



S NISWEB[®]



Alumni Manual



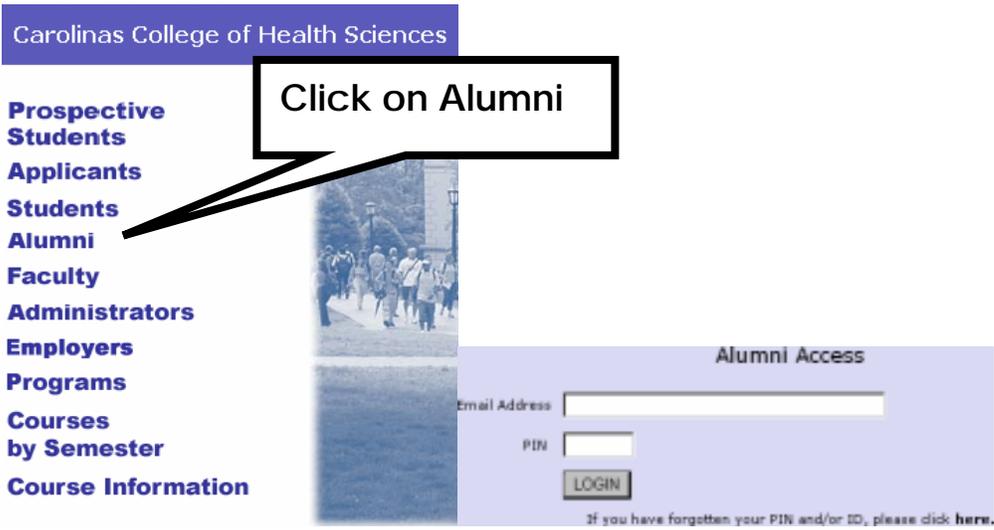
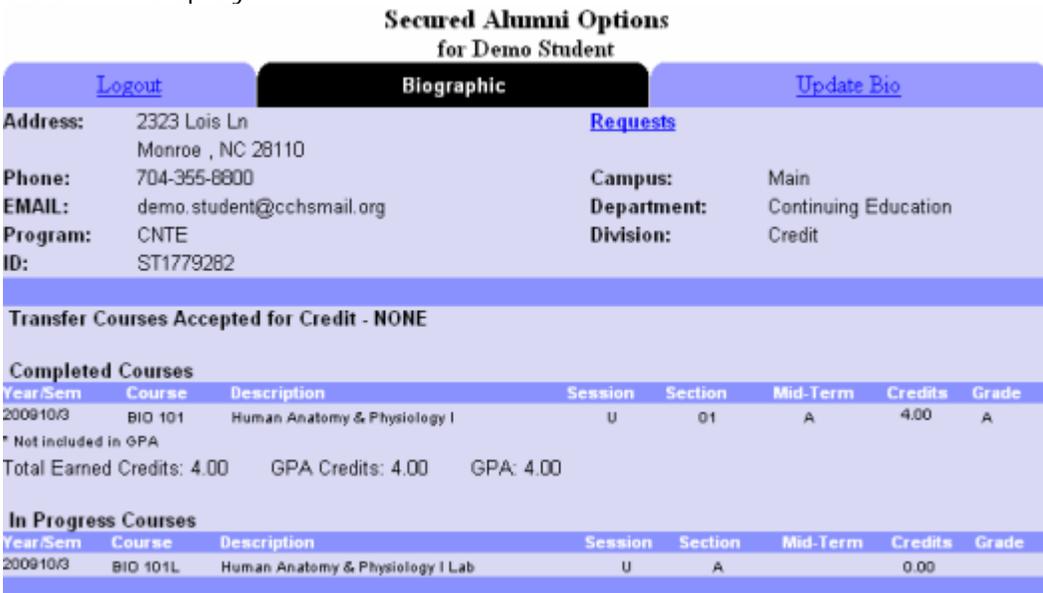
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SONISWEB[®] Overview

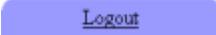
Logging into the Alumni Portal:

Before you Begin:	
1	Make sure that you have opened Internet Explorer.
2	Navigate to http://sonis.carolinacollege.edu
3	<p>Click the Alumni access link and enter your personal Email Address and PIN (The PIN is equal to your Date of Birth in format "mmddyy" (i.e. if John Doe was born June 29th, 1975 his PIN = 062975): If you DOB does not work try the default date = 010100</p> 
4	<p>Once the Email Address and PIN have been entered correctly the screen below will display:</p> 



SONISWEB[®] Overview (continued)

Logging Out:

Logout Tab:	
	When you have finished, click the Logout tab  . <ul style="list-style-type: none">The Logout tab is not automatically selected. Upon login the Biographic tab is the selected tab (Dark tabs are the active tabs).
	Note: If you end your session by clicking the  button on your browser, SONISWEB [®] is not informed. The system “sees” you as logged in but not active. As a result, you may not be able to log in again until the automatic timeout period has ended. The nominal timeout setting is 20 minutes.



Tabs - Biographic Information:

This section reviews how to view and update Biographic data within SONISWEB[®].

Biographic Tab

The Biographic tab is the default display when you log in.

- Demographic information is displayed along with the Program & Department.
- Any Courses Transferred in are displayed.
- All Completed Courses are displayed at the bottom of the screen.
- Total Earned Credits, GPA Credits and the overall GPA are displayed.

Secured Alumni Options
for Demo Student

Logout	Biographic	Update Bio
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Address: 2323 Lois Ln
Monroe, NC 28110

Phone: 704-355-8800

EMAIL: demo.student@cchsmail.org

Program: CNTE

ID: ST1779282

Requests

Campus: Main

Department: Continuing Education

Division: Credit

Transfer Courses Accepted for Credit - NONE

Completed Courses

Year/Sem	Course	Description	Session	Section	Mid-Term	Credits	Grade
200910/3	BIO 101	Human Anatomy & Physiology I	U	01	A	4.00	A

* Not included in GPA

Total Earned Credits: 4.00 GPA Credits: 4.00 GPA: 4.00

In Progress Courses

Year/Sem	Course	Description	Session	Section	Mid-Term	Credits	Grade
200910/3	BIO 101L	Human Anatomy & Physiology I Lab	U	A		0.00	



Biographic Icons

The following icons appear when the Biographic tab is selected

Update Bio:

This icon lets you change your biographic information.

	You can update a variety of options here:



Biographic Icons (continued)

	<ul style="list-style-type: none"> You can update your personal demographic information here. If you provide your Cell Phone Number and Provider there is a check box for called Text Me Flag: <input type="checkbox"/>, this means that you would be included in emergency messages from the college. Your Email Address can be updated here (Just remember if it is changed, you will have to use the updated address to log in) <p>E Mail: <input type="text" value="john.doe@hotmail.com"/></p> <ul style="list-style-type: none"> The SONIS Pin can be changed here <ul style="list-style-type: none"> You may type as many characters as you would like, however only the first six are recognized <p>PIN: <input type="text" value="●●●●●●"/></p> <ul style="list-style-type: none"> A check-mark in a check-box means that if someone searches for you they will find you based on any of the Search Display Options you have checked An empty check-box means do not publish, and someone searching for you will not find you if they search for an un-published Search Display Option. <div style="background-color: #e6e6fa; padding: 5px;"> <p>Search Display Options:</p> <table border="0"> <tr> <td><input checked="" type="checkbox"/> Publish Name</td> <td><input checked="" type="checkbox"/> Publish address</td> </tr> <tr> <td><input checked="" type="checkbox"/> Publish Phone Number</td> <td><input checked="" type="checkbox"/> Publish E Mail Address</td> </tr> <tr> <td><input type="checkbox"/> Publish Work Phone Number</td> <td></td> </tr> </table> </div> <ul style="list-style-type: none"> When you are finished Updating your Biographic information you have two options: <ul style="list-style-type: none"> <input type="button" value="SUBMIT"/> <input type="button" value="RESET"/> - Submit will accept your changes whereas Reset will clear any changes not submitted. 	<input checked="" type="checkbox"/> Publish Name	<input checked="" type="checkbox"/> Publish address	<input checked="" type="checkbox"/> Publish Phone Number	<input checked="" type="checkbox"/> Publish E Mail Address	<input type="checkbox"/> Publish Work Phone Number	
<input checked="" type="checkbox"/> Publish Name	<input checked="" type="checkbox"/> Publish address						
<input checked="" type="checkbox"/> Publish Phone Number	<input checked="" type="checkbox"/> Publish E Mail Address						
<input type="checkbox"/> Publish Work Phone Number							

Biographic Icons (continued)

Search:

Search is available to all users with an email and PIN.



Click the Search icon, pick the status (Student, Faculty, etc.), put in what you know of the name and click the Search button.



The screenshot shows a web interface for searching biographic information. At the top, there are three buttons: "Logout", "Biographic", and "Update Bio". Below these are radio buttons for "Student", "Alumni", "Faculty", and "Staff". The "Faculty" radio button is selected. There are input fields for "Last Name" (containing "Johnson"), "First Name" (containing "Da"), "State", and "Graduation Year". A "Search" button is located below the input fields. Below the search form is a section titled "Search Results" with a table. The table has columns for "Name", "City", "State", "Zipcode", "Phone", and "E-Mail". One result is shown: "Johnson Dale" with the email address "profjohnson@rimu.edu".

- If the person's e-mail address is available to the public, you'll see it in the screen above. Click it and it starts an e-mail session to send a note.



Tabs – Update Bio

This tab is the same thing as the Update Bio Icon under the Biographic Tab; it's just another way to get to it.