



## Getting Started with Sonia Online – Setup Guide

The University of Windsor's Faculty of Education uses a platform called **Sonia Online** to manage documents/requirements students must submit/complete **prior** to starting any Community Service Education (EDUC 1199) and/or Teaching and Learning (EDUC 2299) volunteer components/hours.

Please follow the steps below to get started:

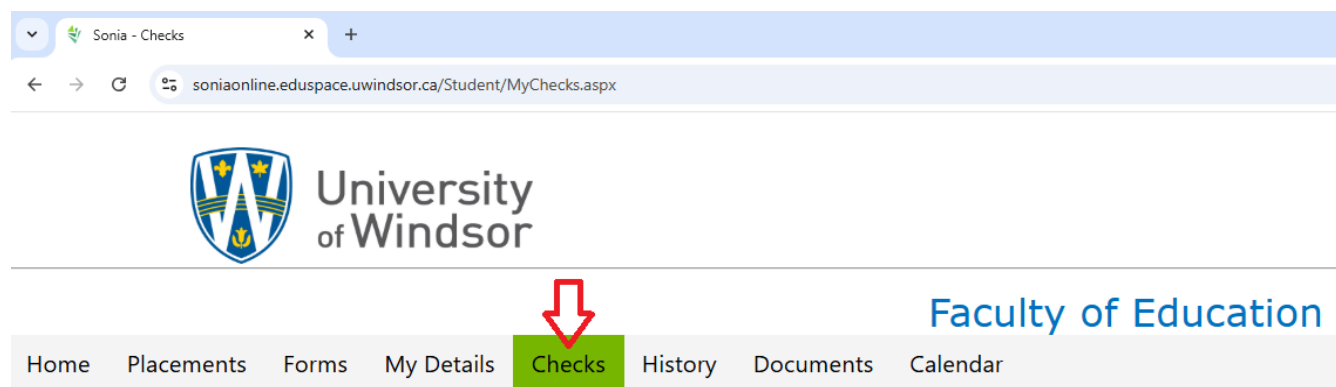
### Step 1: Access Sonia Online

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).

← → ↻ soniaonline.eduspace.uwindsor.ca/Student/MyChecks.aspx

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Name	Value	Status
2025 - Police Vulnerable Sector Check (PVSC)		Not Complete
2025 - Worker Health & Safety Awareness Certificate of Completion		Not Complete
2025 - Health and Safety Training Verification		Not Complete
2025 - Field Experience Handbook and Program Guide Acknowledgement		Not Complete
2025 - Declaration of Understanding		Not Complete
2025 - Health and Safety Training Verification (Epinephrine Auto Injector/Concussion/Asthma)		Not Complete

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


### 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

Sonia - Settings x +

← → ↻ soniaonline.eduspace.uwindsor.ca/MySettings.aspx

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### Account Settings

General


🇨🇦 English (Canada)

Enhanced accessibility: ☐

Change profile picture:  Browse

Upload Delete



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

Generate QR Code



## 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**) – please upload the clearance document you receive from your police agency.
2. Worker Health & Safety Awareness **Certificate of Completion** – this confirms that you completed the **training video** (module 1). Please upload your “proof of completion” certificate.
3. Health and Safety **Training Verification** – this confirms that you completed training modules 2– 9.
4. [Field Experience Handbook](#) and [Program Guide Acknowledgement](#) - this confirms that you have read and understood these documents.
5. Health and Safety **Training Verification** (Epinephrine Auto Injector/Concussion/Asthma) – this confirms that you completed training modules 10 – 12.

**Note:** As a Concurrent Year 1 or 2 student, you are **not** required to complete the **Declaration of Understanding** check. Please disregard this check (leave it blank).

If you have any questions or feedback about Sonia Online, please contact the Faculty of Education at [educfieldexperience@uwindsor.ca](mailto:educfieldexperience@uwindsor.ca).