





Alumni Manual





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SONISWEB® Overview

Logging into the Alumni Portal:

Before you Beg	in:				
1	Make sure that you have opened Internet Explorer.				
2	Navigate to http://sonis.carolinascollege.edu				
3	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 29 th , 1975 his PIN = 062975): If you DOB does not work try the default date = 010100				
	Carolinas College of Health Sciences				
	Prospective Students Applicants Students Alumni Faculty Administrators	nni			
	Employers	Alumni Access			
	Courses	dress			
	by Semester	PIN			
	Course Information	LOGIN			
		If you have forgotten your PIN and/or ID, please dick here.			
4	Once the Email Address and PIN have b below will display: Secured Alumn for Demo Str	peen entered correctly the screen			
	Logout Biographic	Update Bio			
	Address: 2323 Lois Ln Monroe , NC 28110	Requests			
	Phone: 704-355-6800 EMAIL: demo.student@cchsmail.org Program: CNTE ID: ST1779282	Campus: Main Department: Continuing Education Division: Credit			
	Transfer Courses Accepted for Credit - NONE				
	Completed Courses Description 200910/3 BIO 101 Human Anatomy & Physiology I * Not included in GPA Total Earned Credits: 4.00 GPA: 4.00	Session Section Mid-Term Credits Grade U 01 A 4.00 A			
	In Progress Courses				
	Tear/Sem Course Description 200910/3 BIO 101L Human Anatomy & Physiology I Lab	Session Section Mid-Term Credits Grade U A 0.00			





SONISWEB® Overview (continued)

Logging Out:

Logout Tab:	
	 When you have finished, click the Logout tab Logout 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

 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 scree Total Earned Credits, GPA Credits and the overall GPA are displayed Secured Alumni Options for Demo Student Logout Biographic Update Bio Address: 2323 Lois Ln Monroe, NC 28110 Phone: 704-355-8800 Campus: Main EMAL: demo.student@cchsmail.org Department: Continuing Education Program: CNTE Division: Credit ID: ST1779282 Transfer Courses Accepted for Credit - NONE Completed Courses Teatisticm Course Description Session Section Mid-Term Credits Grad Total Earned Credits: 4.00 GPA Credits: 4.00 GPA: 4.00 In Progress Courses Year/Sem Bu 1011 Human Anatomy & Physiology I Lab A A And Term Credits Grad 	hic tab i	s the default disp	lay when you	u log in.				
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	Total Earne	ed Credits: 4.00 GPA Ci ss Courses	edits. 4.00 OFA	Faction	Carlier	Mid Term	Credite	Crade





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:			
() () () () () () () () () () () () () (Logout	Biographic	Update Bio	
Indete Die	Last Name:	Doe		
Opdate Bio	First Name:	John MI:		
	Street Name:	2323 Lois Lane		
	Additional Address:			
	Additional Addr 2:			
	City / State :	Smallville	Kansas	
	Zipcode / Country :	67253		
	Phone:	785-231-6589		
	Work Phone	643-256-9874		
	Cell Phone:	Cell Phone Provider:	Text Me Flag:	
	E Mail:	john.doe@hotmail.com		
	PIN:	•••••		
	Count Diseles Orderes	E B I C I N	E auto u	
	Search Display Options:	Publish Name Publish Phane Number	Publish address	
		Publish Work Phone Number		
		SUBMIT RESET		





Biographic Icons (continued)

 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:, 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)
E Mail: john.doe@hotmail.com
 The SONIS Pin can be changed here You may type as many characters as you would like, however only the first six are recognized
PIN: ••••••
 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.
Search Display Options: Image: Publish Name Image: Publish address Image: Publish Phone Number Image: Publish E Mail Address Image: Publish Work Phone Number Image: Publish E Mail Address
 When you are finished Updating your Biographic information you have two options: SUBMIT RESET Submit will accept your changes whereas Reset will clear any changes not submitted.





Biographic Icons (continued)

Search:

Search is available to all users with an email and PIN.					
Q	Click the <u>Searc</u> in what you kno	<u>h</u> icon, pick the status ow of the name and c	(Student, Faculty, etc.), put click the Search button.		
Search		Search	MARKED TRUS		
	Logout	Biographic	Update Bio		
Last Name: Johnson First Name: Da State: Graduation Year: Search					
	Search Results Name Die State Discrite Proce E Mail				
	Johnson Dale		profdjohnson@rjmu.edu		
	 If the period you'll se mail sess 	erson's e-mail address i e it in the screen abov sion to send a note.	s available to the public, ve. Click it and it starts an e-		





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.