

FERPA RELEASE FORM: UPLOADING TO SONIS STEP BY STEP INSTRUCTIONS

1. Open FERPA Release Form PDF Link: [FERPA RELEASE FORM](#)
2. Fill out completely or mark the declination and electronically sign and date.
3. "Save AS" to your computer and keep it as a PDF form, use the title FERPA 2023 when saving.
4. Log into your SONIS account: [Link for SONIS Student Log In](#)
5. Click on "General".
6. Click on "Bio"

The screenshot shows a web browser at the URL <https://ams.sjhcon.edu/studhome.cfm>. The page header includes the college name and navigation links: HOME | BIO | EMER CONTACTS | UPDATE BIO | REMINDERS. A dark blue sidebar menu is open, listing various options. A yellow arrow labeled "#5" points to the "General" option, and another yellow arrow labeled "#6" points to the "Bio" option. The main content area displays a "Home" heading and a grey box with instructions for requesting transcripts: "OFFICIAL TRANSCRIPT - On the side menu options click on General then Biographic and choose REQUEST. Be sure UNOFFICIAL TRANSCRIPT - Go to the 'Biographic' page and choose 'Transcript'." Below this are several horizontal bars in blue and grey.

FERPA RELEASE FORM: UPLOADING TO SONIS STEP BY STEP INSTRUCTIONS

7. Click on the paper clip picture next to your name.

The screenshot shows a web browser window with the URL <https://ams.sjhcon.edu/studopts.cfm>. The page header includes "St. Joseph's College of Nursing at St. Joseph's Hospital Bio" and navigation links for HOME, BIO, EMER CONTACTS, UPDATE BIO, and REMINDERS. A left-hand navigation menu lists options like General, Home, Bio, Emer Contacts, 1098-T, Update Bio, Reminders, Financial, Academics, and Forms. The main content area is titled "Bio" and features a "Student Name" field with a paperclip icon and a "(2)" next to it. A yellow arrow labeled "#7" points to this paperclip icon. Below the name field are buttons for "TRANSCRIPT" and "REQUESTS". On the right side of the page, there are vertical labels "C", "E", and "SI".

FERPA RELEASE FORM: UPLOADING TO SONIS STEP BY STEP INSTRUCTIONS

8. Select Choose File.

9. Name "Image Title": FERPA 2023

10. Click the drop-down box on "DMS Category" and change to "FERPA"

11. Select Upload Image.

12. Once the document has been successfully uploaded, you will see it added to the above attachments with the date added.

The screenshot displays the DMS Attachments interface. At the top, it shows the URL https://ams.sjrhon.edu/dms_attachments... and the page title "St. Joseph's College of Nursing at St. Joseph's Hospital". Below the title is a "Close Window" button. The date "JUNE 14, 2023" is displayed. A table titled "Attachments" lists two items:

Title	DMS Category	Date Added
Payment Plan (pdf)	Payment Plan	12/14/2021 10:21:34 AM
test dms (ppt)	Payment Plan	12/13/2021 4:08:13 PM

Below the table is the "Upload Images" section, which includes a "Choose File" button (labeled #8), an "Image Title" input field (labeled #9), and a "DMS Category" dropdown menu (labeled #10) currently set to "Payment Plan". A blue "UPLOAD IMAGE" button (labeled #11) is positioned below the form. A note below the form reads: "Enter a descriptive name for the document file such as College Transcripts from USC. Then click on Insert and locate the scanned document on your computer. Click on Upload Attachment to finish. If desired, include a category as well."

The background shows a list of institutions, including "Geneva College, PA", "Onondago Community College", and "Onondago Community College". At the bottom, a table shows "Total Earned Credits : 0.00", "GPA Credits : 0.00", and "GPA : 0.00".