

Updating Site Information

For questions and additional troubleshooting, contact ssw-practicum@uiowa.edu.

1 Log in to [Sonia Online](#)

- Make sure **"Site"** is selected for your role.
- You'll land on the home screen after logging in as a site contact.

2 Click "Site Details"

3

Update Contact Details and Save

Home Students Placements Offers Forms My Details Documents

Site/Subsite: Test Site Submit

Test Site General details Attributes Notes Documents And Links Associated Users Appointments Introduction Text

General

Name: Test Site Has Housing: ☐

Contact details

Phone 1: 555-555-5555 Phone 2: Fax: Online Email: testemail@testsite.com Online Alternate Email: Web address: http://testsite.com

Save

Addresses

Street address... 5 Fake Street, Fake City IA 52242, United States

Additional Information Learning Opportunities Transportation Application Process Pre-Practicum

Save

4

Click to Expand Sections

- Some sections may already be expanded and will change to blue when clicked.
- Expand all sections to ensure the information is accurate.

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General

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Contact details

Phone 1: 555-555-5555 Phone 2: Fax: Online Email: testemail@testsite.com Online Alternate Email: Web address: http://testsite.com

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5

Update Information and Save

Additional Information

Stipend Available ⓘ

☒ No stipend available

☐ Stipend available in specific circumstances or for specific roles

☐ Stipend offered to all practicum students

Learning Opportunities

Transportation

Application Process

Pre-Practicum

Save