



# 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](https://socialsciences.uow.edu.au/education)
2. Click the **Professional Experience Information** button (in the left side column):



Professional Experience Information

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



Student Placement System Sign in

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



Visit School: Education ▼ Go!

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



Role: Student ▼

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

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



Home Placements Forms My Details Checks History Documents Calendar Example Student Welcome Example Student

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

## HELP DESK

**Professional Experience Unit**

**Email:** [pex-enquiries@uow.edu.au](mailto: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:



× Outstanding checks

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:



+ Add method

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:



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.

## HELP DESK

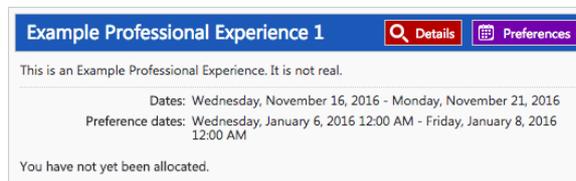
**Professional Experience Unit**

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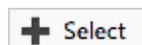
**Phone:** 02 4239 2380

## 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:



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:



## 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.