

## The Student Access Portal to SONISWEB: An Overview

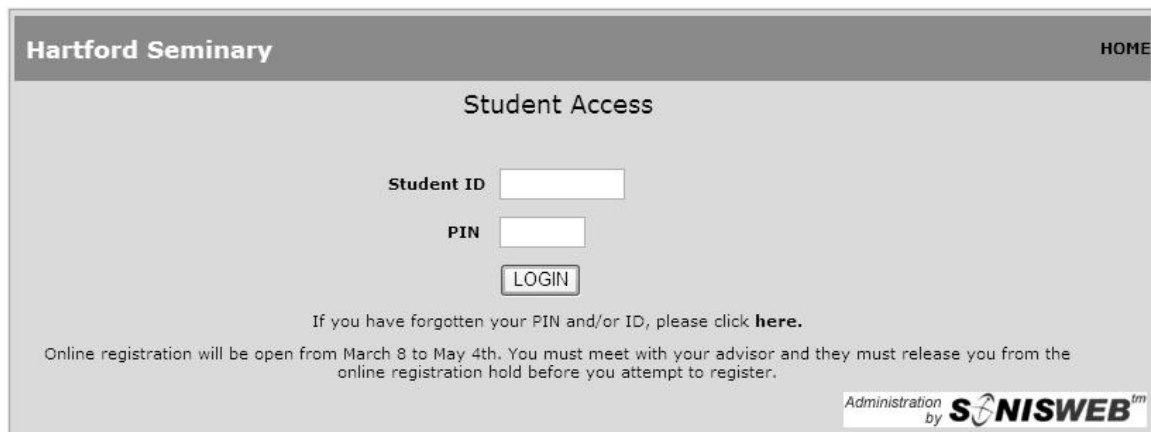
SONISWEB is the software Hartford Seminary uses to manage institutional records including student data and course information. It is a web-based system and can be accessed at anytime by any registered user from any computer with an internet connection.

Active students will enter SONISWEB using the Student Access portal. In order to enter the system you will need to have your Student ID and PIN number. If you don't have your Student ID and PIN please send an email to [registrar@hartsem.edu](mailto:registrar@hartsem.edu).

Through SONISWEB you can: register for classes, view your grades, print out your grades, complete course evaluations, access course information, view your bill and contact other Seminary community members.

To access the system go to the home page of the seminary at [www.hartsem.edu](http://www.hartsem.edu) click on the button that says **Student Access** on the front page.

If this is your first time entering the system you will be immediately prompted to change your PIN. Your new PIN must be between 4 and 6 characters in length. Please write down your PIN – you are responsible for it. If you decided to change your PIN again in the future you can do so by simply typing in your new PIN on the **Update Bio** page and clicking the submit button.



The screenshot shows the 'Student Access' login page for Hartford Seminary. At the top left is the text 'Hartford Seminary' and at the top right is a 'HOME' link. The main heading is 'Student Access'. Below this are two input fields: 'Student ID' and 'PIN', each followed by a text box. A 'LOGIN' button is positioned below the PIN field. A line of text reads: 'If you have forgotten your PIN and/or ID, please click [here](#).' Below that, a notice states: 'Online registration will be open from March 8 to May 4th. You must meet with your advisor and they must release you from the online registration hold before you attempt to register.' In the bottom right corner, there is a logo for 'Administration by SONISWEB™'.

The first thing you should do is check your biographic information by clicking on the **Update Bio** icon in the upper right of the screen (green arrow.)








Also on the Update Bio page you will need to decide what pieces of basic personal information you wish other Hartford Seminary Community members to see. Initially all of these boxes will be unchecked. If you do not check any of them, your personal biographic information will only be able to be accessed by Seminary staff and your faculty advisor. If you check a box, that information will become available to anyone in the Hartford Seminary Community that has access to the system (including all students and faculty.)

If you have a cell phone and are willing to receive emergency text messages, please enter the number and provider on the biographic page. Also, click the "Text Me Flag" box. This information is needed to make the text message feature work. We will only be using the text message feature on limited occasions such as for emergency closings announcements.

On the main **Bio** page (as opposed to the Update Bio page) you will see your biographic information as it currently appears in the system. You will also see a list of the courses you have taken with grades you received in those courses and the courses that you have registered for in the current or upcoming semester. To print out a text version of your course information, you should click on the "Printable" icon on the top right hand side of the page.

**Hartford Seminary**






  
[Events](#) [Printable](#) [Update Bio](#) [Search](#) [Reminders](#)

**Secured Student Options  
for Student Test**

<a href="#">Logout</a>	<a href="#">Bio</a>	<a href="#">Schedule</a>	<a href="#">Registration</a>	<a href="#">Degree Audit</a>			
<b>Address:</b> 77 Sherman Street Hartford , CT 06105		<b><a href="#">Requests</a></b>					
<b>Phone:</b> 860-509-9500		<b>Campus:</b> Main					
<b>E-Mail:</b> <a href="mailto:teststudent@hartsem.edu">teststudent@hartsem.edu</a>		<b>Department:</b> Graduate Program					
<b>Program:</b>		<b>Division:</b> MA					
		<b>Advisor:</b> <a href="#">Scott Thumma (*)</a>					
<b>Transfer Courses Accepted for Credit - NONE</b>							
<b>Completed Courses - NO COURSES WITH OFFICIAL GRADES</b>							
<b>In Progress Courses</b>							
Year/Sem	Course	Description	Session	Section	Mid-Term	Credits	Grades
200910/1	DM-795	DMin Project Colloquium		01		0.00	
200910/1	AM-575	The Art of Preaching		01		3.00	





Copyright© R.T.M Systems, Inc. 1997-2009

The **light bulb icon** on the top right hand side of the page is for reminders. You can be sent reminders from your faculty instructors, your advisor or from a Seminary administrative department. If you have reminders waiting to be read the icon will turn yellow and have little hash marks around it indicating a reminder is waiting.

The **search button** allows you to search for anybody who is in the system. All you have to do is type in their name, indicate their relationship to the community (faculty, staff, student, alumni) and click search. If they are in the system **and** they have chosen to have their information published, their contact information will come up. If they have chosen to publish their email address, you can click on their name and that will automatically open your email software so you can send them an email.

By clicking on the **Schedule tab** you can access information about your courses. To enter the site for a particular course you need to click on the underlined course number for the course you wish to access.

**Hartford Seminary**





  
[Booklist](#) [Printable](#) [Update Bio](#) [Search](#)

**Student Schedule  
for Student Test**

[Logout](#)   [Bio](#)   **Schedule**   [Registration](#)   [Degree Audit](#)

School Year:  Semester:

Course	Section	Sess.	Description	Times	Start	End	Location	Credits	MidTerm Grade	Final Grade
AM-575	→	01	The Art of Preaching	:0-:0	09/09/08	12/17/08		3.00		
DM-710	→	01	D.Min. Colleague Seminar I	:0-:0	09/09/09	12/21/09		3.00		
DM-795	→	01	DMin Project Colloquium	:0-:0	09/09/09	12/21/09		0.00		

Viewing: 2009/10 Semester: Fall Total Credits Attempted: 6.00

GRADES IN RED ARE UNOFFICIAL

If your faculty instructor has opted to use the class site you will see a screen similar to the one below which may have your syllabus, class assignments and other readings.

**X**  
Close

DM-710 - 01  
D.Min. Colleague Seminar I

**Lead Faculty: Roozen, David**

**Instructor:** Roozen, David [Email Instructor](#)

**Classroom:**

**Start/End Dates:** 09/09/2009-12/21/2009

**Day/Times:** TBD

**Syllabus**

**Instructor Office Hours**  
There are no Office Hours available for this course.

**Course Files**

File	Description	Date Assigned	File Owner
<a href="#">Craft1.pdf</a>	Making a Claim - Part 1	07/08/2009	
<a href="#">Craft2.pdf</a>	making a Claim - Part 2	07/08/2009	
<a href="#">PerspectiveBio.doc</a>	Perspective: This Treasure ...	07/08/2009	

**Course Announcements**





[Retreat Assignments](#) 07/08/2009

To open the "Forum" page to participate in the discussion board for one of your courses, click on the "Schedule" tab, which will display the courses you are currently enrolled in. Just to the right of the course number, you will see a small arrow and a page icon. Click on these, and this will open the Forum page. Through the Forum you may participate in ongoing discussions or post topics of your own.

**Student Schedule  
for Student Test**

[Logout](#)    [Bio](#)    **Schedule**    [Registration](#)    [Degree Audit](#)

School Year:  Semester:

Course	Section	Sess.	Description	Times	Start	End	Location	Credits	MidTerm Grade	Final Grade
<a href="#">AM-575</a>	 01		The Art of Preaching	:0-:0	09/09/08	12/17/08		3.00		-
<a href="#">DM-710</a>	  01		D.Min. Colleague Seminar I	:0-:0	09/09/09	12/21/09		3.00		-
<a href="#">DM-795</a>	 01		DMin Project Colloquium	:0-:0	09/09/09	12/21/09		0.00		-

Viewing: 2009/10 Semester: Fall

**Total Credits Attempted: 6.00**  
GRADES IN RED ARE UNOFFICIAL