Sona Systems Instructions for <u>Participants</u>

The University of Akron Sona Systems website: <u>uakronpsychology.sona-systems.com</u>

I. Logging in to Sona Systems

**Participants Enrolled in Introduction to Psychology:

The names of all registered Introduction to Psychology students are uploaded into the Sona System database approximately 3 weeks after the semester begins. Once this uploading has occurred, an automated e-mail will be sent to each student. This e-mail will contain the student's User ID and Password. Follow these steps to log in:
1. Go to the Akron's Sona System homepage (see URL above).
2. Enter your User ID and Password under "University of Akron Psychology Research Participation System. For example, if your name is John Smith your User ID will likely be jsmith (Your ID will be e-mailed to your University of Akron e-mail address approximately 3 weeks after the semester begins).
3. Your password will be e-mailed to you with your User ID (you must change your password once you have logged into Sona Systems).
4. Select 'Log-in'.

If you want to see what research is available **earlier than 3 weeks** into the semester, follow the instructions below for students in non-Intro Psychology courses.

**Participants Enrolled in non-Intro Psychology courses:

All psychology students who are <u>not</u> in Introduction to Psychology need to create their own Sona Systems Account. Sona accounts only last for **one semester**, so be sure to re-register each semester as needed. To do so, follow these steps:
1. Go to Akron's Sona Systems homepage (see URL above).
2. Select "Request Account".
3. Fill in your personal information under "Account Information".
4. It is recommended that you make your User ID something that is simple and includes your name in some way (e.g. John Smith's User ID could be jsmith). If a User ID is already taken, try to add a number to the end of it.
5. Please use your University of Akron e-mail address for the required e-mail.
6. Adding a telephone number is required, but if you do not feel comfortable sharing your personal number you may add in a fake number (e.g. 555-555-5555).
7. Select all courses you wish to earn extra credit for.
   a. If your course is not on the available courses this means your instructor does not offer extra credit through Sona or they have not yet requested to have his or her class added to Sona. Talk to your instructor about this.
8. Once all personal information has been filled in select "Request Account".
9. Once you have created your account, an e-mail will be sent to you. The e-mail will include your User ID and a randomly generated password.

To log in after you have created an account:
1. Return to Sona Systems home page.
2. Enter your User ID and password that was e-mailed you for log in.
3. Select 'Log In'
4. It is recommended that you change your password to something you are more likely to remember, once you log in (you will be given the option to do this as soon as you log in).

II. Viewing Research Opportunities

To see what research opportunities are available:
1. Log in to Akron's Sona Systems using your User ID and password.
2. Select "View Available Studies".
3. Review the list of available experiments.
4. If you are interested in participating in a study, make sure you meet the eligibility requirements (e.g. male, 18-34 years old).
5. If you meet the eligibility requirements, click on the name of the study (under "Study Information" in blue).
6. Review the study information and make sure you are aware of how long the study runs, for how long it is available, and how many credits it is worth.
7. If you are still interested in the study, select "View Time Slots for This Study".
8. Select a timeslot that fits your schedule. Be sure to only sign-up for time slots you are positive you can make.

III. Viewing or Modifying your Research Schedule

To view the research sessions that you have signed up for:
1. Log in to Sona Systems.
2. Select "My Schedule/Credits" on the top main bar (in dark blue).
3. View your sign-up schedule and credit status.

To cancel a session that you signed up for:
1. Log in to Sona Systems.
2. Ensure you are on the homepage (select the house in the top left main bar).
3. Select "View or cancel my study appointments".
4. Indicate whether you are sure you want to drop the session.

Note that you must cancel more than 24 hours before your scheduled session. If you cannot cancel a session online because it is within 24 hours of your scheduled participation, call the Psychology Department Main Office (330-972-7280) or email the researcher. If you do not notify the researcher of your cancellation, you will be considered a "no show". If you accumulate two no-shows throughout the semester, you will not be permitted to participate in research for the remainder of the semester.

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IV. Modifying Your Account Information

If you want to change your name, phone number, or add a course:
1. Log in to Sona Systems.
2. Select "My Profile" in the top right main bar.
3. Make the necessary changes.
4. Select "Updated".

V. Moving Sona Credits between Classes

If you are enrolled in multiple psychology courses offering Sona credit, you can choose how to distribute your Sona credits:
1. Log in to Sona Systems.
2. Select "My Schedule/Credits".
3. Under "Study Signups" you will see every study you have signed up for and the number of credits assigned.
4. Each study will have a box for "Course".
5. If the credits from that study are not going to the course you want them to select "Reassign".
6. Select the course you wish the credit to be assigned to.
7. Select "Reassign Credit".

Be sure to logout when you are finished!

If you are having any issues with Sona Systems you should contact the Sona Systems administrator, Hemang Vaidya (hmv20@uakron.edu, office 305).