

# Sonis General Instructions

***PIN's are case sensitive and will expire at regular intervals.***

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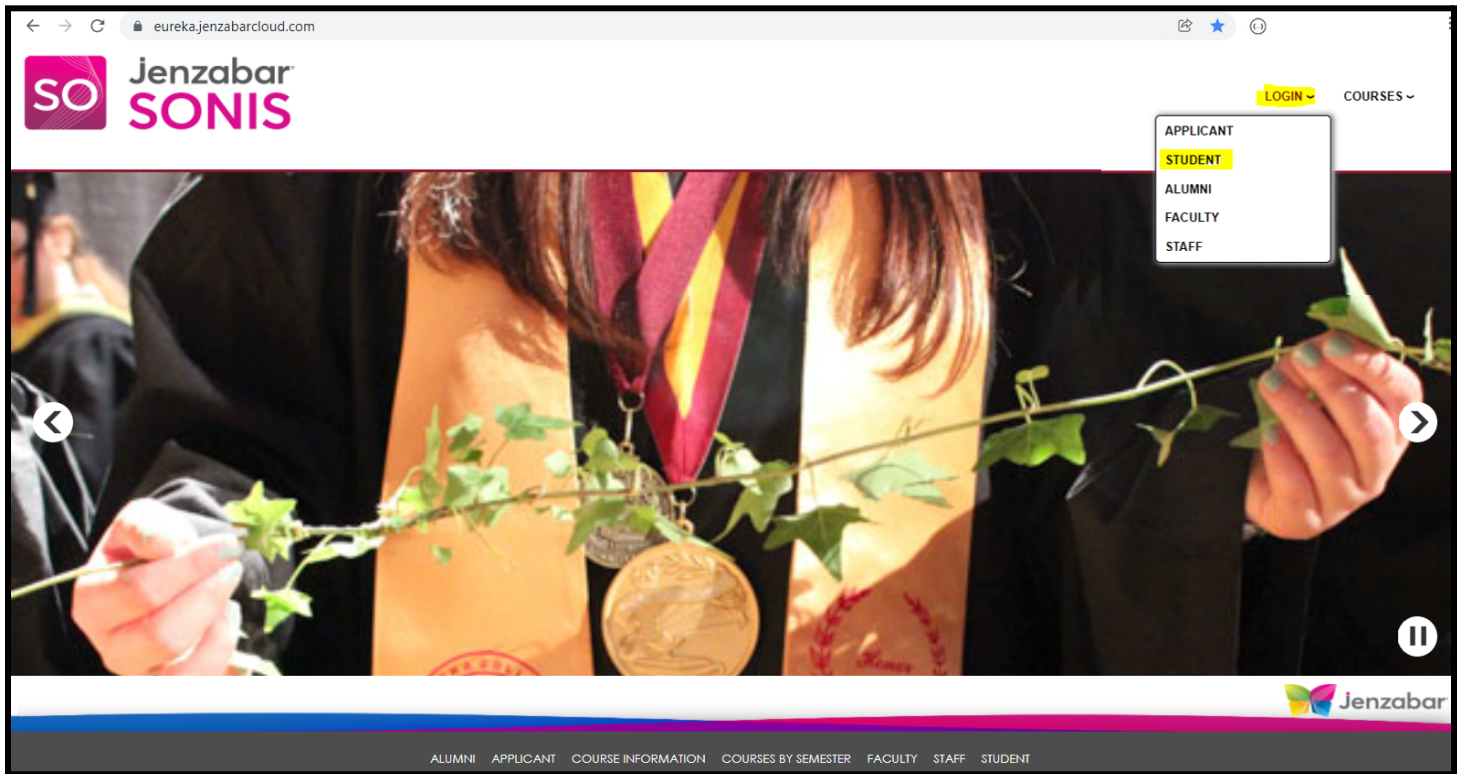
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## Icons and what they represent

	1098T Statement		Home Page
	Billing Information		Ledger Statement
	Biographic Page		Registration Page
	Degree Audit		Reminder
	Emergency Contacts		Reminders Unread
	Health Information		Schedules
	Hold's On Your Account		Search for Students, Alumni, Faculty, & Staff

# Student Portal

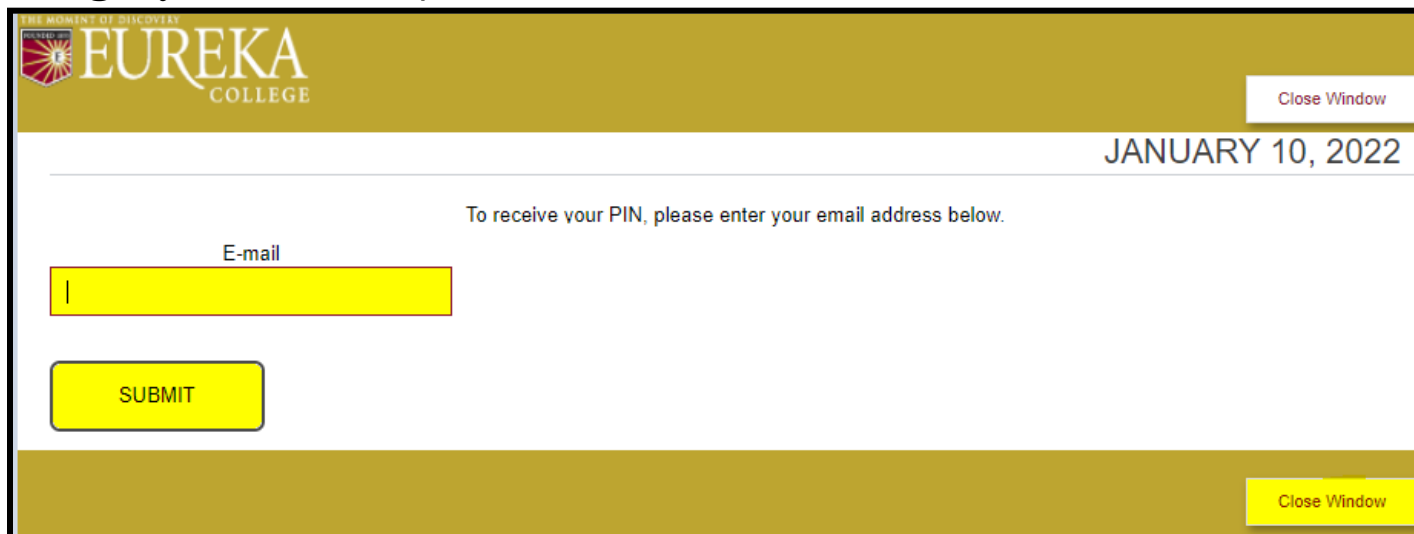
You can access Sonis by entering <https://eureka.jenzabarcloud.com/> in your browser's address line or through the link on [www.eureka.edu](http://www.eureka.edu) (under QUICK LINKS).



- Click '**Login**' at the top of the page and Click '**STUDENT**' from the **Drop Down** list shown.
  - Your account will be disabled if you enter an invalid Pin three (3) times in a row.

- Click the '**If you forgot your PIN and/or ID....**' link (*after your second try*) to have your login information emailed to you. After the third try your account will be locked. Email [helpdesk@eureka.edu](mailto:helpdesk@eureka.edu) to get it unlocked.

## Forgot your Sonis ID/Pin

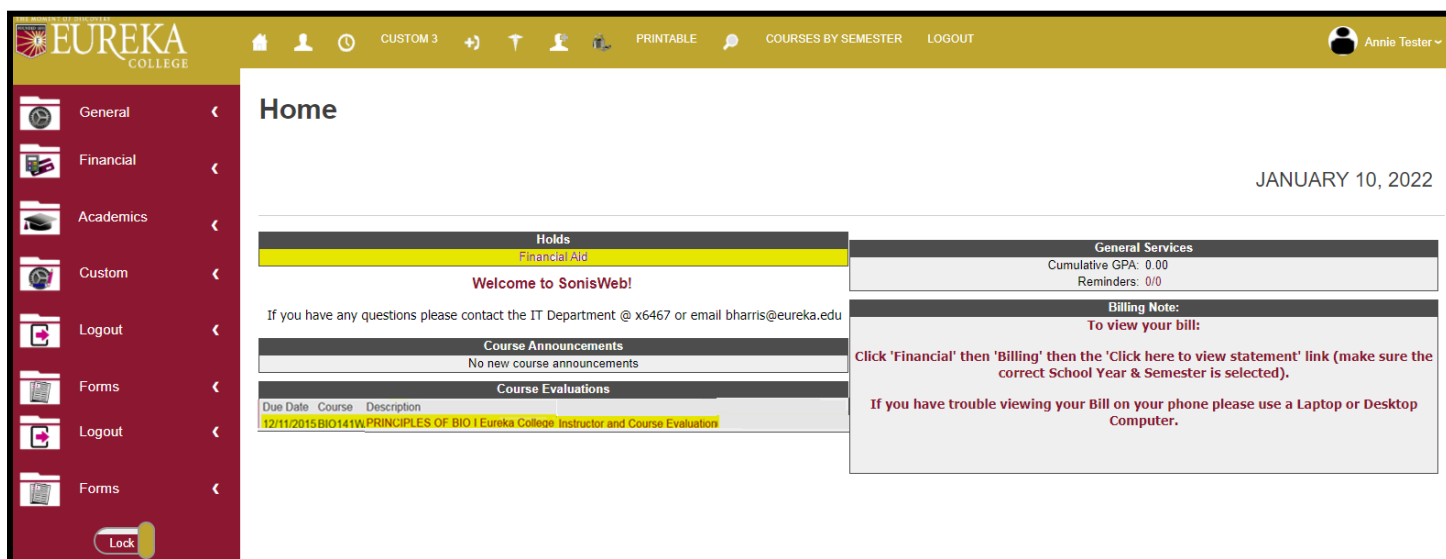


- Enter your complete Eureka College Email Address in the box provided.
- Click the '**Submit**' button.

If your account information was found your login information will be emailed to the Email Address you provided. If you don't receive an Email check your Spam folder, if not found email the HelpDesk at [helpdesk@eureka.edu](mailto:helpdesk@eureka.edu).

## Launch Page

Once you have successfully logged into your Sonis Account you will see your **Homepage**.

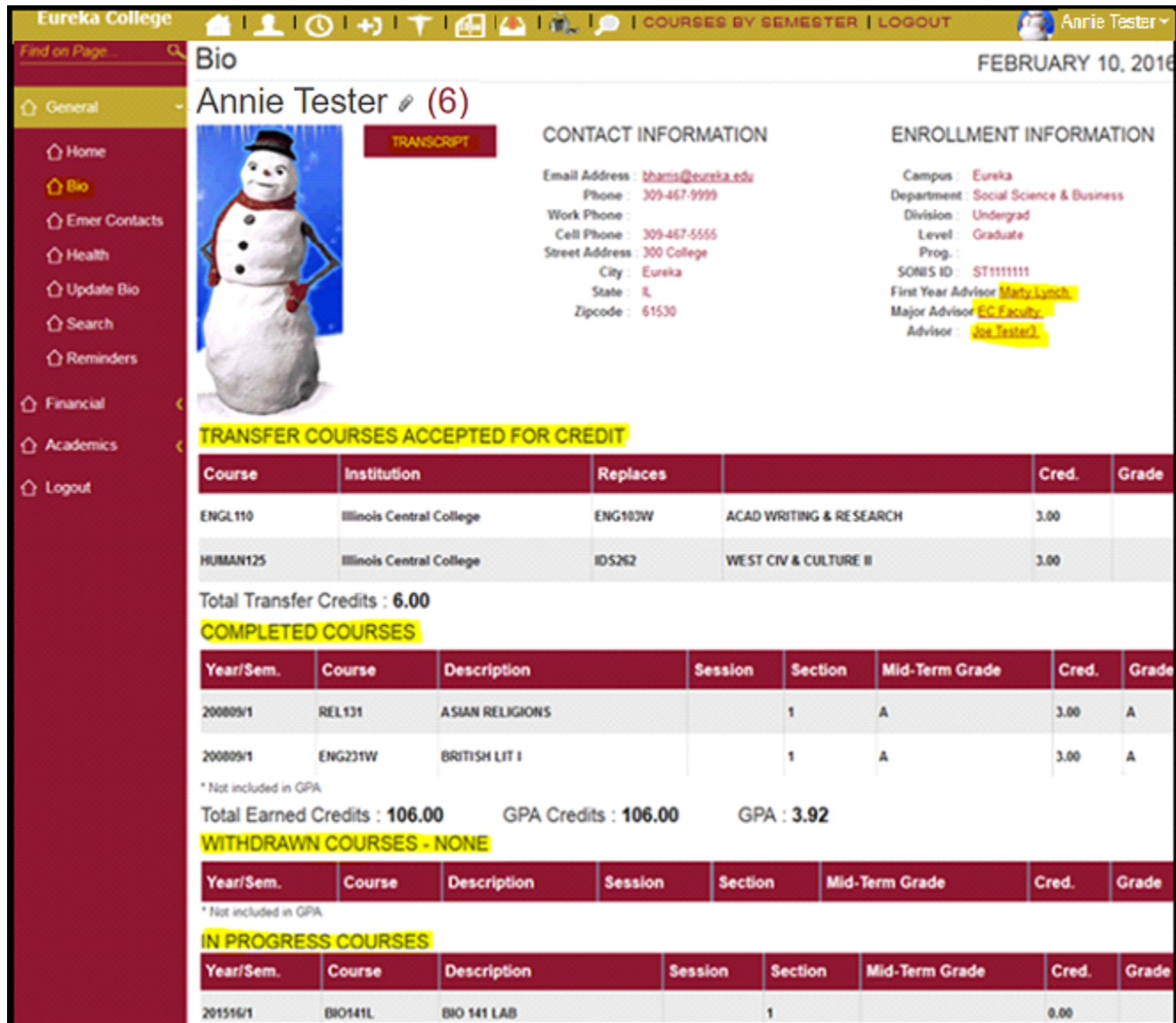


- If you have any **Holds** on your account they will show here. Click on the **Hold** for more information.
- Click the '**Reminders**' link to view or send reminders.
- Click the '**Course Evaluation**' link (under Descriptions) to fill out the course evaluation.
  - Answer all the questions.
  - When complete and you are happy with your responses click the '**Submit Evaluation**' button at the bottom of the page.
  - You can't make any changes after the '**Submit Evaluation**' button is clicked.

# General

## Biographic Page

- Click the **Bio**  icon at the top of the page or Click 'General' then 'Bio' on the side panel for your biographic page.



The screenshot shows the Eureka College student bio page for Annie Tester. The page includes a navigation menu on the left with options like Home, Bio, Emer Contacts, Health, Update Bio, Search, Reminders, Financial, Academics, and Logout. The main content area displays the student's name, a snowman profile picture, and a 'TRANSCRIPT' button. To the right, there are sections for 'CONTACT INFORMATION' and 'ENROLLMENT INFORMATION'. Below these, a table lists 'TRANSFER COURSES ACCEPTED FOR CREDIT' with columns for Course, Institution, Replaces, and Credits. Further down, a table shows 'COMPLETED COURSES' with columns for Year/Sem., Course, Description, Session, Section, Mid-Term Grade, Credits, and Grade. The page also displays 'WITHDRAWN COURSES - NONE' and 'IN PROGRESS COURSES'.

**CONTACT INFORMATION**

Email Address : [bhamis@eureka.edu](mailto:bhamis@eureka.edu)  
Phone : 309-467-9999  
Work Phone :  
Cell Phone : 309-467-5555  
Street Address : 300 College  
City : Eureka  
State : IL  
Zipcode : 61530

**ENROLLMENT INFORMATION**

Campus : Eureka  
Department : Social Science & Business  
Division : Undergrad  
Level : Graduate  
Prog. :  
SONIS ID : ST11111111  
First Year Advisor : [Marty Lynch](#)  
Major Advisor : [EC Faculty](#)  
Advisor : [Joe Tester2](#)

**TRANSFER COURSES ACCEPTED FOR CREDIT**

Course	Institution	Replaces		Cred.	Grade
ENGL110	Illinois Central College	ENG103W	ACAD WRITING & RESEARCH	3.00	
HUMAN125	Illinois Central College	IDS262	WEST CIV & CULTURE II	3.00	

Total Transfer Credits : 6.00

**COMPLETED COURSES**

Year/Sem.	Course	Description	Session	Section	Mid-Term Grade	Cred.	Grade
200809/1	REL131	ASIAN RELIGIONS		1	A	3.00	A
200809/1	ENG231W	BRITISH LIT I		1	A	3.00	A

\* Not included in GPA

Total Earned Credits : 106.00      GPA Credits : 106.00      GPA : 3.92


**WITHDRAWN COURSES - NONE**

Year/Sem.	Course	Description	Session	Section	Mid-Term Grade	Cred.	Grade
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\* Not included in GPA

**IN PROGRESS COURSES**

Year/Sem.	Course	Description	Session	Section	Mid-Term Grade	Cred.	Grade
201516/1	BIO141L	BIO 141 LAB		1		0.00	

- Click on the paperclip next to your name (  (6) ) to see a list of documents attached to your account. Click on the **Title** with 'Degree Audit' and your degree audit will open as a PDF document.
- Click on the 'Transcript' button to view/print your unofficial transcript.
- See the Registrar's Office for your official transcript.
- Click on any 'Adviser' link to Email that advisor.
- You can see your Transfer, Completed, Withdrawn, and In Progress Courses.

## Emergency Contacts

- Click the **Emergency Contacts**  link at the top of the page or Click 'General' then 'Emer Contacts' on the side panel to get to your **Emergency Contact** page.

**Emer Contacts** FEBRUARY 10, 2016

Name	Relationship	Primary No.	Alternate No.	Inactive
Joe Student	Father	309-123-4567	309-123-7654	<input checked="" type="checkbox"/>

**UPDATE INACTIVE RECORDS** **ADD NEW CONTACT**

- **To make a Contact inactive:** Click the ‘Inactive’ box until you see a **checkmark** then Click the ‘**UPDATE INACTIVE RECORDS**’ button. To remove an Inactive status Click the ‘Inactive’ box until the box is clear then Click the ‘**UPDATE INACTIVE RECORDS**’ button.
- To add a new Contact, Click the ‘**ADD NEW CONTACT**’ button.

**Student** FEBRUARY 24, 2016

**ADDING EMERGENCY CONTACT**

Name  Primary No.  Memo

Relationship  Alternate No.

Street Address  Additional Address  Address Cont.

City  State  Zip Code


Email

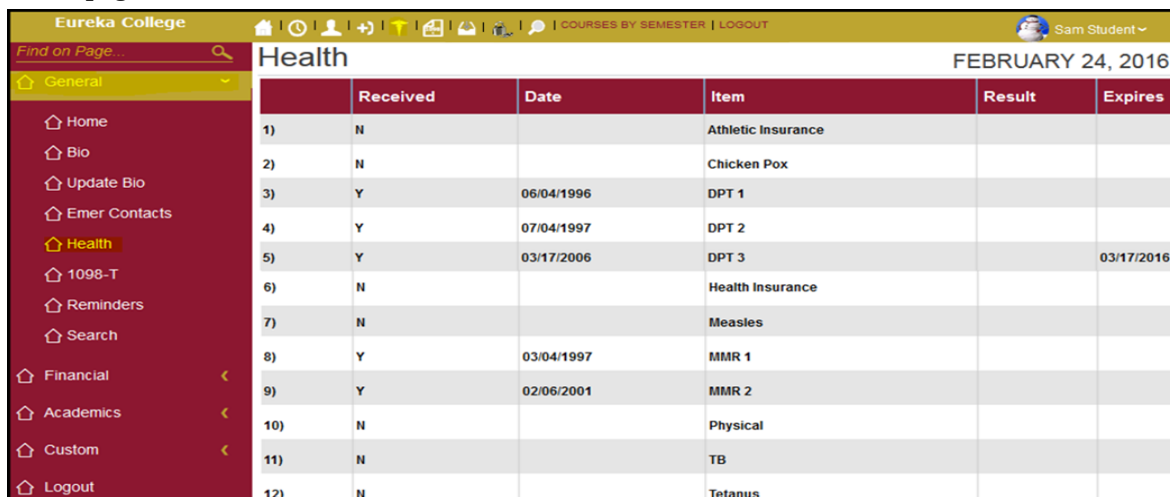
**Name, Primary No., & Relationship must be entered**

**RESET** **SUBMIT** **RETURN**

- Enter the information you have and Click the ‘**SUBMIT**’ button.

# Health

- Click the **Health**  link (if shown) at the top of the page or Click '**General**' then '**Health**' on the side panel to get to your Health page.

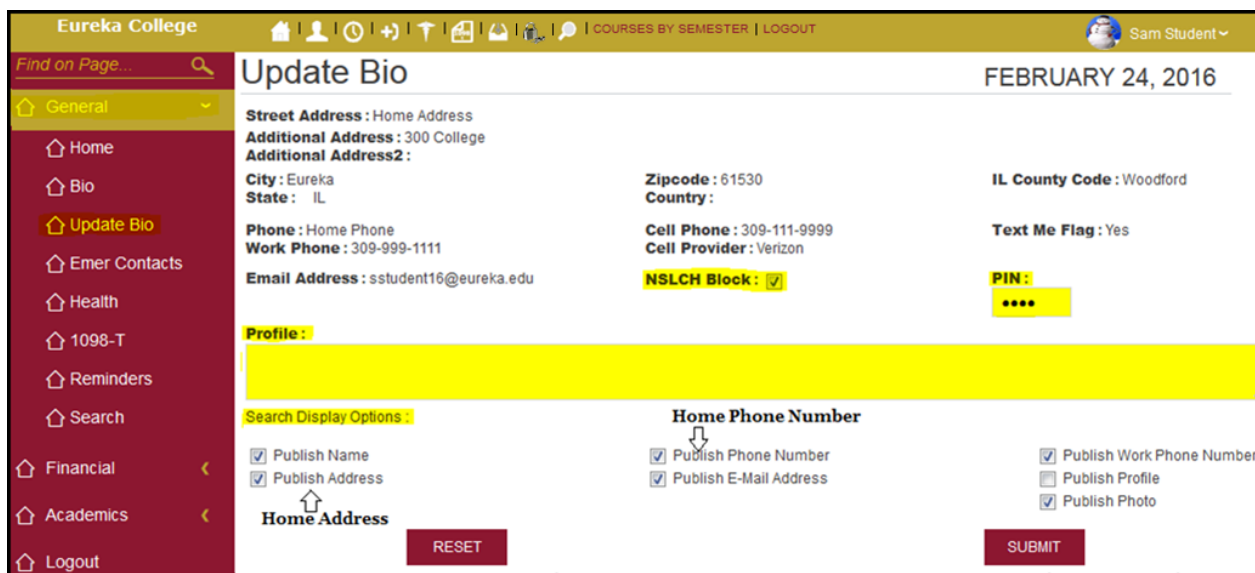


	Received	Date	Item	Result	Expires
1)	N		Athletic Insurance		
2)	N		Chicken Pox		
3)	Y	06/04/1996	DPT 1		
4)	Y	07/04/1997	DPT 2		
5)	Y	03/17/2006	DPT 3		03/17/2016
6)	N		Health Insurance		
7)	N		Measles		
8)	Y	03/04/1997	MMR 1		
9)	Y	02/06/2001	MMR 2		
10)	N		Physical		
11)	N		TB		
12)	N		Tetanus		

- o This page shows what health information we have or need to collect from you. If you have any '**N**' under '**Received**' you need to get your immunizations and/or give Student Services your updated paperwork.

## Update Bio

- Click '**General**' then '**Update Bio**' on the side panel.



**Eureka College** | **Sam Student** | FEBRUARY 24, 2016

**Update Bio**

Street Address : Home Address  
 Additional Address : 300 College  
 Additional Address2 :  
 City : Eureka  
 State : IL  
 Zipcode : 61530  
 Country :  
 IL County Code : Woodford

Phone : Home Phone  
 Work Phone : 309-999-1111  
 Cell Phone : 309-111-9999  
 Cell Provider : Verizon  
 Text Me Flag : Yes

Email Address : sstudent16@eureka.edu  
 NSLCH Block : ☒ PIN : \*\*\*\*

Profile : [Redacted]

Search Display Options :  
☒ Publish Name  
☒ Publish Address  
☒ Home Address  
☒ Home Phone Number  
☒ Publish Phone Number  
☒ Publish E-Mail Address  
☒ Publish Work Phone Number  
☐ Publish Profile  
☒ Publish Photo

**RESET** **SUBMIT**

- o If the '**NSLCH Block**' box is blank the '**National Student Loan Clearinghouse**' can release your '**directory**' information to anyone that asks.
- Click on the '**NSLCH Block**' until you see a checkmark to prevent the NSLCH from releasing your '**directory**' information.
- Enter a new '**PIN**' between 5 and 8 characters, numbers and/or symbols.
- Add/Edit your '**Profile**'

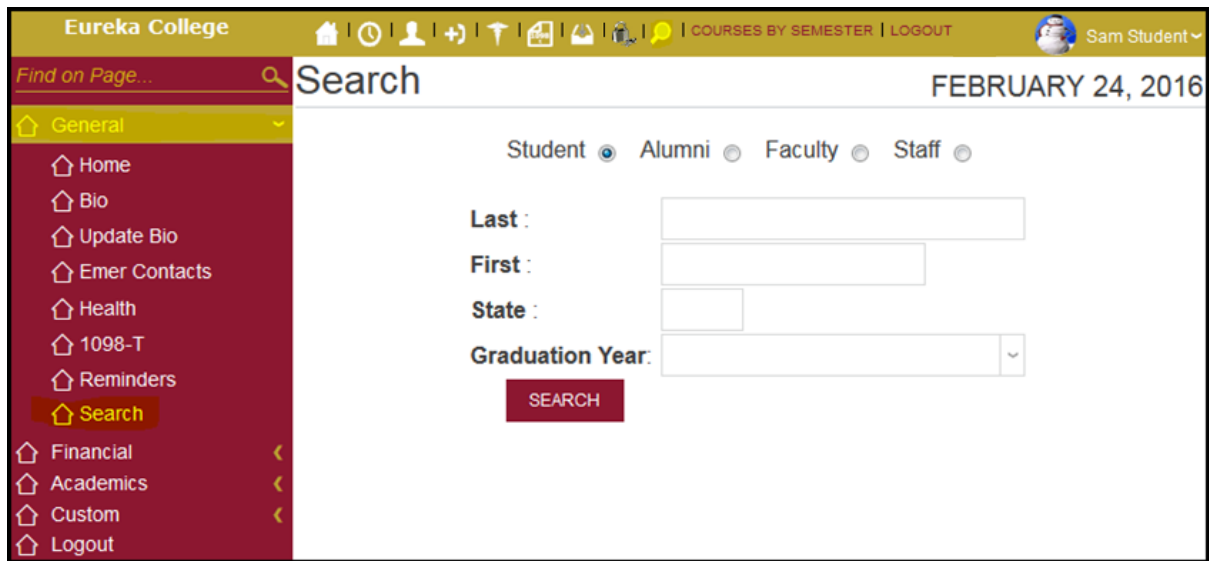
### 'Search Display Options'

- **Phone** is your **home** phone number and the **Address** information is your **home** address.
- **Click the Checkbox** to add or remove the Checkmark. If a **Check Mark** appears in the box the information is shown when someone searches for your name while logged into Sonis.



# Search

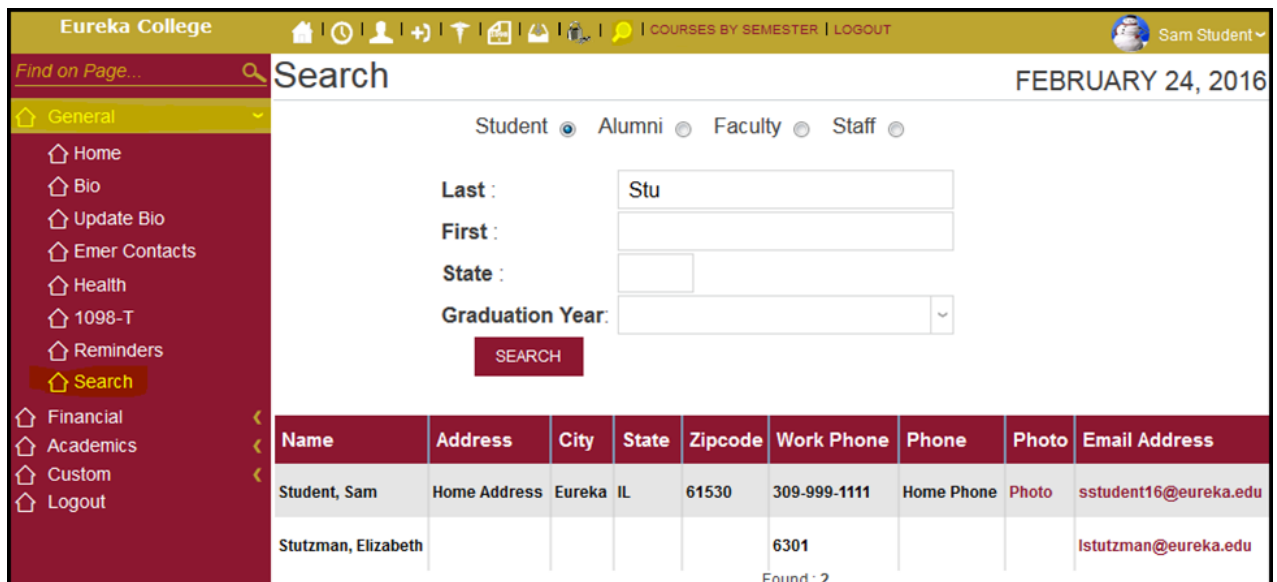
- Click the **Search**  link at the top of the page or Click '**General**' then '**Search**' on the side panel to get to the **Search** page.



- Select the **Status** (Student, Alumni, Faculty, or Staff) of the person you are searching.
- Enter the **Last** and **First name** (unless searching by State &/or Graduation Year).
- Enter the **State** and/or **Graduation Year** (if known).
- Click the '**SEARCH**' button.

You will get a list of people that match the criteria you entered.

- ~ The '**Display Options**' selected by each person will determine what information you can view.
- ~ **Phone** is your **home** phone number and the **Address** information is your **home** address.





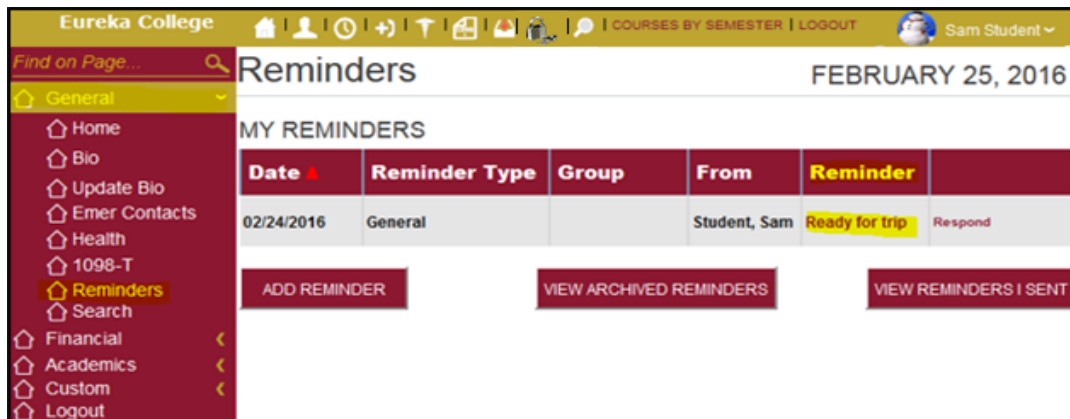
Name	Address	City	State	Zipcode	Work Phone	Phone	Photo	Email Address
Student, Sam	Home Address	Eureka	IL	61530	309-999-1111	Home Phone	Photo	sstudent16@eureka.edu
Stutzman, Elizabeth				6301				lstutzman@eureka.edu

- **Click**, if present, on the '**Photo**' link to view the person's photo.
- **Click**, if present, on the '**Email Address**' link to send an Email to the person.

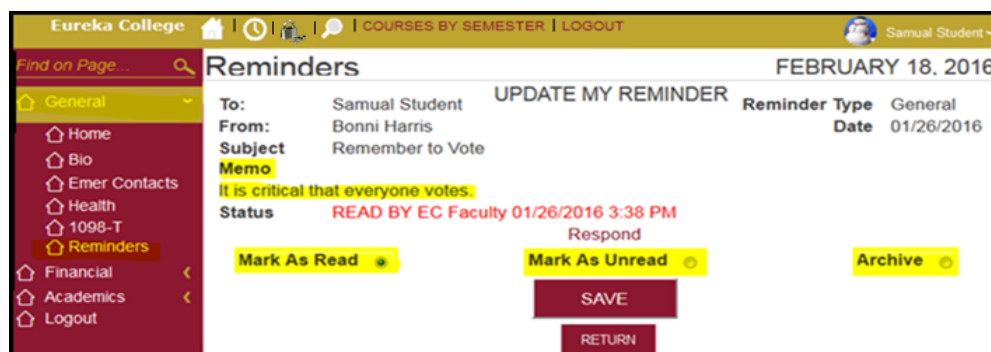
# Reminders

You can receive **Reminders** from Faculty, Staff, or yourself but not other students. You can only send Reminders to yourself.

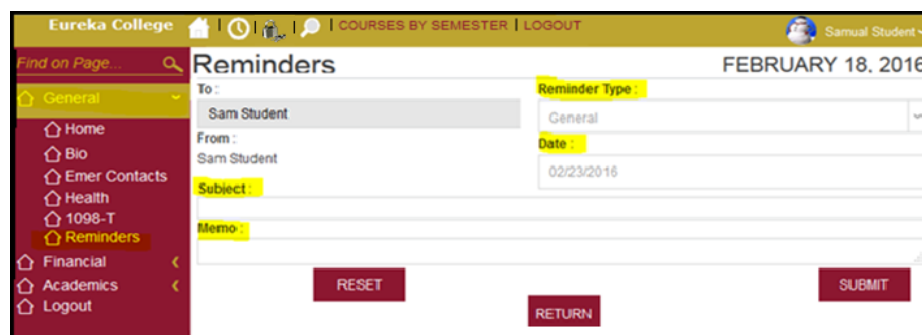
- Click the **Reminder**  icon (if present) at the top of the page or Click '**General**' then '**Reminder**' on the side panel to get to the **Reminders** page. When you have unread Reminders the link will look like this .



- Click the '**Reminder**' link (under '**Reminder**') to view the Reminder received.



- Select a **Respond** option (Mark As Read, Mark As Unread, Archive).
  - Click the '**SAVE**' button after you have selected your response.
    - The '**Archive**' option will remove the Reminder from your list.
  - Click the '**RETURN**' button if you do not want to save your response.
- Click the '**ADD REMINDER**' button to send a Reminder to yourself.




- Select the '**Reminder Type**' from the **Drop Down** list.
  - Enter a **Subject** in the '**Subject:**' box.
  - Enter the **Reminder** in the '**Memo:**' box,
  - Click the '**SUBMIT**' button.
- Click the '**VIEWED ARCHIVED REMINDERS**' to view the Reminders you archived.
  - Click the '**VIEW REMINDERS I SENT**' to view Reminders sent by you.

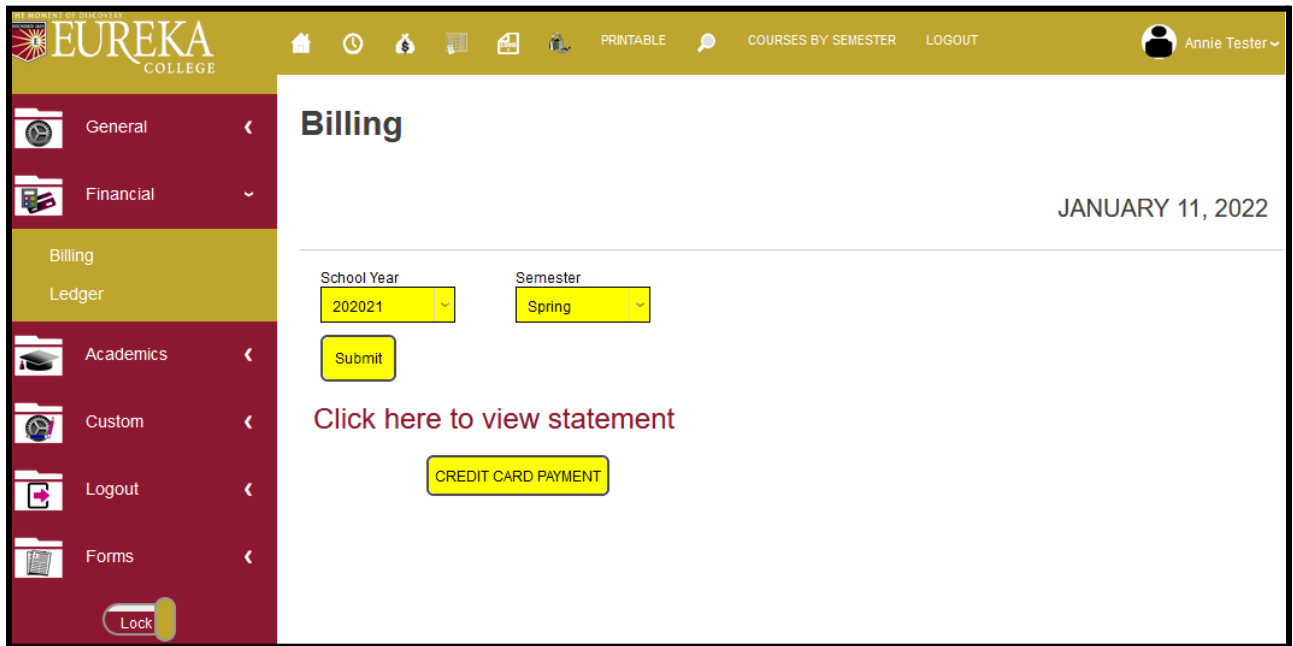


# Financial

## Billing Page

Shows you the **transactions** for the **School Year** and **Semester** chosen. The **Semester Charges**, **Credits**, and your **Balance** are shown at the bottom of the page.

- Click the **Billing**  icon, if present, or Click '**Financial**' then '**Billing**' on the side panel to get to your **Billing** page.
- **Verify** that the **School Year** and **Semester** are correct, if not, **Select** the correct one(s) from the **Drop Down** lists.



**EUREKA COLLEGE**

General Financial Billing Ledger Academics Custom Logout Forms Lock

**Billing**

JANUARY 11, 2022

School Year: 202021 Semester: Spring

Submit

[Click here to view statement](#)

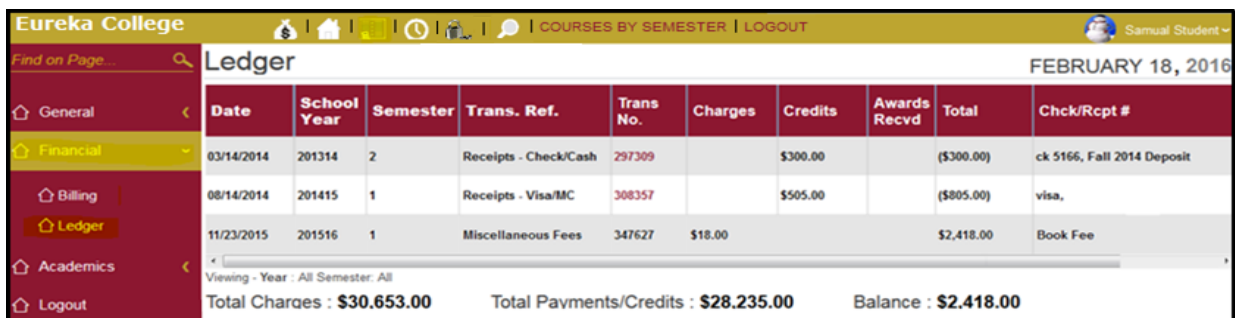
CREDIT CARD PAYMENT

- Click the '**Click here to view statement**' to see your billing statement.
- Click the '**CREDIT CARD PAYMENT**' button to make a PayPal or Credit Card payment.

## Ledger

Shows all your financial transactions since you entered Eureka College.

- Click the **Financial**  icon, if present, or Click '**Financial**' then '**Ledger**' on the side panel to get to the **Ledger** page.



**Eureka College**

Find on Page... Ledger FEBRUARY 18, 2016


Date	School Year	Semester	Trans. Ref.	Trans No.	Charges	Credits	Awards Recvd	Total	Chck/Rcpt #
03/14/2014	201314	2	Receipts - Check/Cash	297309		\$300.00		(\$300.00)	ck 5166, Fall 2014 Deposit
08/14/2014	201415	1	Receipts - Visa/MC	308357		\$505.00		(\$805.00)	visa,
11/23/2015	201516	1	Miscellaneous Fees	347627	\$18.00			\$2,418.00	Book Fee

Viewing - Year : All Semester: All

Total Charges : \$30,653.00 Total Payments/Credits : \$28,235.00 Balance : \$2,418.00

# Academics

## Schedule

- Click the **Schedule**  icon, if present, or Click 'Academics' then 'Schedule' on the side panel to get your **Schedule** page(s).
- **Verify** that the **School Year and Semester** are correct, if not, **Select** the correct one(s) from the **Drop Down** lists.

Schedule

JANUARY 11, 2022

School Year

202122

Semester

Spring

Submit

Course	Section	Sess.	Description	Times	Instrct. Type	Start Date	End Date	Location	Cred.	Mid-Term Grade	Final Grade
COM110	2		INTRO TO PUBLIC SPK	1. MON 9:00-9:50am 2. WED 9:00-9:50am 3. FRI 9:00-9:50am	Lecture	08/18/2021	12/07/2021	1. S-108 2. S-108 3. S-108	3.00		A
CSC203	1		COMPUTER SYSTEMS		Lecture	10/25/2021	12/19/2021	ARR	3.00		**** (unofficial)
CSC204	1		PROGRAM LOGIC/DESIGN		Lecture	08/30/2021	10/24/2021	ARR	3.00		GH

Viewing - Year : 2021/22 Semester: Spring  
Total Credits Attempted : 13.00  
GH - Grade/Transcript Hold

## Grades

- The **asterisks** under 'Final Grade' means the grade is un-official.
- When the grade is official it is shown under 'Final Grade'.
- The 'GH' under 'Final Grade' means you probably have an active **Transcript Hold** and will need to talk to whoever issued the Hold (see Holds).

## Course Information

- Click the 'Course' link to view, if the Instructor has uploaded, the Course Syllabus, Office Hours, Files the Instructor has referenced for the class, and/or Course Announcements.

Eureka College

Close Window

Student

FEBRUARY 19, 2016

Close Window

BIO141W - 1

PRINCIPLES OF BIO I

Lead Faculty : Faculty, EC

Instructor : Faculty, EC

Classroom : S-206

Start Date / End Date : 08/26/2015-12/15/2015

Day/Times : MON 11:00am-11:50am, WED 11:00am-11:50am, FRI 11:00am-11:50am

Email Instructor

Syllabus

Instructor Office Hours

Sunday:

Monday: 8:00 - 9:30

Tuesday:

Wednesday:

Thursday: 1:00 - 2:30

Friday:

Saturday:

Course Files

There are no Course Files available for this course.

Course Section Files

General.docx

General Information 2016

01/29/2016


Course Announcements

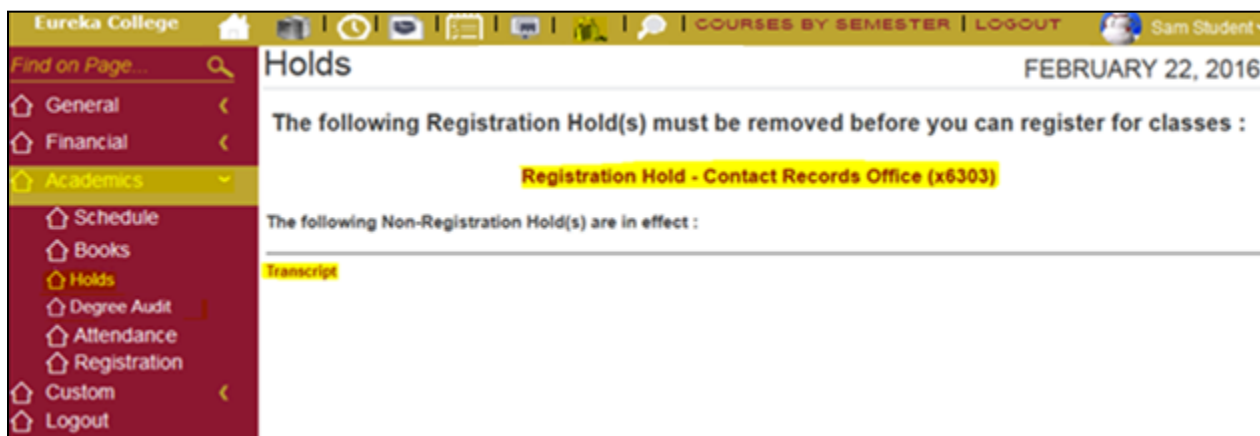
No course announcements

Close Window

- Click the 'Email Instructor' link to Email the Instructor
- If 'Syllabus' is shown, Click the link to view the Syllabus for this class.
- The 'Instructor Office Hours' are displayed
- Any **Course** or **Course Section file** can be found on this page. Click on the 'Document Name'.
- Click the 'Close Window' button to close this page.

## Holds

- Click the Hold  icon, if present, at the top of the page or Click 'Academics' then 'Holds' on the side panel to get your **Holds** page.



Eureka College

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Holds

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Logout

Holds

FEBRUARY 22, 2016

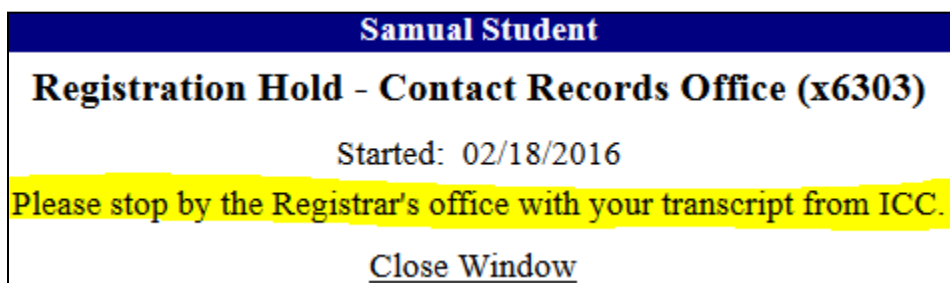
The following Registration Hold(s) must be removed before you can register for classes :

Registration Hold - Contact Records Office (x6303)

The following Non-Registration Hold(s) are in effect :

Transcript

- If the hold is a **maroon** color you can Click on the hold and get more information.



Samual Student

Registration Hold - Contact Records Office (x6303)

Started: 02/18/2016

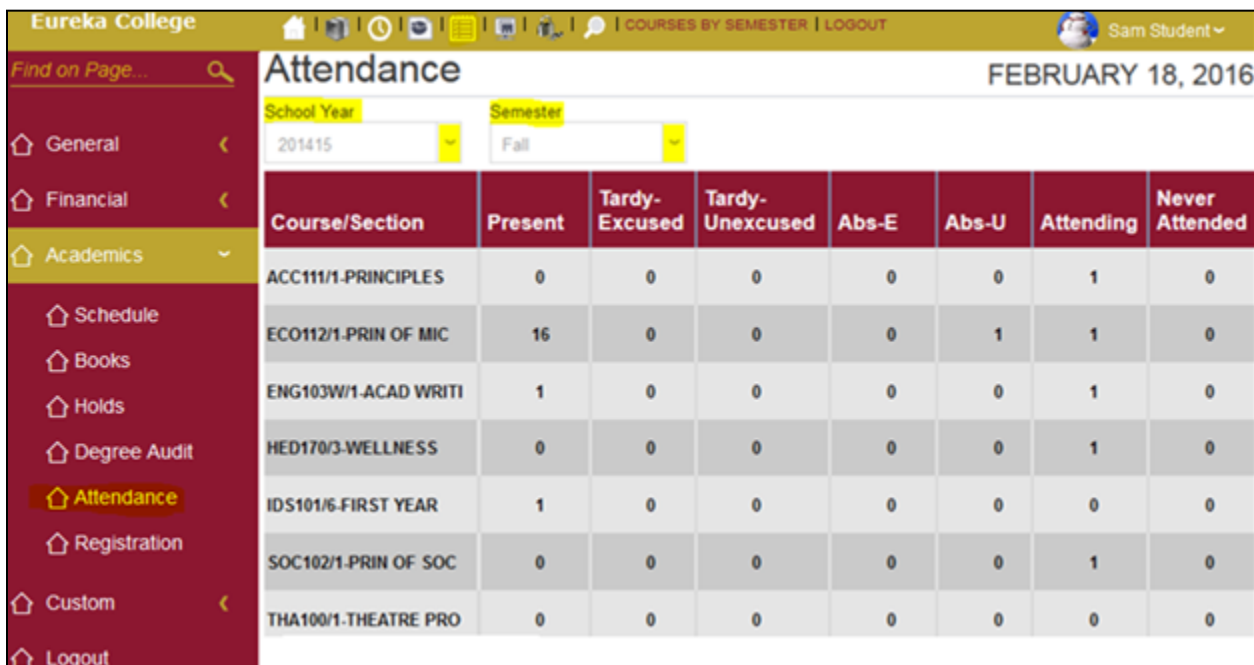
Please stop by the Registrar's office with your transcript from ICC.

[Close Window](#)

## Attendance

Attendance for all classes is shown. If the Instructor does not use Sonis to take attendance all the numbers (except 'Attending') will be zero.

- Click 'Academics' then 'Attendance' on the side panel to get to the **Attendance** page.



Eureka College

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Attendance

FEBRUARY 18, 2016

School Year: 201415 Semester: Fall

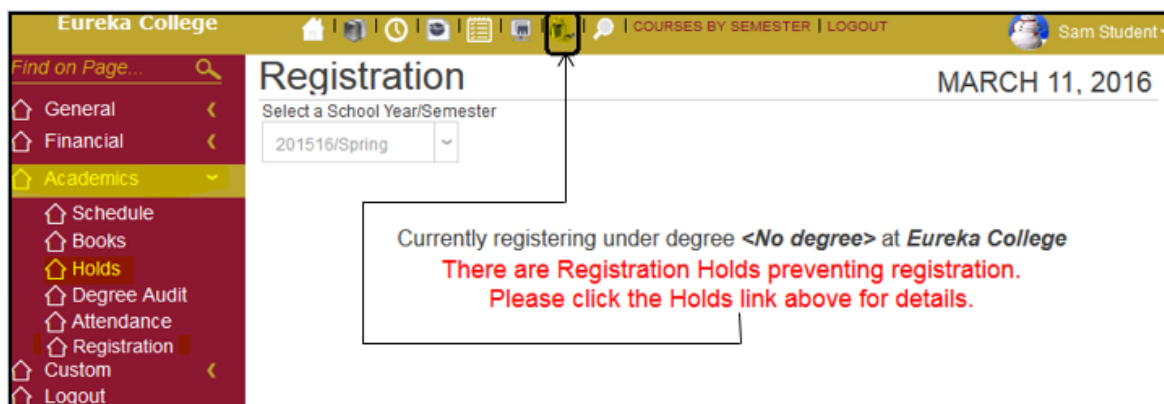
Course/Section	Present	Tardy-Excused	Tardy-Unexcused	Abs-E	Abs-U	Attending	Never Attended
ACC111/1-PRINCIPLES	0	0	0	0	0	1	0
ECO112/1-PRIN OF MIC	16	0	0	0	1	1	0
ENG103W/1-ACAD WRITI	1	0	0	0	0	1	0
HED170/3-WELLNESS	0	0	0	0	0	1	0
IDS101/6-FIRST YEAR	1	0	0	0	0	0	0
SOC102/1-PRIN OF SOC	0	0	0	0	0	1	0
THA100/1-THEATRE PRO	0	0	0	0	0	0	0


# Registration

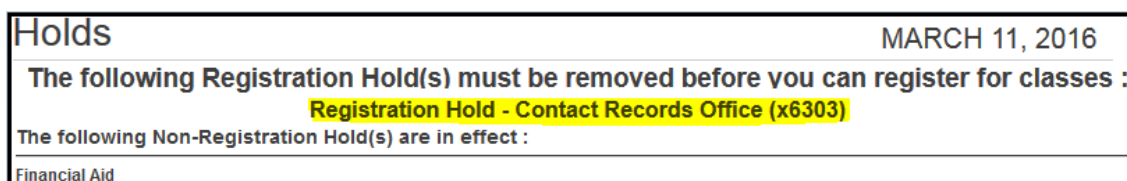
- Click the **Registration**  icon at the top of the page or Click 'Academics' then 'Registration' on the side panel to get to the **Registration** page.
  - Before you can register for classes, you will need to accept the '**Financial Responsibility Agreement**':
    1. Select the School Year/Semester for which you are registration
    2. Click the 'Holds'  icon at the top of the page.
    3. Click the **Financial Responsibility Agreement** link.
    4. Accept the agreement by clicking the 'I Accept' button at the bottom of the page.
    5. Repeat steps 1-4 if registering for more than one semester (required for both fall and spring semesters)
  - If you get the following message:

**You are on ONLINE REGISTRATION HOLD and cannot be registered for courses.**

    - You need to contact your advisor to register for courses.
  - If you have any **Registration Holds** on your Account, the following message is shown:



- Click the  icon at the top of the page to view your hold(s)



- Follow the instructions given on the screen.

If you do not have any Holds you will see the Registration page.

1. **Verify** that the **School Year/Semester** are correct, if not, **Select** the correct one(s) from the **Drop Down** list.

**Eureka College** | COURSES BY SEMESTER | LOGOUT

**Registration** FEBRUARY

Find on Page...

**1** Select a School Year/Semester

202122/Spring

Submit

Currently registering under degree **<No degree>** at **Eureka College**

Search Course Listings

**2a**

RESET SEARCH

**PENDING REGISTRATION** - TIME OUT AT 8:25 AM.

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc
ART241	DARKROOM FUNDAMENTALS	1		3	J. Dwyer	TUE 6:00pm-8:45pm

Pending registration(s) are shown in **red** above. Click 'Continue Registration Process' when you have finished adding courses to your cart.

**Pending Credits: 3 Enrolled Credits: 0 Total Credits: 3**

**4** CONTINUE REGISTRATION PROCESS

SELECT BEGINNING COURSE LETTER - NONE

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z **2b**

View All (slow load ~ 266 Total Courses)

**COURSE OFFERINGS** (CLICK A SPACES LINK BELOW TO ADD A COURSE TO YOUR CART.)

Course	Spaces	Wait	Description	Section	Session	Credits	Lead Faculty	Time Desc
ACC111	0	<b>3</b>	PRINCIPLES OF ACCT I	1		4	C. Burns	MON 9:00am-9:50am, WED 9:00am-9:50am

2. a. Enter a course name or day or time in the **Search Course Listing** box to narrow your search if you are looking for a specific course, day or time. You can also enter an instructor's name.

OR

- b. Click on the **Beginning Course Letter** of the first course you want to register for; a list of courses starting with that letter will be shown.
3. Click the **'Spaces'** link to register for the class.
    - a. Click the **'Wait'** link if **'Spaces'** = zero or there is no link under **'Spaces'** to add yourself to the WaitList.
      - Waitlisted Courses are not guaranteed
    - Click the **Course ID** under 'Courses' if you want to remove a course from your cart
      - Click the **'CONFIRM BUTTON'**. Click your Back Button to cancel this action.

**\*\* Repeat Steps 2 & 3 until you have registered for all your courses for the School Year/Semester selected.**

4. Click the **'CONTINUE REGISTRATION PROCESS'** button.
5. Complete or clear your registration.

- a. Click the 'CONTINUE REGISTRATION PROCESS' button if no changes are needed you will continue to the summary page.
- OR**
- b. Click the 'CLEAR PENDING AND RESTART REGISTRATION' button if changes are needed.
    - o You will be sent back to the Registration page, all courses that were pending have been removed from your cart.

The summary page shows you the amount you are charged for the courses you just registered, any course fees, the 'Activity Fee' and the 'Campus Access Fee'.

6. Click the 'RETURN' button and you will return to the Registration page showing all the courses you have in your cart.

Other messages you may receive while registering your courses.

**CJS205 (POLICING)**

This Course, CJS205, has the following prerequisites: INTRO TO CRIM JUST

**CANCEL AND RETURN**

CHM121L (CHM 121 LAB) and CHM121 (SURVEY OF CHEMISTRY) must be taken together.

Cancel and return.

**You need to resister for the missing course.**

**CJS325 (CRIM INVESTIGATION)**

This student is already enrolled (or enrollment is pending) for TUE 11:00am-12:15pm, THU 11:00am-12:15pm.

**CANCEL AND RETURN**

**A course is already registered for this Day & Time.**



## Pin Change

When your **Pin expires** you will get the following page:

**Home**JANUARY 11, 2022

YOUR PIN HAS EXPIRED. PLEASE ENTER A NEW ONE.  
Pins MUST have a length between 6 - 12  
1 Special Character, 1 Number, 1 Upper Case Letter, 1 Lower case Letter

Pin must be between 6 and 12 characters and must include at least  
1 special character 1 number 1 uppercase letter 1 lowercase letter

New PIN

Confirm PIN

CHANGE YOUR PIN

- Enter a **new** Pin in the box provided. It must be between **6** and **12** characters and include 1 Uppercase Letter, 1 Lowercase letter, 1 Special Character and 1 Number.
- Re-enter the new Pin in the **Confirm Pin** Box
- Click the '**CHANGE YOUR PIN**' box.

You will be sent to your '**Home**' page.