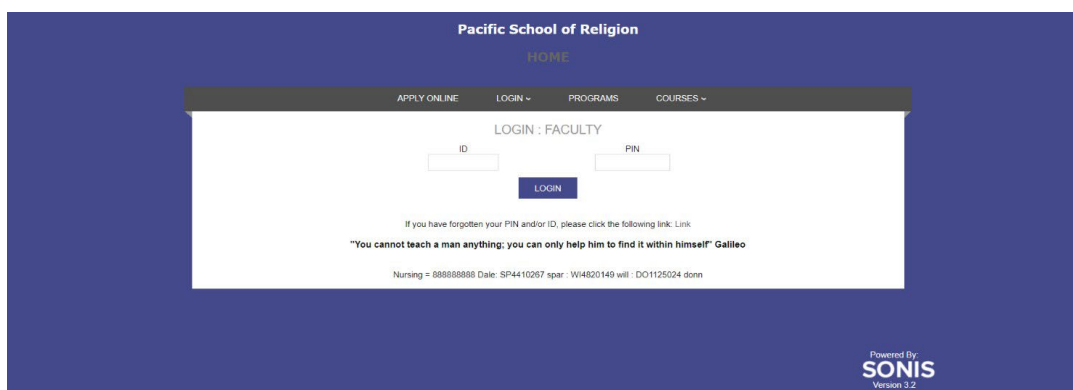


# SONIS TRAINING STUDENT MANUAL

## LOGIN INSTRUCTIONS

1. Please go to [www.psrsonis.com](http://www.psrsonis.com)
2. Under LOGIN, select Student
3. Enter your Sonis Student ID Number (PS#####) and assigned PIN
4. When you first LOGIN, you will be prompted that your PIN has expired. Please select a new PIN that is between 6-10 numbers long.



The screenshot shows the login interface for the Pacific School of Religion Sonis Training system. At the top, there's a header with "Pacific School of Religion" and "HOME". Below this is a navigation bar with "APPLY ONLINE", "LOGIN", "PROGRAMS", and "COURSES". The main content area is titled "LOGIN : FACULTY" and contains two input fields for "ID" and "PIN", followed by a "LOGIN" button. Below the login fields, there's a link for users who have forgotten their PIN or ID. At the bottom, there's a quote from Galileo: "You cannot teach a man anything; you can only help him to find it within himself".

## Homepage

- General
- Financial
- Academics
- Custom
- Logout

**You have the following REGISTRATION HOLDS that need to be cleared:**  
**'Registration Hold - Registrar is angry'**

**Welcome to Pacific School of Religion**

This is the new student system called, SONIS. Through this portal you will find everything you need to manage your day to day life at PSR as a student. With summer registration on May the 7th, please direct any and all questions you have to [rsbank@psr.edu](mailto:rsbank@psr.edu). We are excited about the switch to the new system and hope you find it to add convenience to your life as a student.

General Services	Course Evaluations	Course Announcements
Cumulative GPA: 3.53 Reminders: 0/0 Requests: None Defined Clearinghouse: Link	No Evaluations Due	No new course announcements
	<b>Holds</b> Registration Hold - Registrar is angry	<p>Welcome to Pacific School of Religion! We are pleased that you have chosen us to further your education.</p> <p>Pacific School of Religion is committed to your academic success and in assisting you to attain your life and career goals.</p> <p>If you have any questions or issues our academic affairs office has a dedicated staff that will be able to respond.</p> <p>Dr. Susan Abraham</p>

Financial
Balance Forward: \$0.00 Semester Charges: \$0.00 Semester Credits: 0.00 Pending Awards: \$0.00 Semester Balance: \$0.00

Key Contacts
<p>Lyndsey Reed - Registrar <a href="mailto:reed@psr.edu">reed@psr.edu</a></p> <p>Leslie Taylor - Co-Director of Admissions, Events, and Recruitment <a href="mailto:ltaylor@psr.edu">ltaylor@psr.edu</a></p> <p>Keston Andreas - Co-Director of Admissions, Media, and Recruitment <a href="mailto:kandreas@psr.edu">kandreas@psr.edu</a></p> <p>Cora Manuel - Co-Director of Admissions, Enrollment, and Financial Aid <a href="mailto:cmanuel@psr.edu">cmanuel@psr.edu</a></p>

**Connect To**  
Learning Management Systems:

[moodlelogo](#)

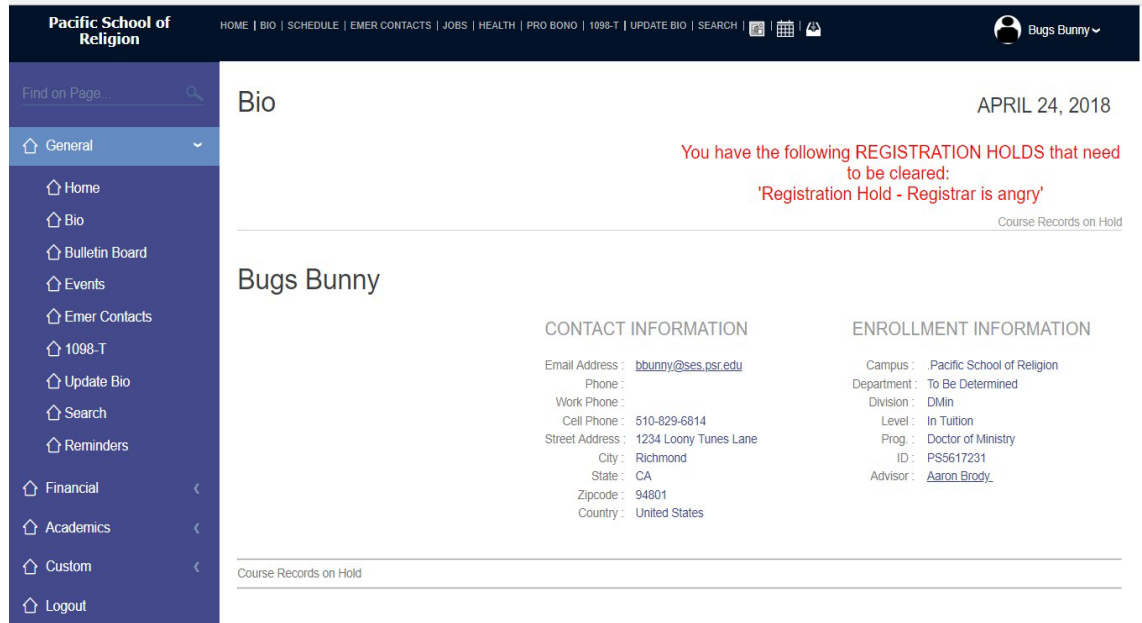
**News**




SONIS TRAINING TODAY!!! SUMMER REGISTRATION BEGINS MAY 7TH MORE TO COME IN THE WEEKS AHEAD

From the Home Page, you can view your GPA, tuition and fees balance, Holds that may be placed on your account, important contacts, and any reminders you set for yourself.

## General Information

Under General information, you can view your current program and contact information.



**Pacific School of Religion** HOME | BIO | SCHEDULE | EMER CONTACTS | JOBS | HEALTH | PRO BONO | 1098-T | UPDATE BIO | SEARCH |    Bugs Bunny

Find on Page:

**Bio** APRIL 24, 2018

You have the following REGISTRATION HOLDS that need to be cleared:  
'Registration Hold - Registrar is angry'

Course Records on Hold

**Bugs Bunny**

CONTACT INFORMATION	ENROLLMENT INFORMATION
Email Address: <a href="mailto:bbunny@ses.psr.edu">bbunny@ses.psr.edu</a>	Campus: Pacific School of Religion
Phone:	Department: To Be Determined
Work Phone:	Division: DMin
Cell Phone: 510-829-6814	Level: In Tuition
Street Address: 1234 Loony Tunes Lane	Prog: Doctor of Ministry
City: Richmond	ID: PS5617231
State: CA	Advisor: <a href="#">Aaron Brody</a>
Zipcode: 94801	
Country: United States	




Course Records on Hold

## UPDATE CONTACT INFORMATION:

1. Select “Update Bio” in the left hand search column.
2. From this page, only update your address and phone number. Your email address must remain the school assigned email.

bio.cfm

Pacific School of Religion

HOME | BIO | SCHEDULE | EMER CONTACTS | JOBS | HEALTH | PRO BONO | 1098-T | UPDATE BIO | SEARCH |   

Find on Page...

General

- Home
- Bio
- Bulletin Board
- Events
- Emer Contacts
- 1098-T
- Update Bio
- Search
- Reminders
- Financial
- Academics
- Custom
- Logout

## Update Bio

APRIL 24, 2018

Last :Bunny  
First :Bugs  
Middle :

Street Address :  
1234 Loony Tunes Lane

Street Address :

Street Address2 :

City :  
Richmond

Zipcode :  
94801

County :

State :  
California

Country :  
United States of America

Phone :

Cell Phone :  
510-820-0814

Work Phone :

Cell Provider :

Email Address :  
bbunny@ses.psr.edu

NSLCH Block : ☐

PIN :  
\*\*\*\*\*

Text Me Flag : ☐

Profile :

Search Display Options :

☒ Publish Name  
☐ Publish Address

☐ Publish Phone Number  
☒ Publish E-Mail Address

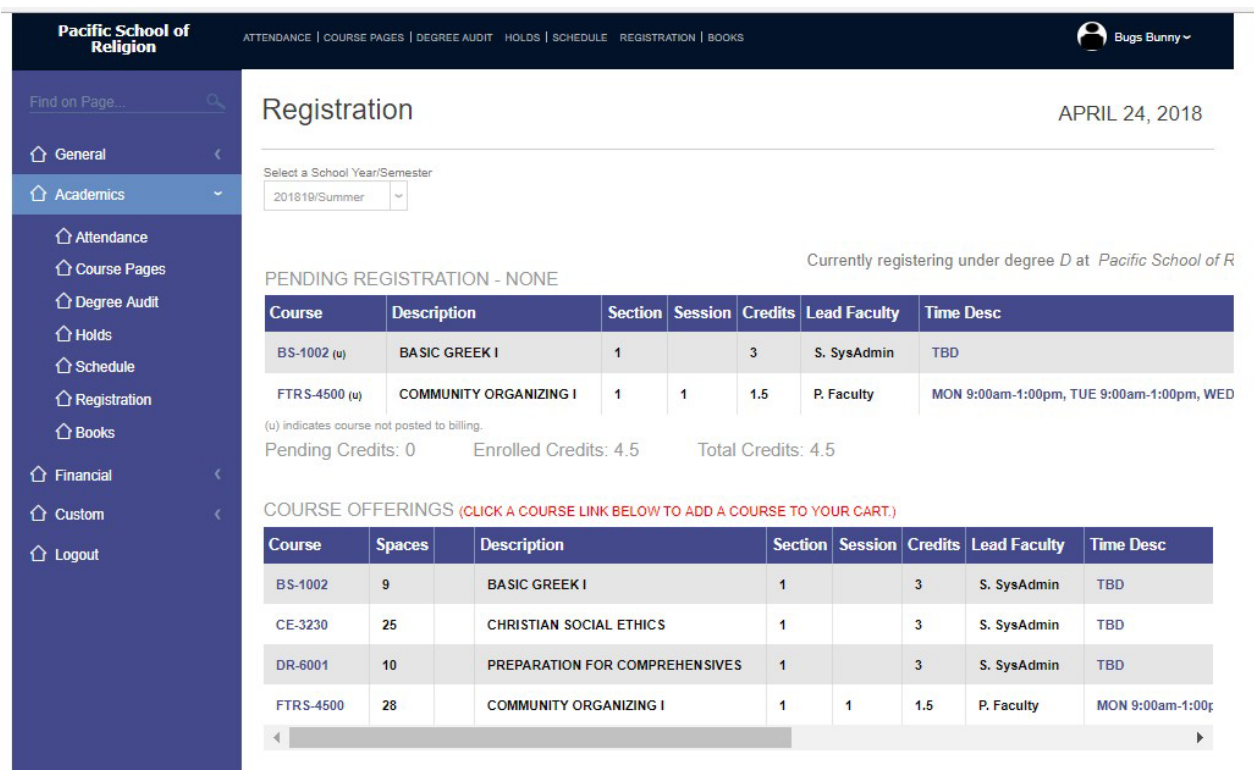
☐ Publish Work Phone Number  
☐ Publish Profile  
☐ Publish Photo

RESET SUBMIT

3. Press “Submit” to save.

**1098T's will be available online for the 2018  
Fiscal Year**

## Academics



The screenshot shows the Pacific School of Religion's online registration system. The top navigation bar includes links for ATTENDANCE, COURSE PAGES, DEGREE AUDIT, HOLDS, SCHEDULE, REGISTRATION, and BOOKS. The left sidebar lists various academic and administrative options, with 'Academics' currently selected. The main content area is titled 'Registration' and shows the date 'APRIL 24, 2018'. A dropdown menu allows selecting a school year/semester, currently set to '201819/Summer'. Below this, it states 'PENDING REGISTRATION - NONE' and 'Currently registering under degree D at Pacific School of R'. A table lists pending courses:

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc
BS-1002 (u)	BASIC GREEK I	1		3	S. SysAdmin	TBD
FTRS-4500 (u)	COMMUNITY ORGANIZING I	1	1	1.5	P. Faculty	MON 9:00am-1:00pm, TUE 9:00am-1:00pm, WED

Below the table, it notes '(u) indicates course not posted to billing.' and shows credit totals: Pending Credits: 0, Enrolled Credits: 4.5, Total Credits: 4.5. A section for 'COURSE OFFERINGS' includes a link to add courses to the cart and a table of available courses:

Course	Spaces	Description	Section	Session	Credits	Lead Faculty	Time Desc
BS-1002	9	BASIC GREEK I	1		3	S. SysAdmin	TBD
CE-3230	25	CHRISTIAN SOCIAL ETHICS	1		3	S. SysAdmin	TBD
DR-6001	10	PREPARATION FOR COMPREHENSIVES	1		3	S. SysAdmin	TBD
FTRS-4500	28	COMMUNITY ORGANIZING I	1	1	1.5	P. Faculty	MON 9:00am-1:00p

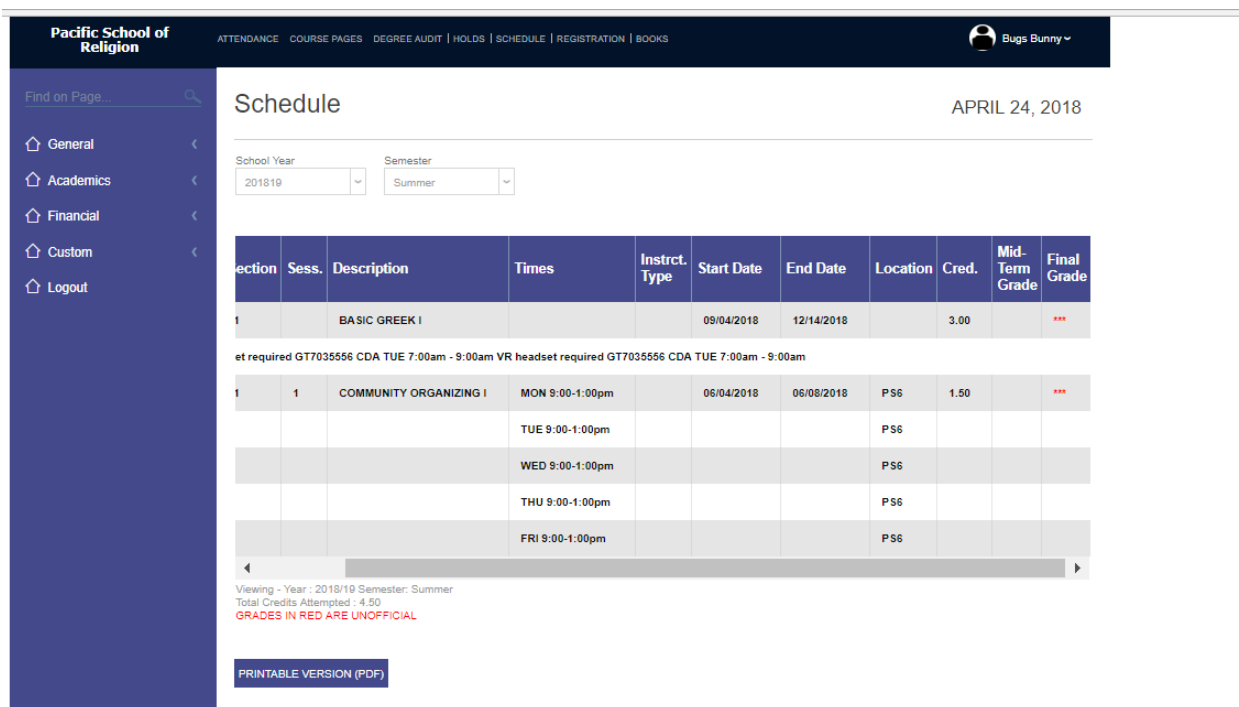
### Registration:

- Under Academics, select Registration – from this page, you can see a list of all course offerings and any courses you're currently registered for, by semester.  
**IF YOU HAVE A HOLD ON YOUR STUDENT ACCOUNT, YOU WILL SEE A BLANK PAGE WITH A REMINDER TO RESOLVE IT PRIOR TO REGISTRATION.**
- Select the proper year and term (for instance, Summer 2018 would be listed as 201819/Summer).
- To select a course, browse the course offerings. Click on course title to move it to your registration table. NOTE: this does not conclude your registration. That is why it is highlighted in **RED** and is pending. You have 30 minutes to decide if you want to register for the course.
- TO REMOVE IT from pending, click on the Course title. Once you "Confirm Removal" it will disappear from your pending registration.
- TO SAVE AND REGISTER for the course, click on "Continue Registration Process". At the next screen, you will be able to choose to take it for credit or audit, or Pass/Fail. Once you've selected your course options, select "Continue Registration Process".
- Complete Registration – review your schedule and, if it is correct you will select "Complete Registration".

## HOLDS:

In the event there is a Hold placed on your student account, please go to “Holds” under Academics to view specific information. Please work with the department that placed the Hold to get it removed.

## SCHEDULE:



The screenshot shows the Pacific School of Religion student portal. The top navigation bar includes links for ATTENDANCE, COURSE PAGES, DEGREE AUDIT, HOLDS, SCHEDULE, REGISTRATION, and BOOKS. The user is logged in as 'Bugs Bunny'. The left sidebar contains a 'Find on Page...' search bar and a menu with links to General, Academics, Financial, Custom, and Logout. The main content area is titled 'Schedule' and shows the date 'APRIL 24, 2018'. Below the title, there are dropdown menus for 'School Year' (201819) and 'Semester' (Summer). A table displays the student's schedule with columns for Section, Sess., Description, Times, Instrct. Type, Start Date, End Date, Location, Cred., Mid-Term Grade, and Final Grade. The table shows two courses: 'BASIC GREEK I' and 'COMMUNITY ORGANIZING I'. The 'BASIC GREEK I' row shows a final grade of '\*\*\*'. The 'COMMUNITY ORGANIZING I' row shows a final grade of '\*\*\*'. Below the table, there is a note: 'et required GT7035556 CDA TUE 7:00am - 9:00am VR headset required GT7035556 CDA TUE 7:00am - 9:00am'. At the bottom, there is a 'PRINTABLE VERSION (PDF)' button.

Section	Sess.	Description	Times	Instrct. Type	Start Date	End Date	Location	Cred.	Mid-Term Grade	Final Grade
1		BASIC GREEK I			09/04/2018	12/14/2018		3.00		***
et required GT7035556 CDA TUE 7:00am - 9:00am VR headset required GT7035556 CDA TUE 7:00am - 9:00am										
1	1	COMMUNITY ORGANIZING I	MON 9:00-1:00pm		06/04/2018	06/08/2018	PS6	1.50		***
			TUE 9:00-1:00pm				PS6			
			WED 9:00-1:00pm				PS6			
			THU 9:00-1:00pm				PS6			
			FRI 9:00-1:00pm				PS6			

Viewing - Year: 2018/19 Semester: Summer  
Total Credits Attempted: 4.50  
GRADES IN RED ARE UNOFFICIAL

[PRINTABLE VERSION \(PDF\)](#)

From this screen, you can see your current class schedule and, upon completion of the term, you will also see your grades posted. If you click on “Printable Version”, it displays a PDF that is clear and easily printable. **Your Official Final Grades Will Be Posted Here.**


## Financial


### LEDGER:


ledg.cfm


Pacific School of Religion


BILLING LEDGER | SCHEDULE


 Bugs Bunny ▾


Find on Page...


 General


 Academics

 Financial ▾

 Billing

 Ledger

 Custom

 Logout

Ledger

APRIL 24, 2018

Date	School Year	Semester	Trans. Ref.	Trans No.	Charges	Credits	Awards Recvd	Total	Chck/Rcpt #
04/23/2018	201718	1	Tuition	5698	\$943.50			\$943.50	FTRS-4500

Viewing - Year : All Semester: All

Total Charges : \$943.50

Total Payments/Credits : \$0.00

Balance : \$943.50

The Ledger will show you all financial transactions on your account as well as your most current balance. It will also show you posted Awards and Financial Aid.

### BILLING:

Here you able to view your financial statements by term and pay your bill.

To Pay: Select "Credit Card Payment". This will take you to our 3<sup>rd</sup> party system, Authorize.net, that will handle the financial transactions. You will be able to pay either by credit card or checking account and routing number.