SONA PSYCHOLOGICAL RESEARCH SYSTEM USER GUIDE for PARTICIPANTS

The UAB Department of Psychology uses a web-based system to schedule research appointments and assign students credit for research participation. The following information is provided to help students in Introductory Psychology understand how to use the system. Please review it carefully and keep it handy as you learn to use the SONA system.

Important: The SONA system will stop assigning research credits <u>at the end of the last day of regular classes</u>. Students will not be allowed to participate in research during or after the finals period.

A.   Set Up an Account

1. Go to http://uab.sona-systems.com/ and then click on the link that requests an account. You will be required to provide some very basic information.


2. After you complete the enrollment process, you will receive an email notification with your login information. The email notification will include login instructions for the system.

3. You will be assigned a default password that you can change after your first login. You also will be allowed to provide an alternate email address (after your first login) in the event that you prefer to receive notifications at an address other than your UAB address.

4. Note that the email notification will come from the email address of the SONA system administrator (psychadmin@uab.edu). Thus, you should be sure to configure your junk mail filters to allow email from that address.

B.   Log In / Log Out

1. Once you have your login information, go to the front page of the SONA web site and enter your Blazer ID and password to login.
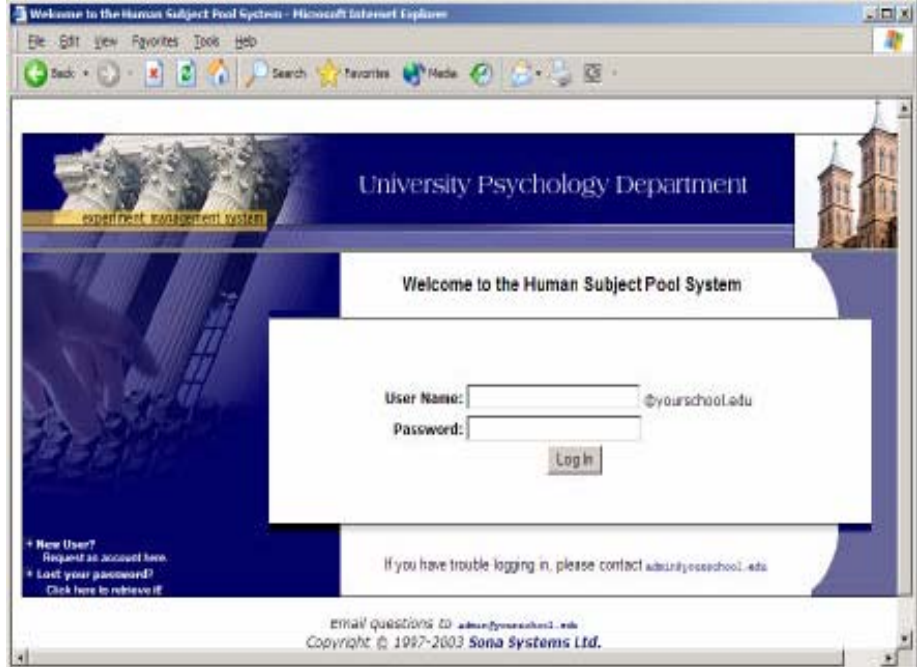
2. After you have entered your ID and password, you will see the "Main Menu":
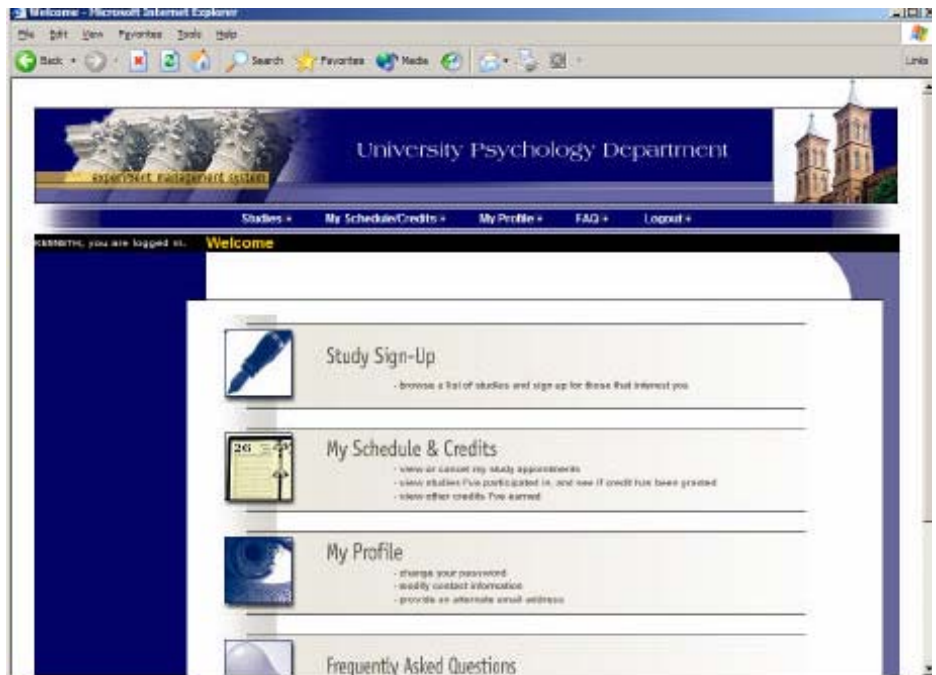
3. When you are through using the system, you should logout. It is especially important to logout if you are using a public computer. You will be automatically logged out after a certain period of inactivity, after which you can log back in if necessary.

C.   Retrieve a Lost Password

If you have forgotten or do not have your password, you can have your password emailed to you. Click on the link on the login page. If you provided an alternate email address (see next section), it will be sent there.

D.   Change Your Password and Other Information

To change your password or other information about yourself, click on "My Profile" from the top toolbar. To change your password, type your new password (twice, for confirmation) in the provided boxes. If you would *not* like to change your password, leave these boxes empty. You can also provide your phone number and/or an alternate e-mail address to which system notifications will be sent (e.g., when you receive credit for a study).

E.   *Viewing Studies*

To view available studies, click on "Studies" from the top toolbar. This will produce a drop down list of study numbers. As shown below, the list will also include information about whether the study has any timeslots available, and whether there are any special requirements that may restrict your eligibility to participate. At UAB, studies are listed by number, not by name.
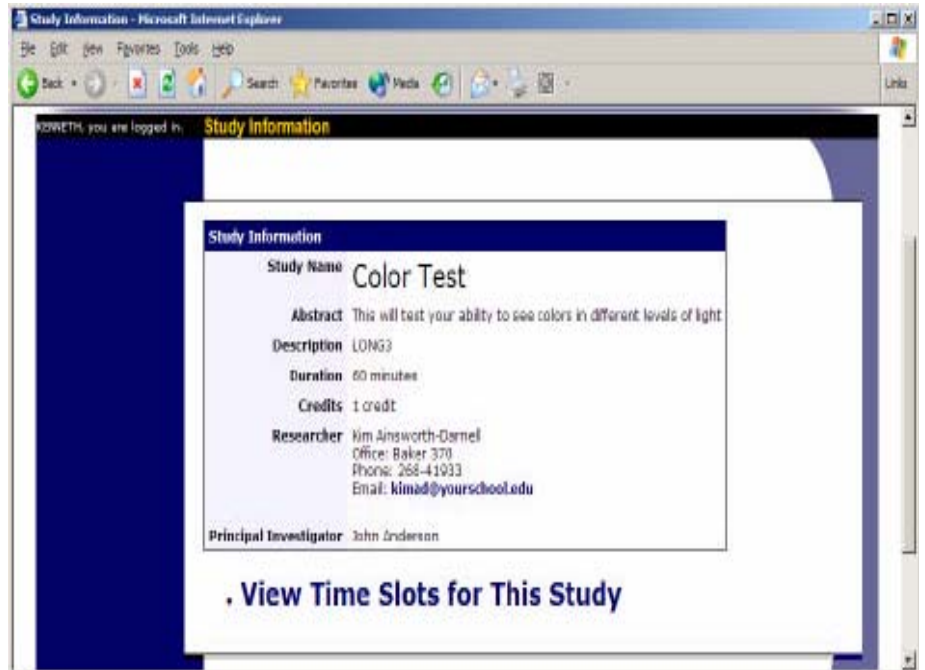
F.   *Signing Up for Studies*

1. To sign up for a study, click on the number of a study with available timeslots. This will also allow you to see any additional information that the investigator has provided (e.g., regarding credits earned or a contact person).

2. Note that some participant restrictions – such as prior participation in another study - are automatically enforced by the SONA system, with the system preventing ineligible participants from signing up. Other restrictions (e.g., left- or right handedness) are simply displayed, requiring participants to read and determine if they are eligible. Investigators will determine whether you are eligible when you arrive to participate in a study, not allowing you to participate if you do not meet listed study requirements. *Please attend carefully to study restrictions and make sure that you are eligible before you sign up.*

3. Once you have determined that you meet all requirements for a study, click on View Timeslots. Choose a timeslot that is convenient for you, and click Sign Up. You will see information displayed confirming the time and location of the study.
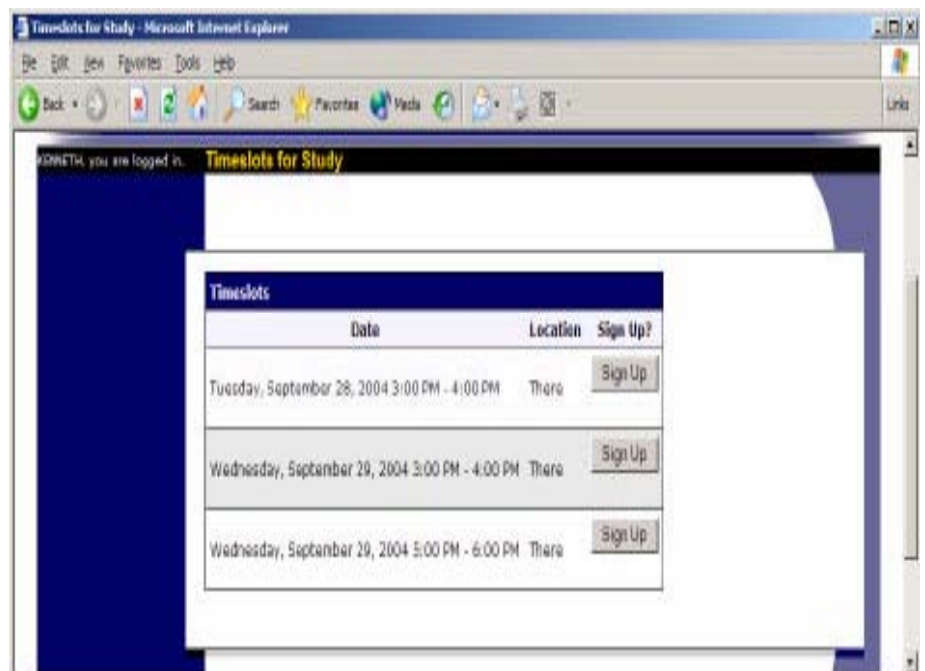
G.   Cancelling Once You Have Signed-Up

1. You can use the SONA system to cancel study appointments 24 or more hours in advance of the appointments.   To do so, choose the My Schedule/Credits option from the top toolbar. You will see listed all the studies for which you have signed up as well as studies that you have completed. Studies for which you have signed up will have a Cancel button next to them. To cancel, just click on this button.

2. *Note that the SONA system will not allow you to cancel appointments that are scheduled less than 24 hours away.* If you need or wish to cancel any closer to the time of your appointment, you should immediately call or send a note to the study's contact person indicating.

3. Once you click Cancel to cancel your sign-up, you will be presented a confirmation page. Click "Yes" to cancel your sign-up and the sign-up will be cancelled.
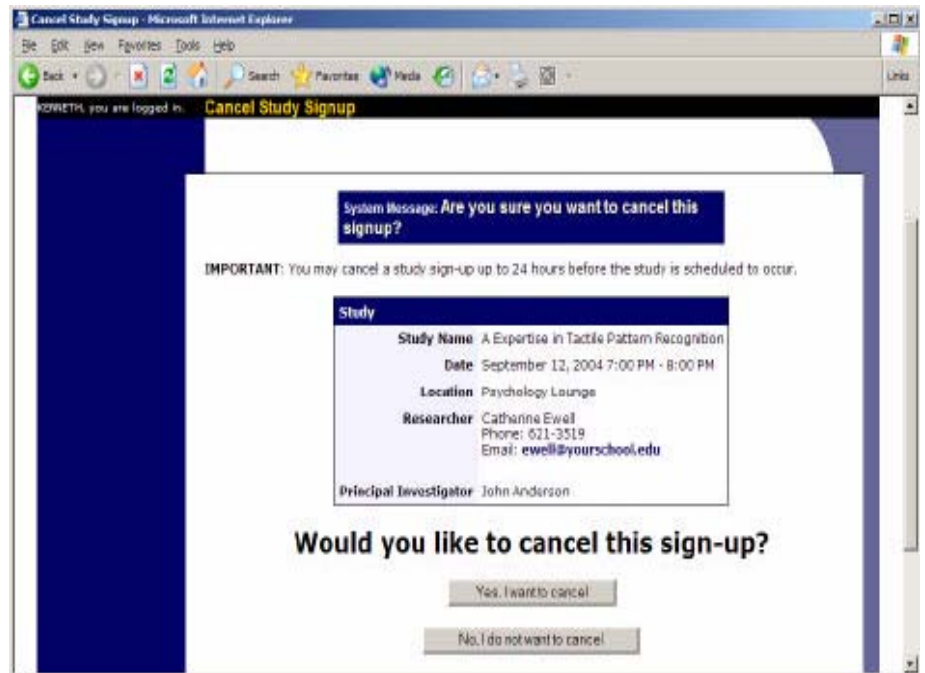
4. Note that the confirmation page will warn you if your cancellation might affect your ability to participate in other studies you have signed up for, due to pre-requisite restrictions. If the cancellation will affect your ability to participate in another study for which you are signed up, it is *your* responsibility to deal with this issue (e.g., by canceling the dependent study as well). The system will warn you, but will not block the cancellation.

5. Some studies are identified as two part studies. If you cancel the first part of one of these, the second part will be cancelled automatically. If you cancel the second part of a two part study, the first part will *not* be cancelled. Thus, you will need to ask the researcher to sign you up for the second part at a different time (assuming that you would like to participate in it at a later date).

H. Tracking Your Progress

1. You can track your progress in earning research credits by choosing the My Schedule/Credits option from the top toolbar.

2. When you view this page, you will see a summary of your progress toward satisfying the research requirement through research participation.

3. If you have signed up for any studies, those will be listed as well. In the list of studies, you will see information about your credit status.

I. Questions

If you have trouble using the SONA website, please contact Aeron Gault at psychadmin@uab.edu. See the document entitled **Research Requirement for Introductory Psychology**, or ask your instructor or the TA, if you have other questions about the research requirement.

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