



## Sona Systems Psychology Experiment Management System <http://uccs.sona-systems.com>

### CREATING A PARTICIPANT ACCOUNT

**STEP ONE:** Sign-up on the website:  
<http://uccs.sona-systems.com>.

**STEP TWO:** Click on the "Request Account" link on the bottom left hand side of the page for New Participants.

**STEP THREE:** Enter your First Name, Last Name, User ID and Email Address. *Your User ID should be your UCcs campus ID that is used for your email.*

For courses, select the courses in which you are currently enrolled. Once you have completed all of these steps select "Request Account."

Participants are able to "bank" unused extra credit (to be used in future semesters) by assigning any points they do not wish to put toward a course in the current semester to the "Extra Credit Bank". In order to assign points to the "Extra Credit Bank" each participant must add the "Extra Credit Bank" as one of their courses. Any points assigned to the "Extra Credit Bank" will carry forward from semester to semester until the points are assigned to a specific course.

**STEP FOUR:** Shortly after entering this information you will receive an email (via the email address you provided) with your User ID and a random password, along with a link back to the login site. The first time you log on to the Sona system you may change your password or primary e-mail account by clicking on the "My Profile" menu. *Please keep in mind that it is HIGHLY recommended you use your UCcs email for your primary email account.*

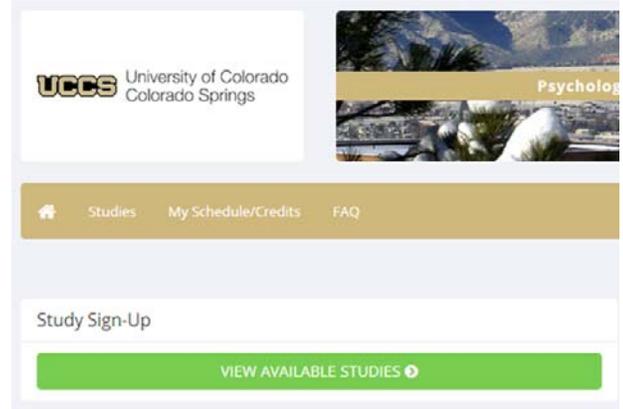
*If you do not receive an email, please check your Spam/Junk folder before contacting the Sona Administrator.*

## SIGNING UP FOR SONA STUDIES

After logging in to your account, click on the "VIEW AVAILABLE STUDIES" link to view postings of those studies that are currently available.

You will see the title of the study, eligibility requirements (if any) and if there are any timeslots available.

NOTE: Some studies may have prerequisites that require that you participate in another study first or preclude you from participating in a study if you have already participated in another similar study.



Timeslots Available	<b>Physiological Reactivity to the Jour</b> (0.5 Points) (Online Study)
Timeslots Available	<b>Close Relationships Survey</b> (1 Points) (Online Study) Survey about
	<b>Mindfulness and Well-Being</b> (1.5 Points)
	<b>Laboratory Sessions for Physiologic Recovery - Part 3</b> (2.5 Points)

To sign-up for a study, click on "Timeslots Available" next to active studies.

If there are timeslots available, you will either participate via:

- Online web study to be completed via a link in the study and can be completed at any time
- Standard lab study where participation is in-person during a chosen available timeslot

If there are timeslots available, you will then select the timeslot that you would prefer to participate in. When you sign-up for a timeslot, the system will automatically send

you an email with the time and location of the study. You will also be sent a reminder email the day before the study. Please be aware of the cancellation deadlines. After a certain point (usually 24 hours prior to the study) you will not be able to sign-up for or withdraw from a study. If you fail to cancel your participation before the deadline you will be marked as a "no-show." **If you receive two no-shows your name will be sent to the system administrator and you will be barred from participating in further studies for the semester.**

After successfully participating in a study it is the Researcher's responsibility to note your participation in the study. Once the Researcher has noted your participation you will receive an email notifying you that you have received "extra credit" for your participation. You can keep track of the extra credit you earn by clicking on the "My Schedule/Credits" menu. From the "My Schedule & Credits" page, you will be able to view your study sign-ups and points earned.

## ALLOCATING YOUR EXTRA CREDIT POINTS TO SPECIFIC COURSES

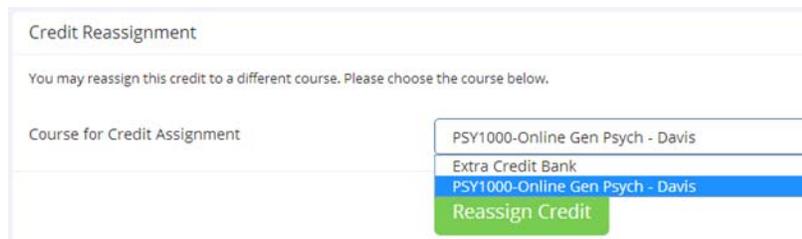
It is **your** responsibility to allocate your extra credit points to the course that you would like your extra credit applied for the current semester. To allocate your extra credit to a specific course or to the extra credit bank, click on the "My Schedule/Credits" menu.

Once on the "My Schedule & Credits" page, you will see the studies you have participated in as well as the courses to which your extra credit has been assigned. To change the course that your extra credit is going toward, click on the "Reassign" link.

Study Signups

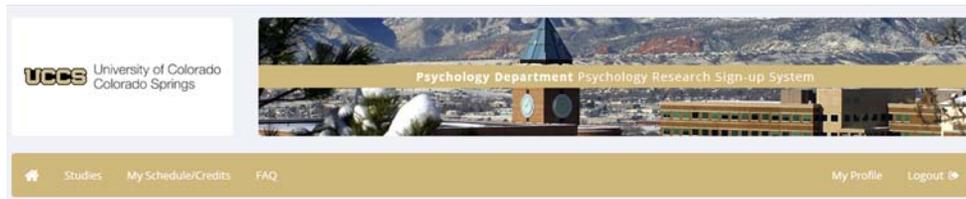
Study	Time	Location	Credit Status	Course	Comments	Cancel?
<b>Personality Questionnaires</b> Study Type: Online Study Points: 1 Points	May 15, 2009 9:00 AM	Online	0.5 Points granted on March 25, 2009.	Extra Credit Bank		
<b>Values, Beliefs &amp; Relationships</b> Study Type: Online Study Points: 0.5 Points	February 5, 2010 9:00 AM	Online	0.5 Points granted on March 25, 2009.	None		

This will bring you to a page with a drop down menu that allows you to select the course that you would like your extra credit allocated.

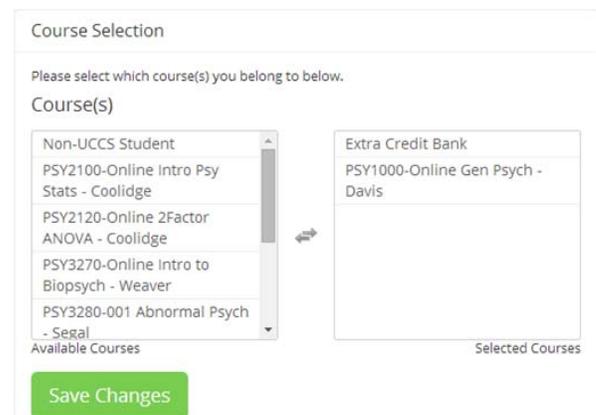
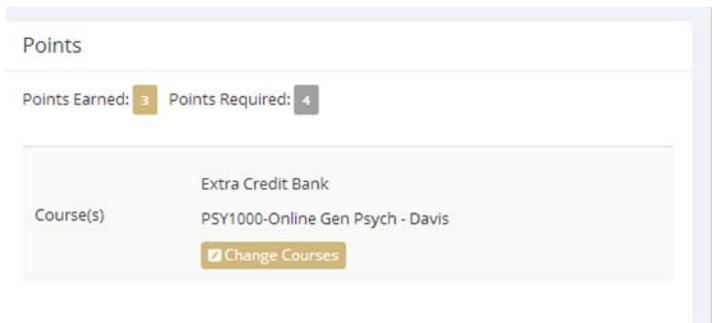


## CHANGING COURSE AND PROFILE INFORMATION

To change your profile information, including email, password, or to change courses click on the "My Profile" link.



To change or add a course to your course list, on the "My Profile" page, click on the "Change Courses" link. Click on the link and follow the instructions for selecting courses.



*Please note: If you do not see your course in the Course Selection list, the course does not allow extra credit from participation in psychological research through the Sona System. It is also important to note that courses are updated each semester.*

## IMPORTANT REMINDERS

**Important policies and announcements are updated and posted regularly on the main Sona login page.**

**Instructors may have different policies regarding the use of extra credit in their specific course:** Research extra credit is accepted in psychology courses based on an individual instructor's policy. To learn about the extra credit policy for a specific course, please ask the instructor who teaches the course.

**You are responsible for assigning the extra credit you earn to the course(s) of choice no later than the day before finals begin each semester:** It is your responsibility to assign the extra credit you have earned to the course that you would like the points allocated. All extra credit must either be assigned to the "Extra Credit Bank" (to carry over to a future semester) or the course(s) of your choice **no later**

**than the day before finals begin** each semester. Any points not assigned to the "Extra Credit Bank" or to a course will be **permanently** deleted from the system at the end of each semester.

**Participating in research is a privilege:** If you sign up for a study you must show up or cancel the participation. If you fail to cancel your participation before the deadline you will be marked as a no-show. If you receive two no-shows, you will be barred from participating in further studies (for extra credit) for the remainder of the semester.

**You are responsible for checking your email:** Important reminders and other Sona system announcements will be sent to the email address you provided upon creating your Sona account. To ensure that you receive Sona emails, please add [uccs-admin@sona-systems.net](mailto:uccs-admin@sona-systems.net) to your safe sender list. You are responsible for information sent to the email account you provided regarding your Sona account.

## SONA QUESTIONS AND INFORMATION

Contact:

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Access the UCCS Psychology Department website for Sona information:

<http://www.uccs.edu/psych/sona-system.html>