

How to upload a document to your SONIS Account

Used for State Mandated Immunizations, COVID Vaccination Records/COVID Tests, and Athletic Forms

1. Log into your Eureka College SONIS Account via this link (<https://eureka.jenzabarcloud.com/>) using the username and password provided to you.
2. On the left-hand side, choose the “Biographic” page.
3. Next to your name, you’ll see a paperclip or number. Click that and follow the instructions to upload your records to your account. Use the following DMS categories to upload your documents:
 - **COVID TESTS:** Choose the “COVID” DMS category
 - **COVID VACCINES/BOOSTERS:** Choose the “Immunization” DMS category
 - **State Mandated Immunizations:** Choose the “Immunization” DMS category
 - **Athletic Forms (Athletes only):** Choose the “Athletic Forms” DMS category
4. When uploading a document, ensure you title the upload with your Student ID and the name of the document. For example: *TE1234567_Immunizations*, or *TE1234567_COVIDTest*.

Types of uploads:

COVID Vaccinations/Boosters and Tests can be uploaded to SONIS by logging into your SONIS account and following the instructions above. Please note, that as of September 2021, any unvaccinated student will be required to test weekly. You will be required to upload those weekly results to your SONIS portal. Contact the Office of Student Life (studentservices@eureka.edu) with any questions about these documents.

State Mandated Immunization Records are due no later than the first day of classes. All students, regardless of status (part time, full time, international, etc.) must submit the mandatory immunization records. Please maintain a copy of your immunizations for your records. Contact the Office of Student Life (studentservices@eureka.edu) with any questions about these documents.

Athletic Forms: In order to meet NCAA regulations, a physical must be completed inside a 6-month window from when athletes begin practice. This form must be submitted to the Athletic Department. You may also upload it to your SONIS account. Contact the Office of Student Life (csharkey@eureka.edu) with any questions about these documents.

For any IT issues, contact the IT Helpdesk at helpdesk@eureka.edu.