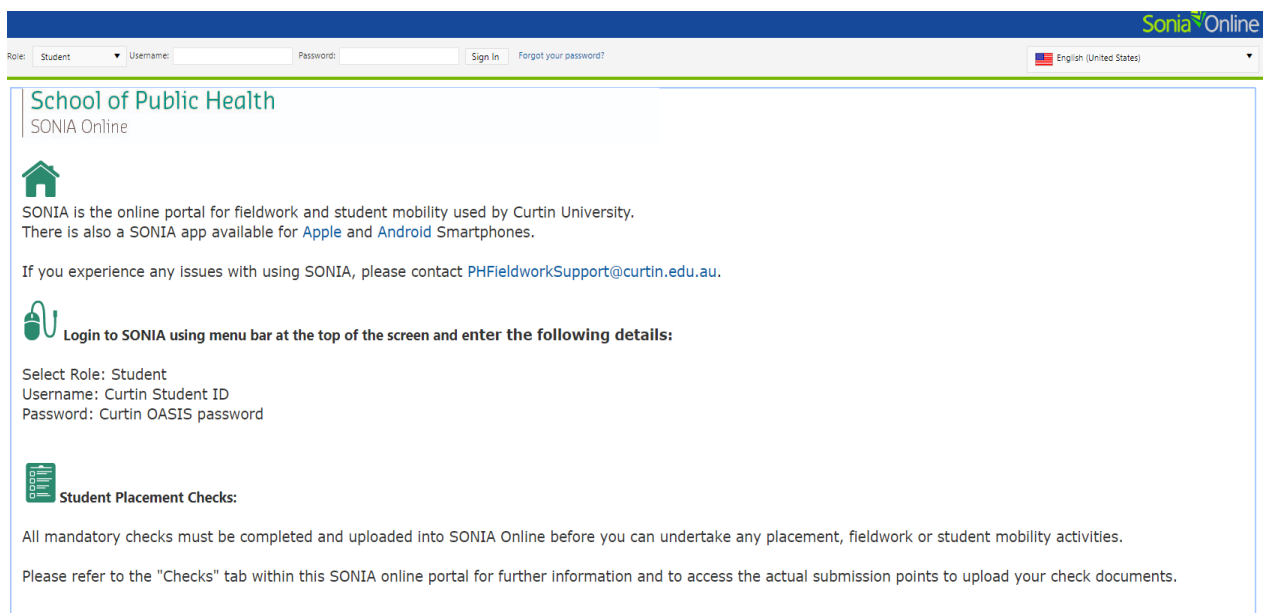
To access SONIA you will need a web (internet) browser e.g. Chrome, Firefox, Internet Explorer and internet access.

You can access SONIA Online by clicking on the link below:

<https://sonia.curtin.edu.au/SoniaOnline/Default.aspx?ReturnUrl=%2fSoniaOnline>

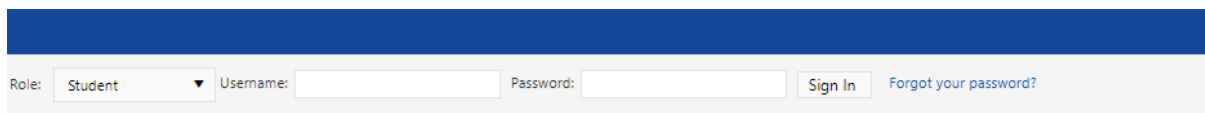
To continue on to SONIA for the School of Public Health, you will need to click on the link for “Public Health”

You will then see the screen below.



## How do I login to SONIA?

You will need to login using the following details:



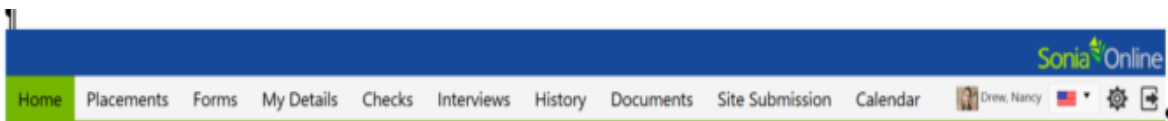
Role: Student (select from drop down menu)

Username: Curtin Student ID Number

Password: Your Curtin Student OASIS password

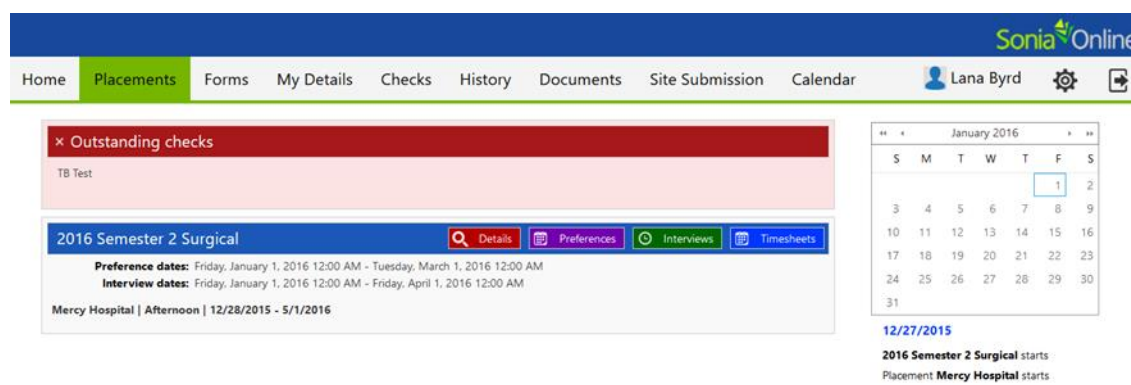
## What sections of SONIA are relevant for the School of Public Health?

Once you have logged in, you can navigate through SONIA online by clicking on the tabs at the top of the screen. A brief explanation of relevant tabs are outlined below.



### Placements Tab:

This is a listing of the placement groups to which you belong. Placement Groups are normally identified by unit code and title (e.g. PUBH3002 Professional Practice in Public Health), but there are some placement groups that are identified by course (e.g. MG-DIETS 2<sup>nd</sup> Year).



Against each placement group will be a red details button.



Clicking on this will give you more information about the unit, your placement details, assessment instructions (where applicable) and other documents and links that are relevant to your placement.

If you have any outstanding mandatory checks, they will appear in the red shaded area at the top of the screen. Please read this information carefully as failing to submit your mandatory check requirements may prevent you from being allocated to/attending your placement. More information on checks will be provided further in this document.

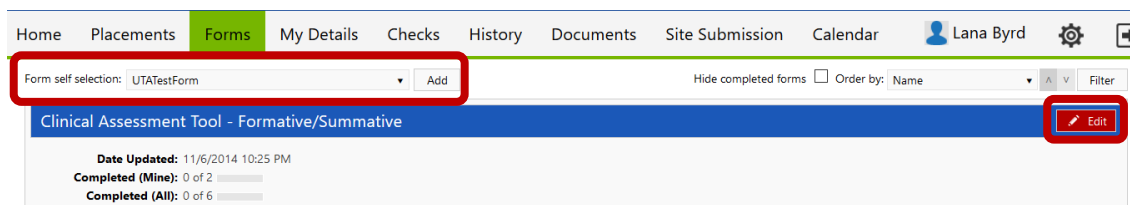
Depending on the requirements of your unit/placement, you may be asked to:

- **Self-allocate** to a placement – this is where you choose which site/date/time you wish to complete your placement.
- **Indicate preference rankings** – this is where you indicate your preferred placement sites (in order of preference). You can re-order placement sites by dragging and dropping them into place within the grey “Selected Preferences” box. Once you click on “Save” you will submit your preferences to your Fieldwork/Unit Coordinator, who will then review this and allocate you to a placement. You can click on the balloon icon to add any comments (e.g. reason for choosing site).
- **Complete a form** – see information about the Forms tab below.

## Forms Tab

If a form has been assigned to you, the name of the form will show on a blue horizontal bar. Click the red 'Edit' button at the right end of the blue bar to complete the form. There will also be a deadline specified for when the form must be submitted.

If the form has not specifically been assigned to you, but the Fieldwork Support Team have said the form could be completed at any time, you can choose the "Form Self Selection" dropdown and click 'Add'. It would then appear with the assigned forms.



If a form has been Saved but not Submitted, simply click the 'Edit' button again to continue. Upon clicking 'Submit', the screen will look like it has a white screen on it for a few seconds – this means the form is saving. **Before closing the form**, confirm the Submit was processed by scrolling down to where you hit Submit to see "Form actioned by [your name] on [date] at [time] in green text. If a required field was not answered, it will be indicated in red text below the 'Save Draft' button.

**NOTE: You will see two buttons at the bottom of each form:**

**"Save Draft" means you can save your work and come back to edit this form.**

**"Submit" is the button to the right of "Save Draft. Click this when you have completed the form.**

## My Details Tab

If there are any changes to your details e.g. address, contact phone numbers – please update your student record by contacting Curtin Student Central or updating via your Student OASIS portal. It is not necessary to update the My Details Tab in SONIA Online as the School of Public Health uses the information in Student One as the most accurate record.

## Checks Tab

This is a listing of mandatory health and/or legal checks that you must complete before you can undertake any fieldwork/placement or student mobility activities. Mandatory checks will be highlighted in red or marked with an asterix. The checks tab will have further instructions on how to upload your documents.

Placements Forms My Details **Checks** Interviews History Documents School Documents Williams, Robin

Search None Selected Filter

Legend  
\* Mandatory ⚠ Check not passed Save

**Background Check** Not Complete  
Value: [Dropdown] Documents [Browse] Submit

**TB test** Not Complete  
Value: [Dropdown] Submit

\* **Code of Ethics Form**  
Value: Yes [Dropdown] Submit

## History

This tab will show information about placements/fieldwork/student mobility activities that you have completed in the past.

## School Documents Tab

This tab has all form templates and information links relevant for students.

Students can download the templates or links by clicking on the document name as per examples below:

Home Placements Forms My Details Checks History Documents **School Documents** Calendar

Documents

Name	Description	Size	Date Updated
2019 DFPC.pdf	Domestic Fieldwork Preparation Check	73.10 KB	6/02/2019 8:47 AM
2019 HS Fieldwork Agreement HS&E.pdf	Health Sciences Fieldwork Agreement (Health, Safety and Environment students)	315.18 KB	5/02/2019 3:05 PM
2019 HS Fieldwork Agreement.pdf	Health Sciences Fieldwork Agreement (Health Sciences General)	173.39 KB	5/02/2019 2:36 PM
2019 Risk Assessment.pdf	Risk Assessment Form	348.78 KB	5/02/2019 2:38 PM
2019 Student and Supervisor Agreement HIM.pdf	Student and Supervisor Agreement for Health Information Management	286.86 KB	13/03/2019 3:58 PM
2019 Student and Supervisor Agreement HP.pdf	Student and Supervisor Agreement (Health Promotion students)	230.80 KB	5/02/2019 3:04 PM
2019 Student and Supervisor Agreement HS&E.pdf	Student and Supervisor Agreement (Health, Safety and Environment students)	279.55 KB	5/02/2019 3:04 PM
2019 Student Confidentiality Declaration.pdf	Student Confidentiality Declaration Can be used for the duration of your course. If you take a leave of absence, you will need to complete a new declaration.	91.32 KB	6/02/2019 9:16 AM

Links

- Criminal Record Screening Clearance. This is a nationally coordinated criminal record screening process to determine suitability for a position of trust, specified field of endeavour or as required by law and also criminal history.
- Hand Hygiene Certificate. Provides online training in hand hygiene that is available at <https://www.hha.org.au/online-learning/complete-a-module>. The requirement for this module is: "Student Health Practitioner". This module is targeted for all students completing fieldwork, work within clinical areas of a healthcare facility.
- National Police Certificate. A document that lists an individual's disclosable criminal charges sourced from the databases of all Australian Police Jurisdictions. This includes all prosecuted matters. A National Police Certificate looks at all state police records for the past 10 years.
- Online Fieldwork Preparation. Click here to complete the Fieldwork Preparation Form.
- Student Travel Used for travel involving air travel or overnight accommodation. You must complete yourself with Curtin's Travel procedure and approval forms.
- Working with Children Check. The Working with Children Check (WWCC) is a compulsory check for people who carry out child related work (or work where contact with children is required) in Australia. You must use the PHFieldworkSupport@curtin.edu.au link when renewing your WWCC only. You must use the PHFieldworkSupport@curtin.edu.au address. New applicants must complete the paper form. Internal Bentley students should contact the School of Public Health reception (400.310).