

# Welcome to Sonis

Mildred Elley Student  
Information System  
HOME

ONLINE APPLICATION

PROSPECTIVE STUDENT

LOGIN ▾

LOGIN : STUDENT

Email Address

PIN

LOGIN

If you have forgotten your PIN and/or ID, please click the following link: [Link](#)

Powered By:  
**SONIS**  
Version 3.0

[Administration](#) | [Alumni](#) | [Applicant](#) | [Bookstore](#) | [Calendars](#) | [CE Registration](#) | [Course Information](#) | [Courses By Semester](#) | [Employer](#) | [Faculty](#) | [Online Application](#) | [Programs](#)  
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# How do I log into Sonis?

**1. Type in your student email address**

**Example:**

**student@students.mildred-elley.edu**

**2. Enter your 6 – digit pin that was assigned to you.**

Mildred Elley Student Information System  
HOME

ONLINE APPLICATION PROSPECTIVE STUDENTS LOGIN PROGRAMS COURSES

LOGIN : STUDENT

Email Address  
student@students.mildred-elley.edu

PIN  
\*\*\*\*\*

LOGIN

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Version 3.0

Administration | Alumni | Applicant | Bookstore | Calendars | CE Registration | Course Information | Courses By Semester | Employer | Faculty | Online Application | Programs  
| Prospective Students | Student

# Welcome to Your Home Page

The screenshot shows a student home page with a dark blue sidebar on the left containing navigation links: General, Financial, Academics, Custom, and Logout. The main content area is titled 'Home' and shows the date 'JUNE 30, 2016'. It features three data tables: 'General Services' showing a cumulative GPA of 3.03 and 34/0 reminders; 'Course Announcements' showing no new announcements; and 'Course Evaluations' listing two evaluations with due dates of 08/08/2016.

General Services	
Cumulative GPA: 3.03	
Reminders: 34/0	
Requests: <a href="#">View</a>	

Course Announcements	
No new course announcements	

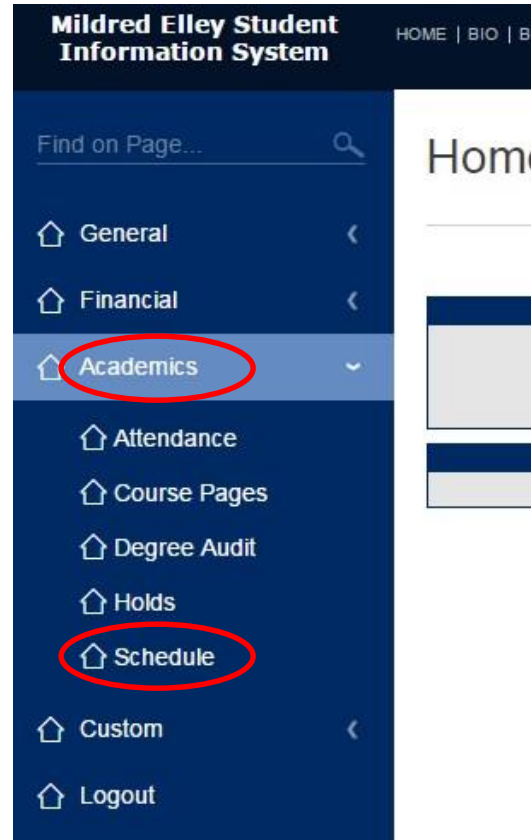
Due Date	Course Description
08/08/2016 IT 223	Microcomputer Operating Systems Course Evaluation - All Campuses
08/08/2016 IT 224	Networking II Course Evaluation - All Campuses

Holds
None Defined

- Your homepage is where you will start. This page will show you what your Cumulative GPA is, let you know if there are any reminders for your classes, Course announcements, and any Course Evaluations that are available to take.
- Please be sure to take your course evaluations by the due date, if you don't you will end up with a **Grade Hold**. Making your grades hidden.

# What can I do in Sonis?

## View Your Schedule and Grades



To access your schedule and grades, you will need to go to **Academics** and then **Schedule**.

School Year  
201617

Semester  
Spring 1

# View Your Schedule and Grades

\* Evaluation Required .

Click on Course Description to complete evaluation. Final Grades will not be available if evaluation is not completed.

Course	Section	Sess.	Description	Times	Inst Type
IT 120	O1		* The Internet and Web Page Design	MON 6:00-9:30pm	
IT 230	E1		* Help Desk Management and User support	TUE 6:00-9:45pm	
				THU 6:00-9:45pm	

Viewing - Year : 2016/17 Semester: Spring 1

tion is not completed.

Crct. e	Start Date	End Date	Location	Cred.	Mid-Term Grade	Final Grade
	01/23/2017	03/19/2017	223	3.00	C-	D+
	01/23/2017	03/19/2017	222	3.00	A-	B+
			222			

Once your Schedule comes up, you will have to scroll to the right to see your grades, in **RED**. Once you click on the RED grade, you will see a breakdown of all of your grades in the course.

# See Your Bio Information, Transcripts, etc.

- To access this page go to General and then Bio.
- On this page you can see your address, phone number to see if anything needs to be updated.
- You can also see your transcript and any requests, see your completed courses, withdrawn courses and in progress courses.

🏠 Custom
🏠 Logout

TRANSCRIPT
REQUESTS

**CONTACT INFORMATION**

Email Address: [REDACTED]  
 Phone: [REDACTED]  
 Work Phone: [REDACTED]  
 Cell Phone: [REDACTED]  
 Street Address: [REDACTED]  
 City: [REDACTED]  
 State: [REDACTED]  
 Zipcode: [REDACTED]  
 Country: United States

**ENROLLMENT INFORMATION**

Campus: ME Albany  
 Department: Business and Technology  
 Division: Day 1  
 Level: 2nd Yr 24-47 Credits  
 Prog.: Information Technology AOS  
 ID: [REDACTED]

**TRANSFER COURSES ACCEPTED FOR CREDIT - NONE**

Course	Institution	Replaces	Cred.	Grade
None				

**COMPLETED COURSES**

Year/Sem.	Course	Description	Session	Section	Mid-Term Grade	Cred.	Grade
201415/5	ENG 102	English Composition		E1		3.00	B
201415/5	GS 101	Freshman Seminar		E1	A-	2.00	A
201415/5	IL 100	Principles of Information Literacy		E1	A	1.00	A
201516/0	MAT 130	Business Math		E1	C	3.00	C-
201516/0	ENG 103	Oral Communications		D1	B-	3.00	B
201516/1	IT 110	Computer Concepts		D9		3.00	B-
201516/1	PSY 105	Introduction to Psychology		E1	B	3.00	B
201516/2	DLP 105	Document Processing I		E1		3.00	B+
201516/2	DLP 110	Word Processing and Presentation Applications		D1	A	3.00	A

# Update your Bio Information

- Was information incorrect when you were on your Bio page? Fix it here!
- Would you like a Sonis pin that you can remember? Change it here!
- Want to be texted when we have closings and delays? Set that up here!

The screenshot shows a web interface for updating bio information. On the left is a dark blue sidebar with a search bar and navigation links: General, Financial, Academics, Custom, and Logout. The main content area is titled 'Update Bio' and shows the date 'JUNE 30, 2016'. The form fields are as follows:

- Street Address :** 669 Clinton Ave. Apt 2
- Street Address2 :** [Redacted]
- City :** Albany
- Zipcode :** 12206
- County :** [Dropdown menu]
- State :** New York
- Country :** United States
- Phone :** [Redacted]
- Cell Phone :** [Redacted]
- Text Me Flag :**  (An arrow points to this checkbox with the text: 'Check this box to be notified of closings and delays')
- Email Address :** [Redacted]
- PIN :** [Masked with asterisks]
- Profile :** [Empty text area]

# Check Your Attendance

You can check your attendance per semester. Be sure to select the appropriate School Year and Semester.

Information System

Find on Page...

## Attendance

JUNE 30, 2016

School Year: 201516 Semester: Summer 1

Course/Section	Not Entered	Absent	Present	-	-	-
DLP 100/D2-Principle	0	0	4	0	0	0
IT 223/D1-Microcompu	0	2	9	0	0	0
IT 224/D1-Networking	0	2	10	0	0	0



# See if you have any Holds

Find on Page...

General <

Financial <

Academics <

Custom <

Logout

## Holds

JUNE 30, 2016

Holds - [REDACTED]

You have no active Holds on record.

To get to the Holds page you will need to go to Academics and then Holds.

# Check Your Email Through Sonis

- Start at the **Custom** section and then click on **Email Access**.
- This will bring you to the **Office 365** website. Once here you will need to log on with your student email address and temporary password that was provided to you.

