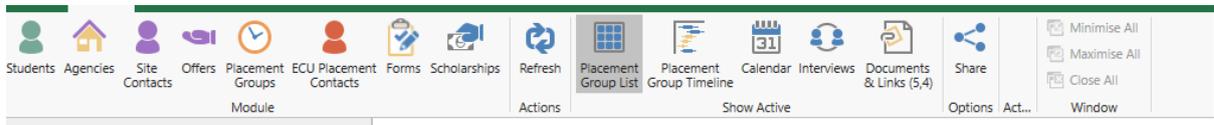


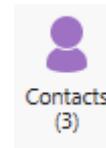
Setting up Sonia from Scratch

Enter data on agencies and contacts.



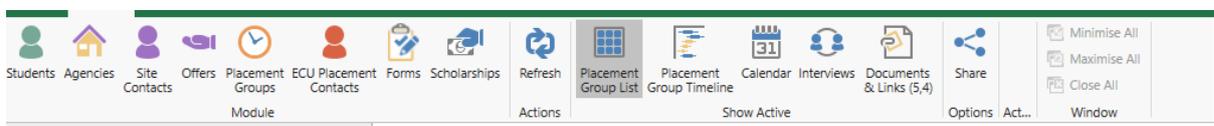
- Click on the agencies section
- To add a new site – click on New (top left)
- Complete the relevant information on the details page
- Click save.

To add the contact for the site:



- Click on the purple coat
- Click on the green +
- A new window will open
- Click New
- Add the relevant information and save.
- Close this window.
- The contact will now show up under the site.
- To expand the details click the + next to the person’s name.
- If this person is the main contact – under roles and permissions select:
 - Primary Contact: this means students don’t see the info.
 - Student Contact: will be the person the student needs to contact in the first instance.
- One person can be both or can have separate roles.

If applicable, enter data on ECU supervisors.



- Click on the red coat section – these are supervisors who are within or are employed by the University.
- To add a new contact click New.
- Complete the information and save.
- For them to have access to SONIA – you can enter their ECU user name by clicking the pencil.

Sonia Online sign in

Username