Instructions for Using the IWU Sona System

In an effort to facilitate students' exposure to and involvement with psychological research, the Department of Psychology and the Center for Learning & Innovation have posted research studies on an online portal called Sona System. The instructions below are designed to assist students with:

1. Creating an account on the Sona System
2. Logging on the Sona System
3. Signing up for an experiment
4. Cancelling a scheduled appointment to participate in an experiment
5. Reassigning earned credits to a different class

Creating an account on the Sona System

If you already have an account from a prior semester, skip this section and logon with your existing username and password. If you cannot remember your password, you can retrieve it by following the link provided on the logon screen.

1. Go to the IWU SONA system website. Click on the small link on the left side under [New Participant?] that says "**Request an Account Here**"

2. Enter your personal information in the account creation form. It is strongly recommended that you complete every field – in the interest of verification and convenience.

You must use your University ID Number as the User ID (e.g. 123456789). This guarantees a unique & available User ID. Enter your **name, University email address, Phone, and your University ID (**in both the User ID and the Student ID field). Select ALL the courses for which you intend on earning research participation credits. **Check to ensure that you have used the correct University ID, used only your indwes.edu email address, and made accurate course selections. If your course is not listed, please contact your professor to have it added.**

3. Click on "**Request Account**." A confirmation message will be sent to the email address you entered (should only take a few minutes or less). Be sure to check your junk-mail filter before reporting a system/delivery error.

Logging in to the SONA System

1. When you receive the email, navigate to the SONA Systems website.
2. At the SONA Systems site, enter your User ID and Password as specified in the email.
3. After logging in, read the "**Human Subjects/Privacy Policy**" page and click "YES" or "NO" at the bottom of the page to indicate that you agree, or do not agree, with the policies.
4. Complete the **Prescreen** and indicate that you are over 18 years of age. **If you are not over 18, please email the** Research Coordinator **for an alternative way to earn credits**.
5. Click on "My Profile" and update your profile if necessary.

Signing up for Experiments

1. To view all available studies click on "Study Sign-Up" and you will be able to view the studies that are currently available for you to participate in.
2. To view the available timeslots for a particular study, click on "Timeslots Available" next to the study of interest and then click on "View Time Slots for This Study"
3. To sign up for a timeslot, click on "Sign Up" next to the time you want to participate and you will receive an e-mail confirmation. You should also receive a 'reminder' e-mail the day before your appointment. **Please be sure to show up for your appointments at least 5 minutes early** because often people cannot be allowed in the laboratory after the experiment begins.

Cancelling Scheduled Experiment Participation

If you absolutely must cancel your appointment, you may do so without receiving a penalty by:

1. Logging into the IWU SONA System.
2. Clicking on "My Schedule and Credits"
3. Clicking on "SIGN-UP HISTORY" at the bottom of the page
4. Selecting "Cancel" next to the study you need to cancel. Reminder: This must occur at least 24 hours in advance of the appointment time to avoid the 1 credit penalty.

Reassigning Earned Credits to a Different Class

Once you have earned credits, you may go to "My Schedule and Credits" page to reassign any credit(s) you have earned to a different course. Select "My Schedule and Credits" and click on "Reassign" under the courses column for the credit(s) you want to reassign.

Other Questions?

Navigate to the 'Frequently Asked Questions' page on the IWU SONA Website and read the information provided on the Department of Psychology's research participation website. If you still have questions or an unresolved issue, please contact the Research Coordinator in the Psychology Department at 765.677.2409 or send an email.