

## Welcome to your first-year placement planning process!

We are excited to share some important updates with you.

At Hunter College, we use a Practicum Education platform called SONIA, which will streamline the practicum education experience. This includes all practicum-related tasks such as submitting timesheets, process recordings, completing your Practicum Placement Planning form, and submitting your resume, along with other exciting and helpful tasks.

**NOTE: You will be able to begin your log in process once your enrollment is completed (that may take a few business days). You will receive an email on your @HUNTER email address with detailed SONIA information.**

Please carefully review the instructions in this email to access your SONIA account, log in as soon as possible, and familiarize yourself with the platform.

1. Log into SONIA We use a software program called Sonia to manage placements. Your login instructions are below. Once you log in, you will be able to see your placement information, upload documents, complete forms, and more!

### Before accessing SONIA for the first time:

- ✓ Clean your web browser's history and cache.
- ✓ Close open tabs. And restart the web browser.
- ✓ Configure the CUNY Login MFA (steps below). This is **different** from the one we use for email.

MFA requires a smartphone with the **Microsoft Authenticator app** and once the process starts **it must be completed in a single session.** If you abandon the set up before completion, you will not be able to setup MFA without contacting the [helpdesk@hunter.cuny.edu](mailto:helpdesk@hunter.cuny.edu) 212-650-3624 to reset your MFA account for CUNYlogin.

Here are the steps to configure your MFA:

1. Open CUNY MFA Self-Service <https://ssologin.cuny.edu/oaa/rui>
2. Enter your CUNY Login ID [Firstname.LastnameXX@login.cuny.edu](mailto:Firstname.LastnameXX@login.cuny.edu), then click **Log in**.
3. An Oracle Identity Management page is displayed. Click **Allow** to continue.

4. Click on “**Add Authentication Factor**” to display the list of authentication factor methods.
5. Choose Mobile Authenticator - **TOTP**.
6. In the **Friendly Name** field, type **SONIA and MOBILE ID** to distinguish from other accounts.
7. Open **Microsoft Authenticator app** on your mobile phone.
8. Tap the plus sign (+) to add a new account.
9. Tap **Other** account (Google, Facebook, etc.) and **Scan QR Code**
10. Take a picture of the **QR code** displayed on your computer screen, type in the key, and then tap **FINISH**.
11. On the Computer setup page, click **Verify Now**.
12. In the **Verification Code** field, type the one-time password code from your authenticator app.
13. Go to [sonia.hunter.cuny.edu](https://sonia.hunter.cuny.edu) Choose “**Student**” as your Role and click the **University Sign-In** button.
14. Login with your CUNY Login credentials **Firstname.LastnameXX@**[login.cuny.edu](https://login.cuny.edu)
15. Click on the link to enter the **TOTP code** that is generated on your phone Authenticator app.

Note: Steps 1- 12 are a one-time setup. We suggest you bookmark the SONIA link, [sonia.hunter.cuny.edu](https://sonia.hunter.cuny.edu) as you will return to it often!

#### NEXT

1. Go to <https://sonia.hunter.cuny.edu>
2. Bookmark the above link, as you will return to it often!
3. Choose ‘Student’ as your Role
4. Click the University Sign-In button
5. Enter your CUNY Login ( \_\_\_\_@[login.cuny.edu](https://login.cuny.edu))
6. Follow the steps to login, including a Multi Factor Authorization (if you are unable to complete the MFA and there is an error, please contact Hunter’s IT Department at [helpdesk@hunter.cuny.edu](mailto:helpdesk@hunter.cuny.edu))

Now that you are logged in, go to the settings cog at the far right, next to the USA flag, and upload a profile photo.

You can also download the Sonia for Students Mobile app (for IOS only). Instructions are on your Settings page. You may also find the following video helpful: [https://www.youtube.com/watch?time\\_continue=8&v=rPyBHAiF720&feature=emb\\_logo](https://www.youtube.com/watch?time_continue=8&v=rPyBHAiF720&feature=emb_logo)

1. Complete Practicum Placement Planning Form & Submit Your Resume (DUE First Come First Serve)

Once your Practicum Placement Planning form and resume meet the requirements, you will be assigned to an AD of Practicum Education.

Your AD will reach out to schedule an individual interview to begin the practicum placement planning process.

**Please fill out the Practicum Placement Planning form directly on your SONIA account under the tab "Forms".**

Read the first page of the Planning form carefully, as it answers many common questions and helps ensure you are well-prepared for the process.

Upload your current resume under the “Checks” section in SONIA (see resume requirements below).

Once your Practicum Placement Planning form and resume are submitted, they will be reviewed for completeness and adherence to the guidelines outlined in this email.

**Important:**

**Documents are reviewed in the order they are submitted correctly.**

If your documents are incomplete or do not meet the guidelines, you will be contacted to make the necessary updates.

Students will be contacted by the assigned AD in the order that their documents are received and fully and appropriately completed.

We anticipate student placement meetings will commence throughout the summer. Please wait for your AD to contact you directly.

## **Resume Requirements**

Your resume must include the following:

Your Hunter email address (personal email addresses are not accepted).

The following under the “Education” section:

Silberman School of Social Work at Hunter College MSW Candidate

Your expected graduation date.

Educational and work experience in chronological order (most recent at the top).

Proper formatting, grammar, and content (proofread carefully!).

Length of 1–2 pages.

Please share the preferred name on your resume if applicable.

You can include your pronouns on your resume.

Need help with your resume? Contact the Writing Program at the [Writing Program Website](#).

If you are having log-in challenges, please contact Hunter IT at <https://hunter.cuny.edu/information-technology/services/>

**NOTE: You may resubmit your planning form and resume even if you emailed it already (recommended).**