

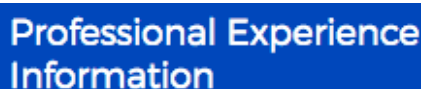
Quick Start Guide for Students

Sonia is a professional experience placement management system. It allows students, placement staff, university advisors and placement providers to more easily work together to ensure productive professional experiences.

SIGNING IN

1. In your web browser, go to:
socialsciences.uow.edu.au/education

2. Click the **Professional Experience Information** button (in the left side column):



3. Click the **Student Placement System Sign in** button:



4. In the **Visit School** drop-down list, select **Education** and click the **Go** button:




You will be taken to the sign in page (for Education). Select **Student** as the **Role**:



Enter your **UOW Username** and **Password**, then click the **Sign In** button.

5. The **Home** page will appear:



6. To **Sign out**, click the  icon.

HELP DESK

Professional Experience Unit

Email: pex-enquiries@uow.edu.au

Phone: 02 4239 2380

OUTSTANDING CHECKS

Before you can do your Professional Experience you need to pass certain checks.

On the **Placements** home page a red box will be present listing which checks are currently outstanding:



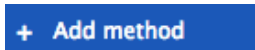
To clear things up, visit the **Checks** page.

For each **Check**, enter the required information into the **Reference** field, or upload the appropriate document in the **Document** field (see the **Uploading documents** section).

METHODS (SECONDARY ONLY)

If you are taking a **Secondary Education** course (e.g. Master of Teaching (Secondary), Bachelor of Mathematics Education, Bachelor of Science Education, Bachelor of Physical and Health Education) you **must** have a **Method** chosen. If you do not, you cannot be allocated to a placement.

1. Click **My Details** in the menu bar and check that you have the appropriate Method(s) listed.
2. If you do not have the correct Method(s) listed, click the **Add method** button:



3. Select the appropriate Method and click the  button.

PLACEMENT PROCESS

You are not permitted to contact placement providers to seek a placement. The Professional Experience Unit coordinates approximately 2,000 placements per year and so it is imperative that you follow the placement procedures.

PLACEMENTS AND PROFESSIONAL EXPERIENCES

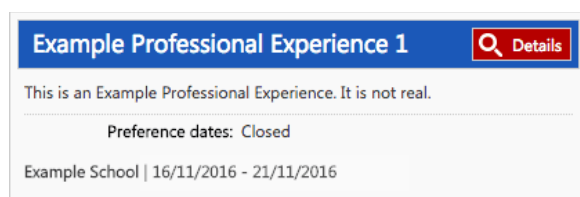
1. Click **Placements** in the menu bar:

Placements

2. The main page lists the professional experiences relevant to you. This includes those you must choose your preferred placements for and those you have been allocated a placement for.

ALLOCATED PLACEMENTS

1. If you have been allocated a placement, you will see something like this:



2. Click the **Details** button to view the details of the placement:
3. The **Details** page contains information such as the **Address** and **Contact** details.

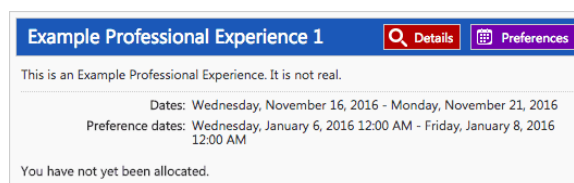
Details

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PREFERENCES

1. If you have to choose your **Preferences** for a Professional Experience, you will see something like this:



2. Clicking on the **Preferences** button will take you a page where you can **Select** which placement providers you prefer to be placed at:


+ Select

3. Follow the instructions and choose at least the minimum number of preferences.
4. If you are not able to select a particular placement, a message and a **Locked** button will be displayed beside the placement:

Locked

UPLOADING DOCUMENTS

1. You can upload a document wherever a field like the following is provided:



2. Click the **Browse** button and select the document you want to upload in the popup window.
3. The document should upload and its name will be displayed in place of the **Browse** button. (You can remove the file by clicking the **Remove** button beside it.)
4. Click the **Save** button to complete the process.

Note: Please try to keep any documents uploaded to under 2MB. The system should accept most standard documents, i.e. DOCX, PDF, JPG.