Sonis General Instructions
PIN's are case sensitive and will expire at regular intervals.

Icons and what they represent

Icon	Description	Icon	Description
	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
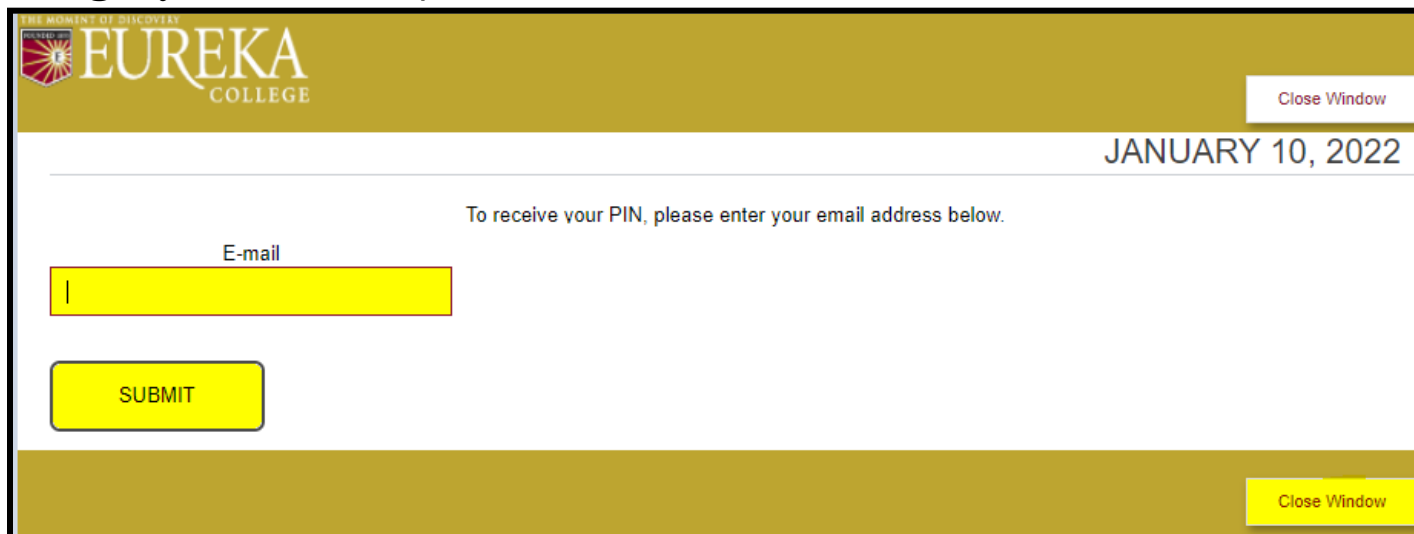
You can access Sonis by entering https://eureka.jenzabarcloud.com/ in your browser's address line or through the link on www.eureka.edu (under QUICK LINKS).
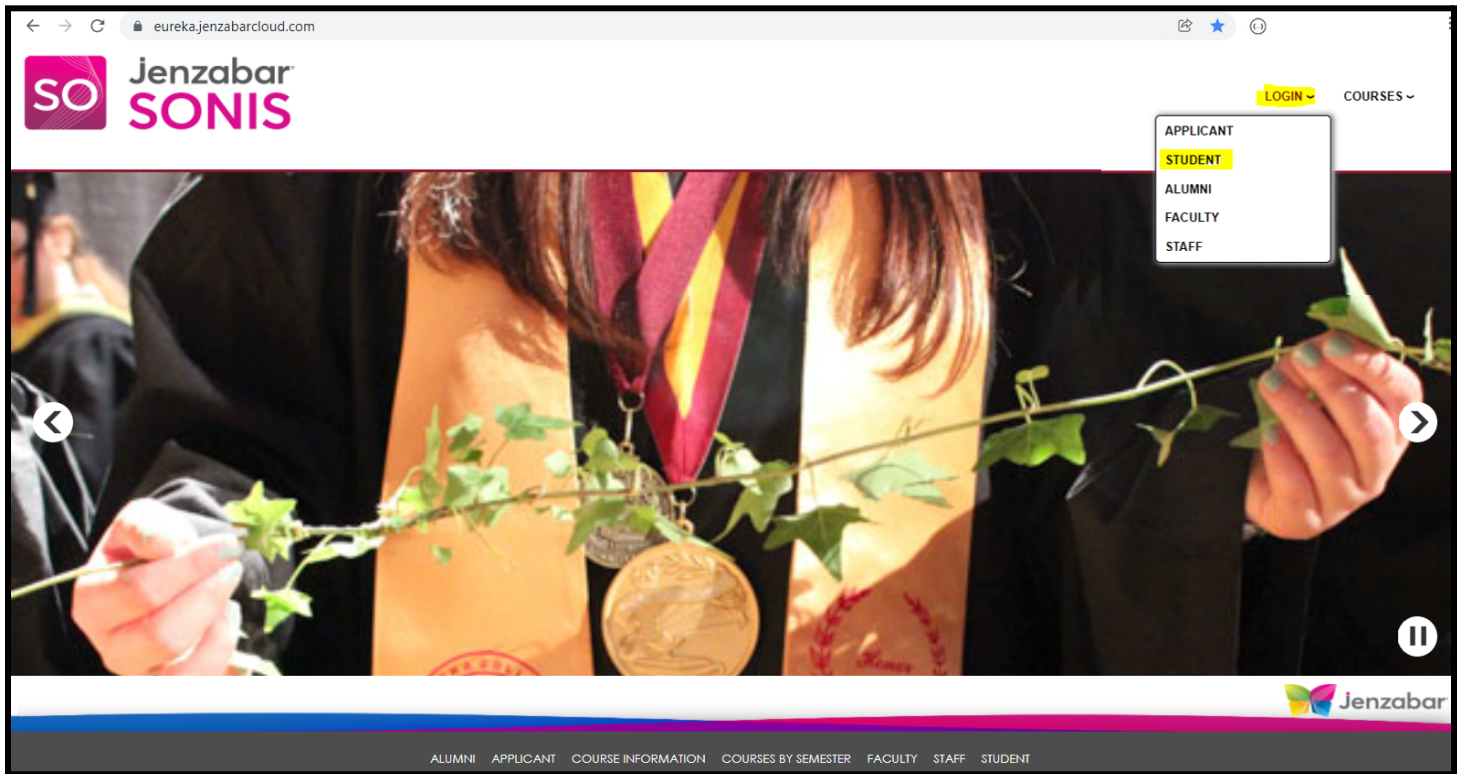
➢ Click '**Login**' at the top of the page and Click '**STUDENT**' from the **Drop Down** list shown.
  o Your account will be disabled if you enter an invalid Pin three (3) times in a row.

➢ 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 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**.

Launch Page

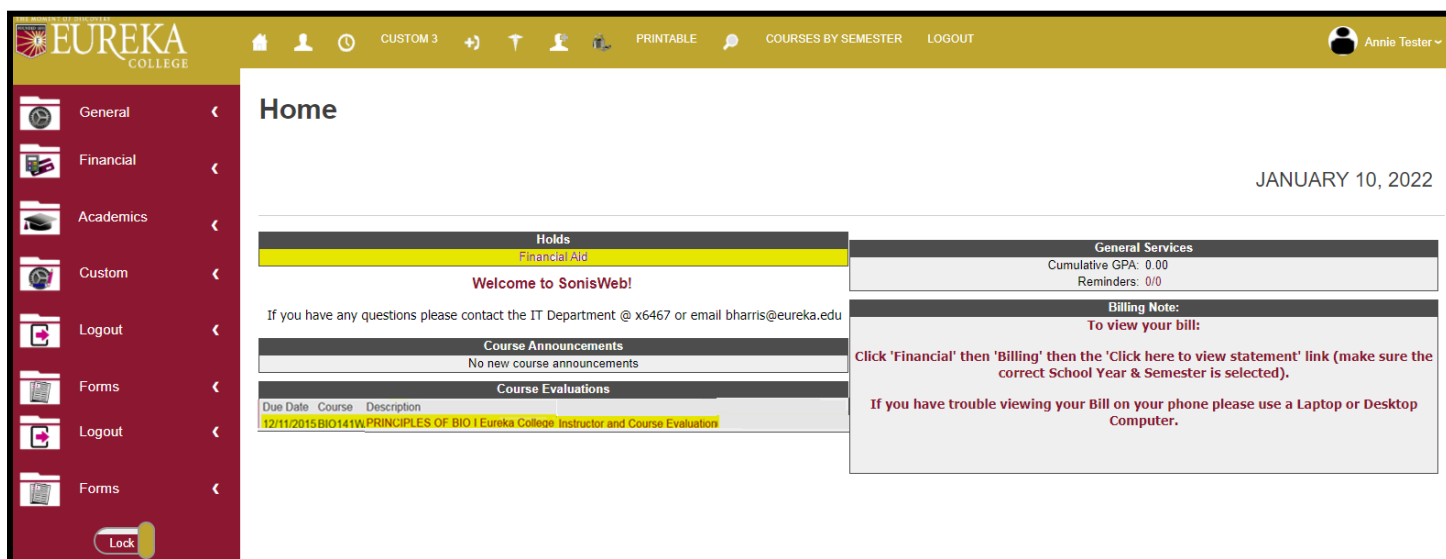Once you have successfully logged into your Sonis Account you will see your **Homepage**.
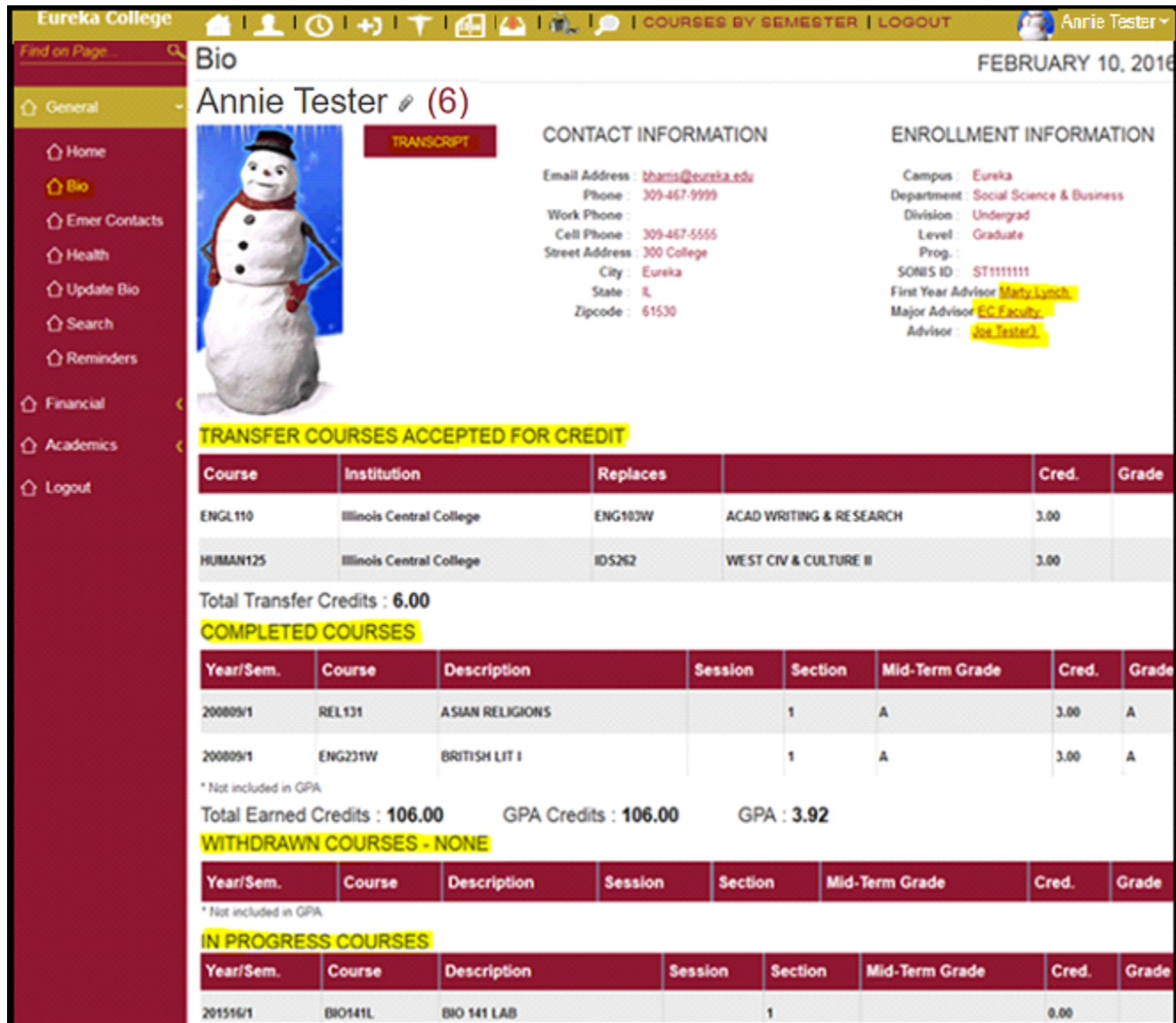
➢ If you have any **Holds** on your account they will show here. Click on the **Hold** for more information.

➢ 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.

　　o 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.

➢ 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 <u>unofficial</u> 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.

➢ *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.
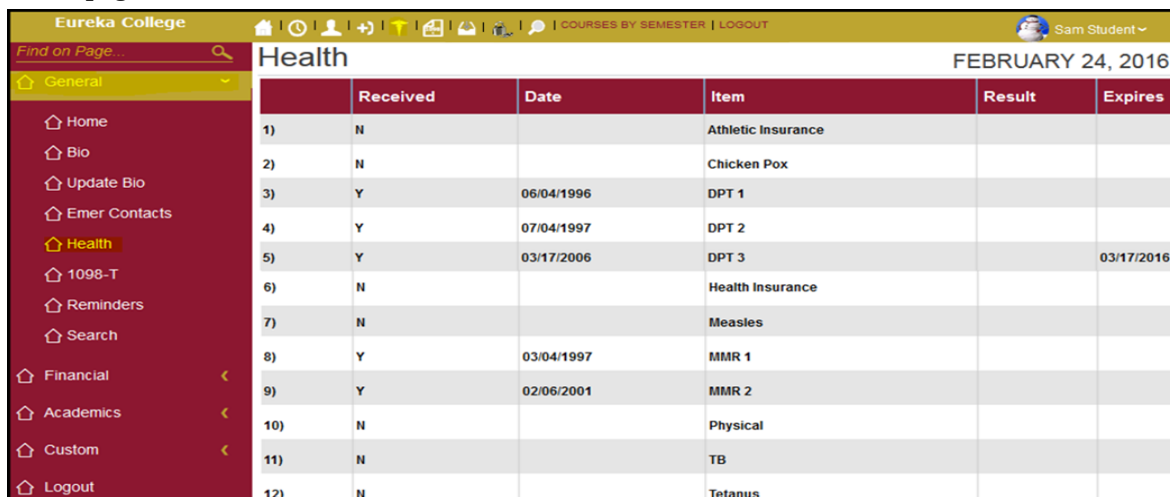
➢ Enter the information you have and Click the '**SUBMIT**' button.

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.

o If the '**NSLCH Block**' box is blank the 'National Student Loan Clearinghouse' can release your '**directory**' information to anyone that asks.

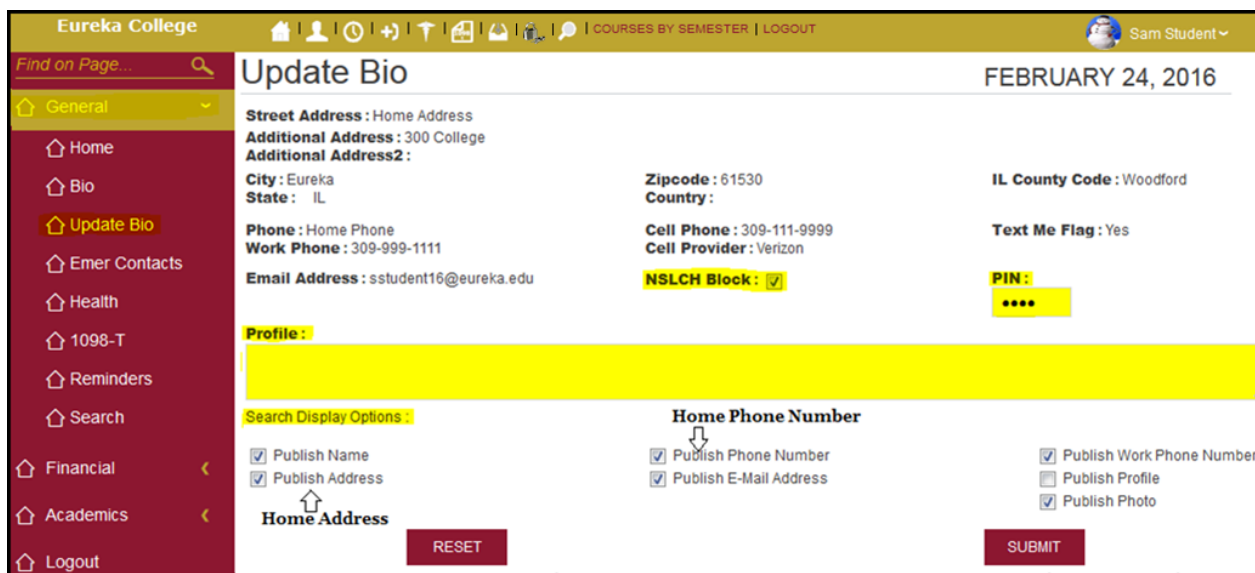➢ Click on the '**NSLCH Block**' until you see a checkmark to prevent the NSLCH from releasing your '**directory**' information.

➢ Enter a new '**PIN**' between 5 and 8 characters, numbers and/or symbols.
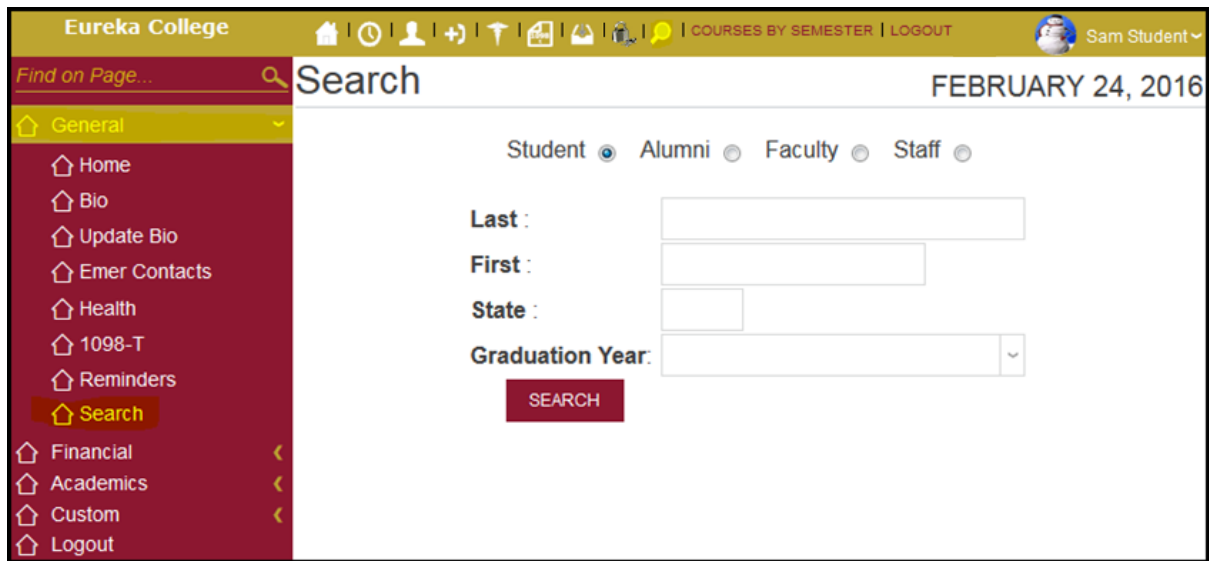
➢ Add/Edit your '**Profile**'

'**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.
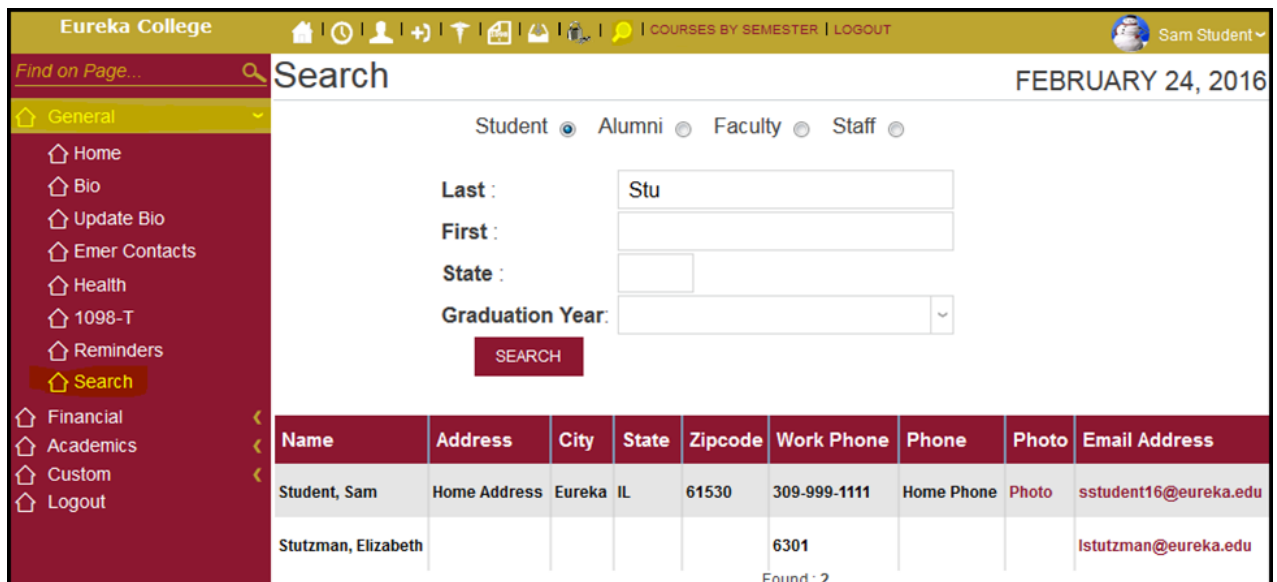
Search

➢ 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.

➢ **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.
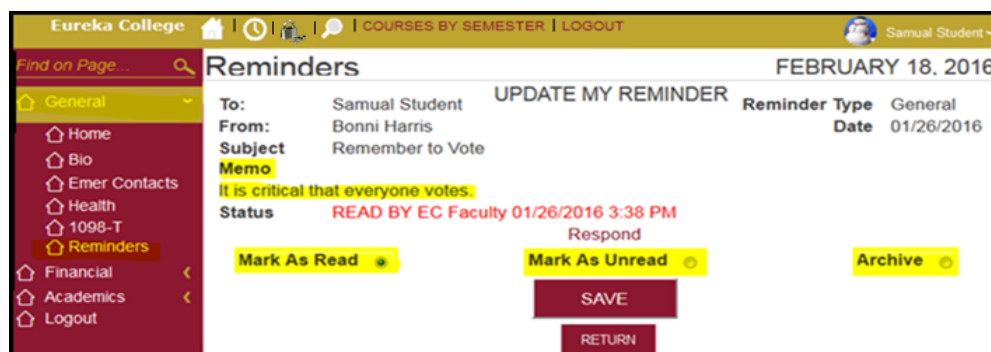
Reminders

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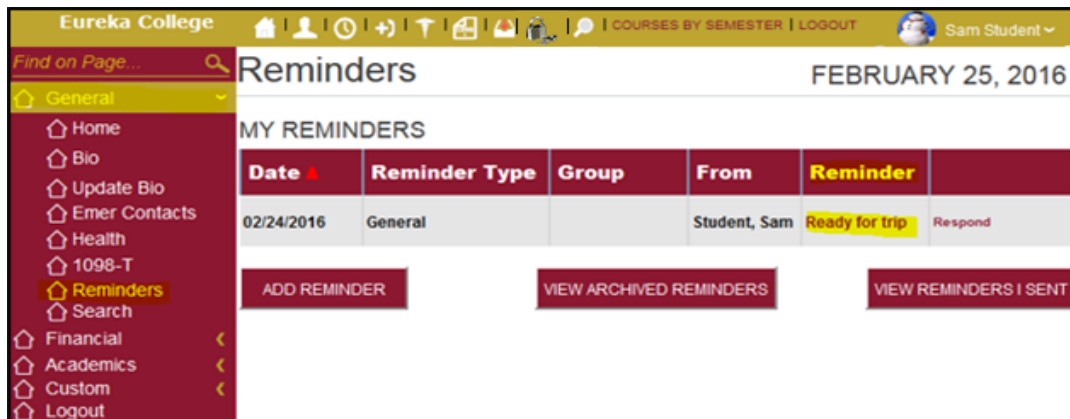
➢ Click the '**Reminder**' link (under '**Reminder**') to view the Reminder received.

➢ 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.
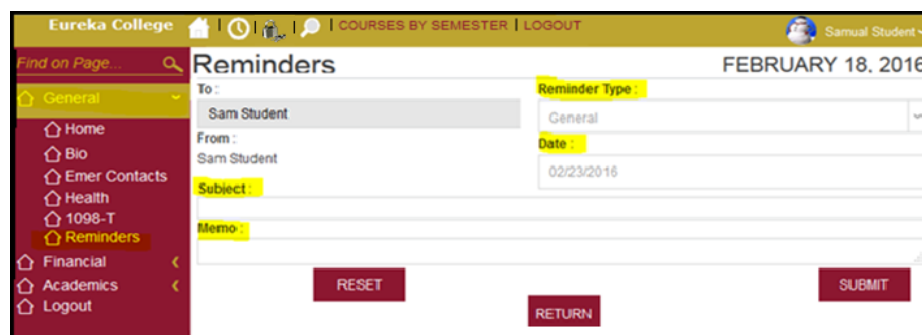
➢ Select the '**Reminder Type**' from the **Drop Down** list.
➢ Enter a **Subject** in the '**Subject:**' box.
➢ Enter the **Reminder** in the '**Memo:**' box,
➢ Click the '**SUBMIT**' button.

➢ Click the '**VIEWED ARCHIVED REMINDERS**' to view the Reminders you archived.
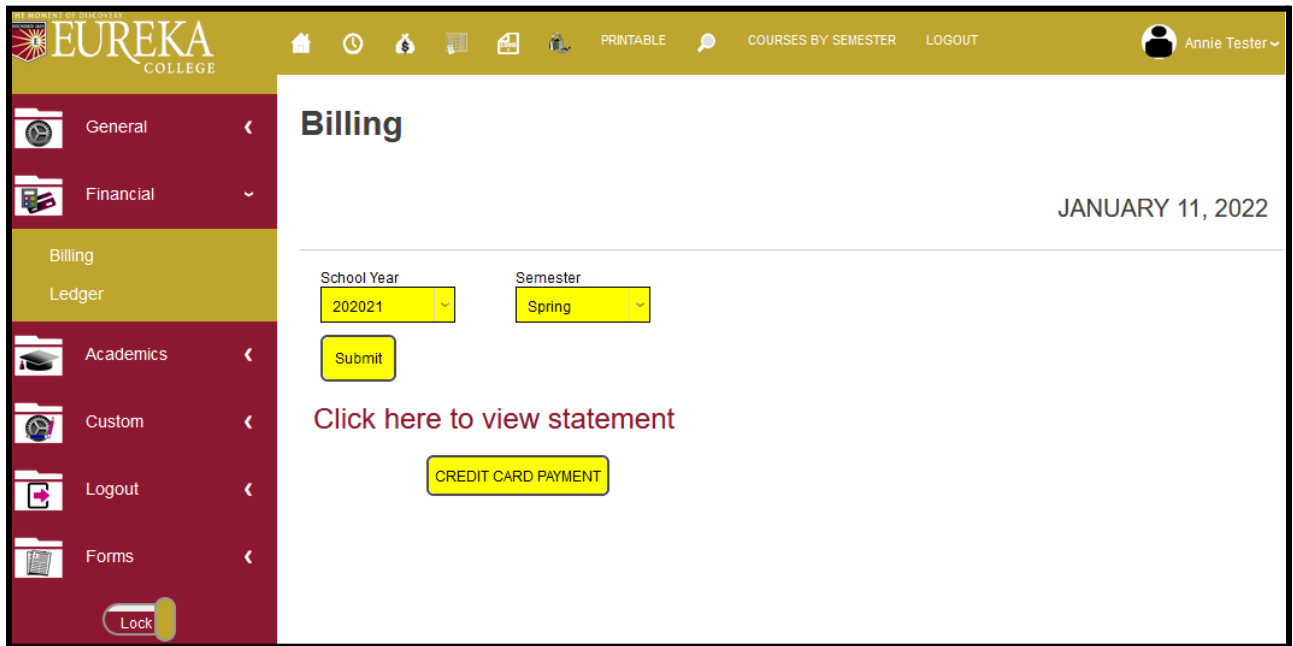➢ Click the '**VIEW REMINDERS I SENT**' to view Reminders sent by you.

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.
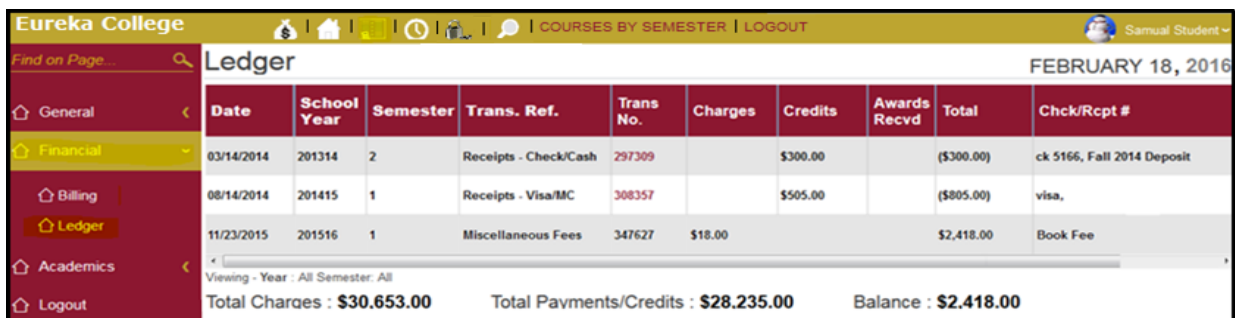

➢ Click the '**Click here to view statement**' to see your billing statement.

➢ 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.

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.

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.
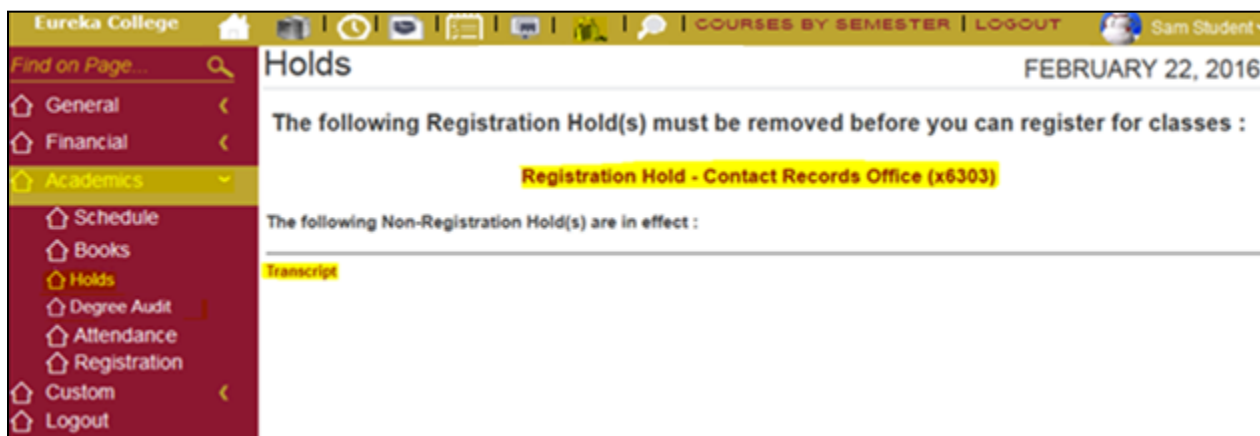

➢ Click the '**Email Instructor**' link to Email the Instructor
➢ If '**Syllabus**' is shown, Click the link to view the Syllabus for this class.
➢ The '**Instructor Office Hours**' are displayed
➢ Any **Course** or **Course Section file** can be found on this page. Click on the '**Document Name**'.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

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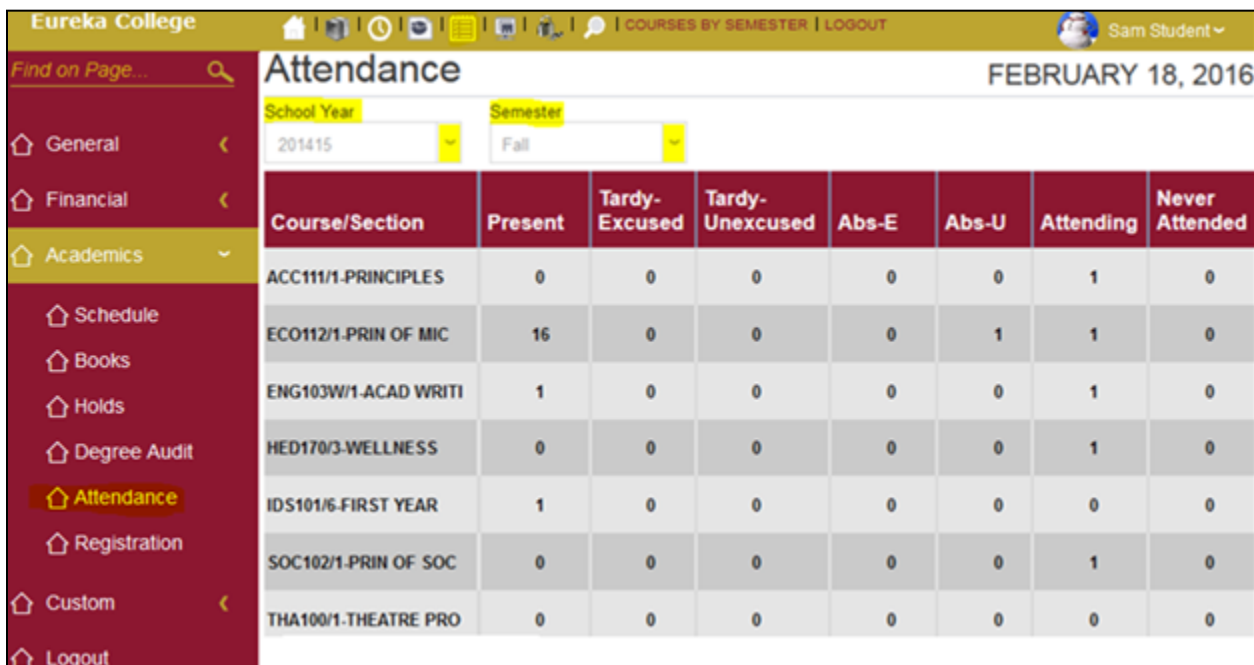
Attendance

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.

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:
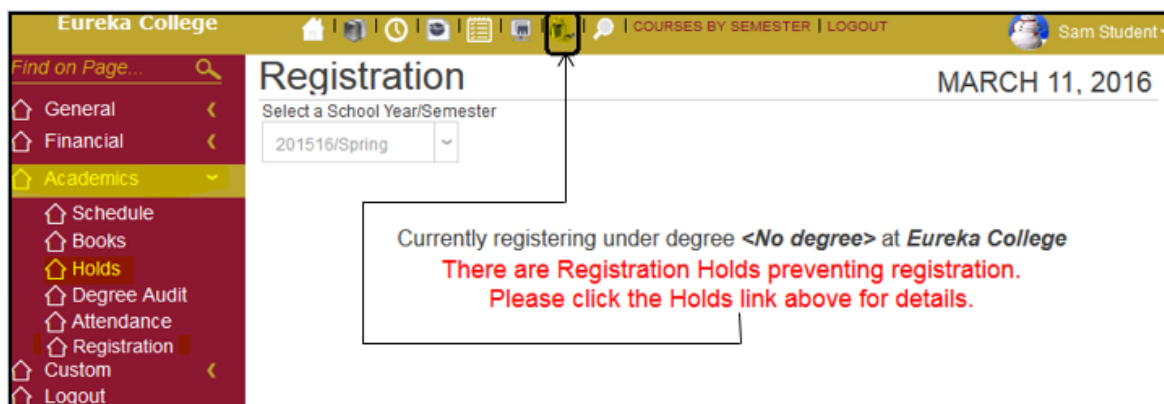
➢ Click the 🔒 icon at the top of the page to view your hold(s)
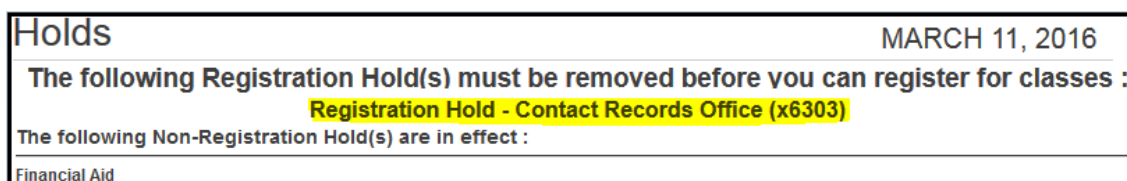
➢ Follow the instructions given on the screen.

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.

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. **5Click** 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.

Pin Change

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

Home

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 <u>**new**</u> 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.