



Getting Started with Sonia Online – Setup Guide

Welcome to your field experience journey! The University of Windsor's Faculty of Education uses **Sonia Online**, a platform to manage your practicum placements and required program documentation.

Please follow the steps below to get started:

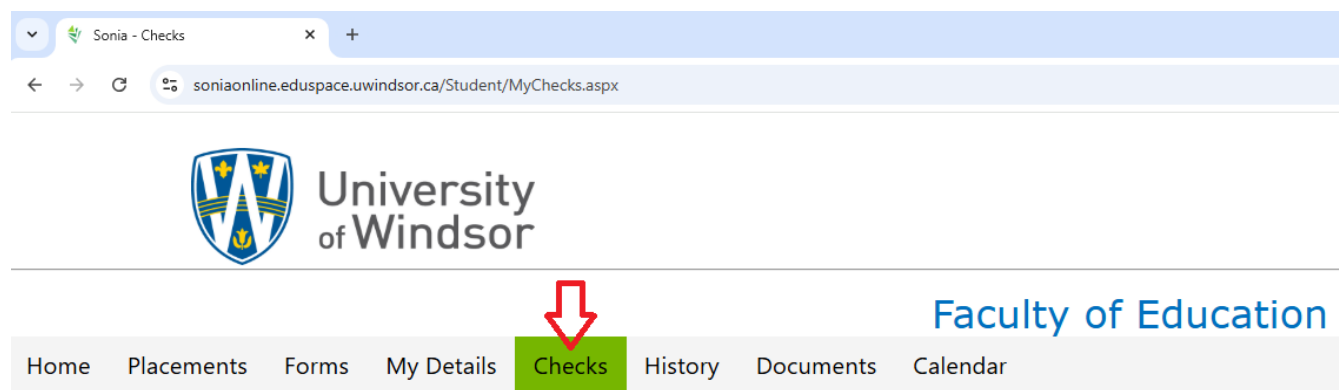
☒ Step 1: Access Sonia Online

1. Go to: <https://soniaonline.eduspace.uwindsor.ca/>. Bookmark the page for easy future access.
2. Select > 'Faculty of Education.'
3. Choose 'Student' as your 'Role' from the drop-down menu.
4. Click 'University Sign In.'
5. Log in using your UWindsor credentials (username and password).

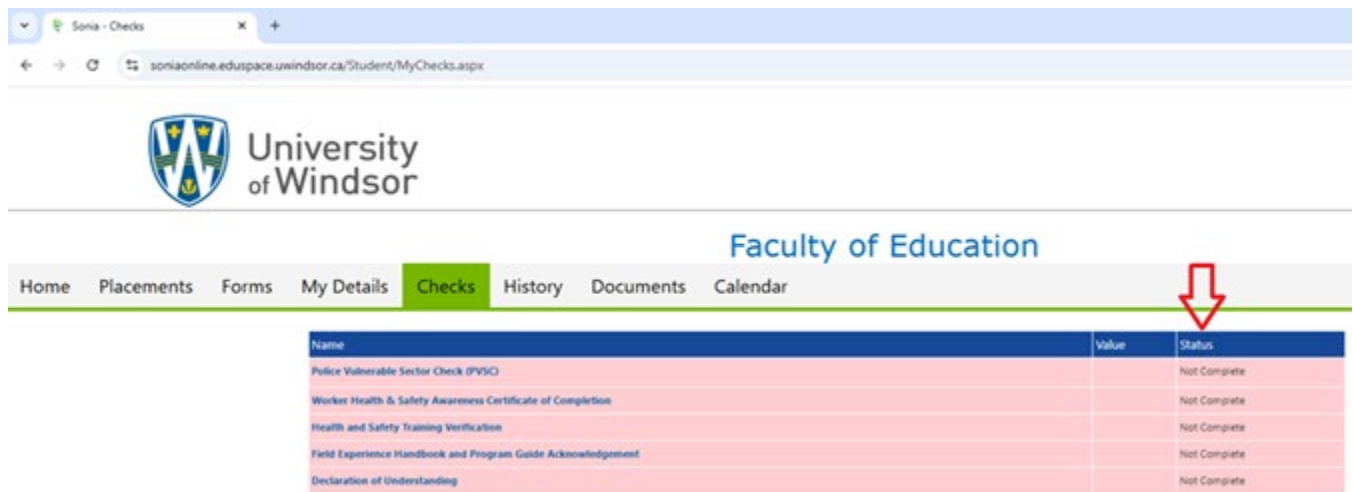
☒ Step 2: Complete Mandatory Checks

After logging in:

1. Click on the '**Checks**' tab.




2. Review the Status of each requirement (check).

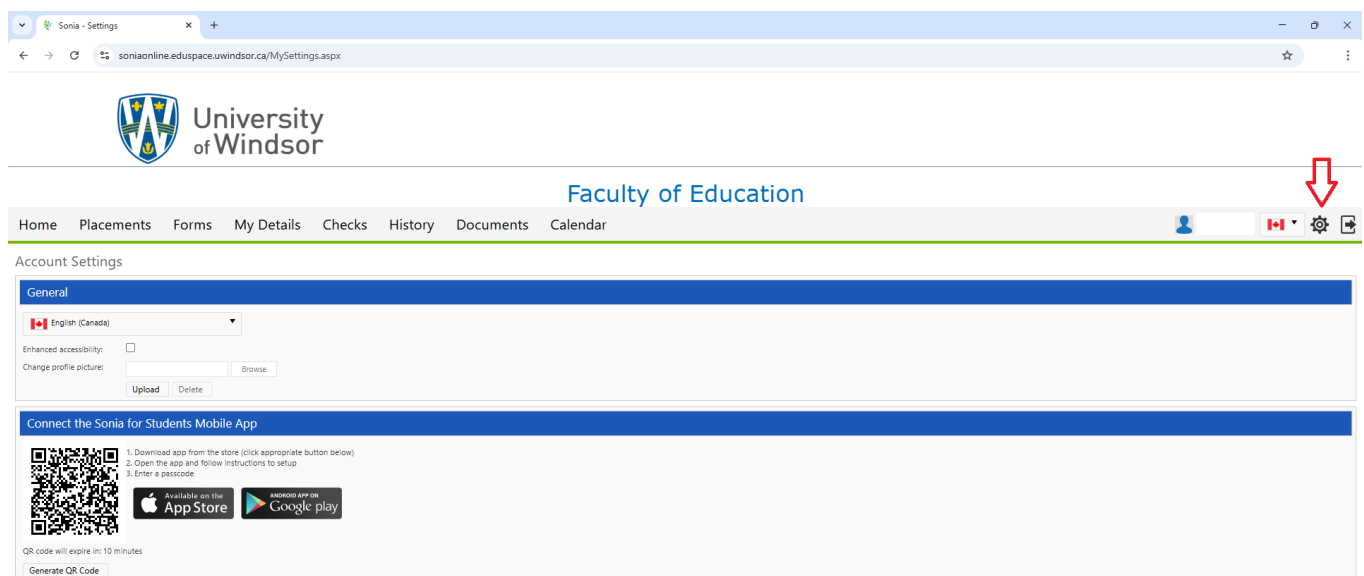


Name	Value	Status
Police Vulnerable Sector Check (PVSC)		Not Complete
Worker Health & Safety Awareness Certificate of Completion		Not Complete
Health and Safety Training Verification		Not Complete
Field Experience Handbook and Program Guide Acknowledgement		Not Complete
Declaration of Understanding		Not Complete

3. Upload documents and complete all requirements listed (*see page 3*) through the 'Checks' tab. There are five (5) "checks" to complete.

Optional: Personalize Your Profile

- Instructions are available through Settings (*click on the gear  icon next to the flag*)
- Download the [Sonia for Students Mobile App](#) for easier access



Account Settings

General




English (Canada)

Enhanced accessibility: ☐

Change profile picture:

Connect the Sonia for Students Mobile App

1. Download app from the store (click appropriate button below)
2. Open the app and follow instructions to setup
3. Enter a passcode

QR code will expire in: 10 minutes



Documents to Upload / Requirements to Complete

Go to the Faculty's [Required Program Documents](#) webpage for detailed, **important instructions** on the Level 3: Police Vulnerable Sector Check (PVSC) and Health & Safety Training requirements.

1. Level 3: Police Vulnerable Sector Check (**PVSC**) – upload of clearance document due August 29, 2025.
2. Worker Health & Safety Awareness training video **Certificate of Completion** –upload of “proof of completion” certificate due by August 29, 2025.
3. Health and Safety **Training Verification** – completion of training and verification due by August 29, 2025 (*modules 2. – 8. will be available in August*).
4. Field Experience Handbook and Program Guide **Acknowledgement** – to be completed during your first Advisory (practicum) Group Meeting on September 3, 2025.
5. **Declaration of Understanding** – to be completed during your first Advisory (practicum) Group meeting on September 3, 2025. You must upload your completed and signed document.
6. **Teacher Candidate Registration Form** – due August 29, 2025. Click on the “**Forms**” tab. Click the “Edit” button to review/complete the “Teacher Candidate Registration” form.

University of Windsor

Faculty of Education

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

Name ▾ ▲ Ascending Filter Hide completed forms ☐

Teacher Candidate Registration	
Date Added:	2025-06-16 2:04 PM
Date Updated:	2025-06-16 2:04 PM
Completed (Mine):	0 of 3 <div></div>
Completed (All):	0 of 3 <div></div>

If you have any questions or feedback about Sonia Online, please contact the Faculty of Education at educfieldexperience@uwindsor.ca.