

## How to Login to iParticipate and Upload Documents for Mandatory Checks

1

Go to the URL:

<https://iparticipate.mq.edu.au/soniaonline/>

Choose the **Macquarie School of Education** on the list shown.

2

Enter your student OneID number and password on the top of the page.

3

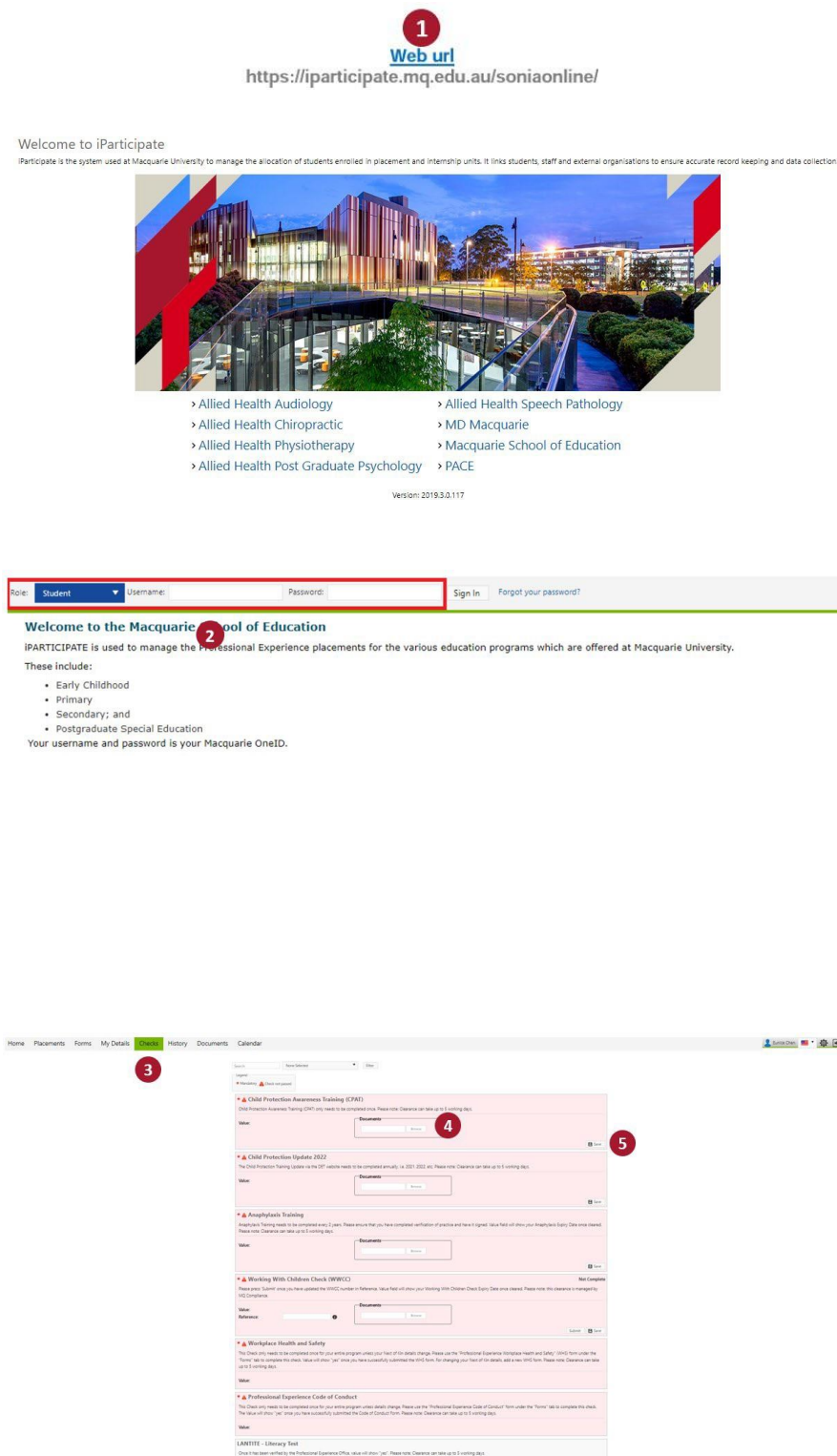
Click on **Checks** at the top menu.

4

Upload documents under each checks section. Each section is for a specific mandatory check. Red boxes highlight checks which are missing. Click the **Browse** button to upload document.

5

Ensure you click the **Save** button after each document is uploaded. Checks must be uploaded and cleared by the WIL office before the release of preferencing. Checks are not automatically cleared and can take up to two weeks.



The screenshot shows the iParticipate web application interface. At the top, there is a navigation bar with a 'Web url' button and the URL <https://iparticipate.mq.edu.au/soniaonline/>. Below this is a 'Welcome to iParticipate' message and a list of departments including Allied Health Audiological, Allied Health Speech Pathology, Allied Health Chiropractic, MD Macquarie, Allied Health Physiotherapy, Macquarie School of Education, Allied Health Post Graduate Psychology, and PACE. A login form is visible with fields for 'Role' (set to Student), 'Username', and 'Password', along with 'Sign In' and 'Forgot your password?' links. The main content area is titled 'Welcome to the Macquarie School of Education' and lists various mandatory checks such as 'Child Protection Awareness Training (CPAT)', 'Child Protection Update 2022', 'Anaphylaxis Training', 'Working With Children Check (WWCC)', 'Workplace Health and Safety', and 'Professional Experience Code of Conduct'. Each check section includes a 'Documents' button and a 'Save' button. A 'Checks' menu item is highlighted in the top navigation bar.