

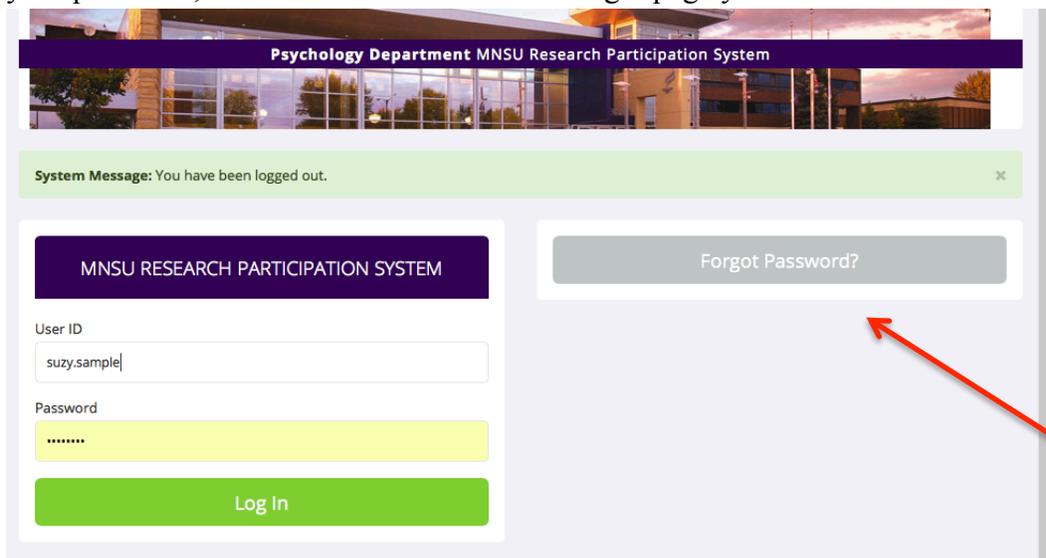
SONA SYSTEM INSTRUCTIONS FOR STUDENT RESEARCH PARTICIPANTS

At the beginning of the semester, if you are enrolled in a course that allows research participation for extra credit, you will receive an email that looks similar to this in your MNSU mailbox:



If you cannot find this email, you may also want to check your Junk E-mail folder, as some email applications filter emails from Sona Systems.

This email will tell you your login name, as well as your password. You may change your password, as well as select an alternate email address once you log into the system. If you forget your password, there is a button on the Sona login page you can click to retrieve it.



The first time you log into the system, you will have to respond to several items that will help researchers know what studies you are eligible for. You will not have to fill out this information again.

The home screen provides three options:

- Study Sign-Up – where you can view open studies and sign up for them
- My Schedule & Credits – where you can see what studies you have completed, and see a record of how many points you have received for research
- My Profile – where you can change your password, email address, and other details

The screenshot shows a user interface for a participant named Suzy Sample. The top navigation bar includes links for Home, Studies, My Schedule/Credits, FAQ, My Profile, and Logout. The main content area is divided into several sections:

- Study Sign-Up:** A green button labeled "VIEW AVAILABLE STUDIES".
- My Schedule & Credits:** Three links: "View or cancel my study appointments", "View studies I've participated in, and see if credit has been granted", and "View other Credits I've earned".
- My Profile:** Three links: "Change password", "Modify contact information", and "Provide an alternate email address".
- FAQ:** A link "Find answers to common questions".
- Credits Overview:** A circular progress indicator showing "0" and three categories: "Earned" (0), "Pending" (0), and "Required" (16).
- Upcoming Appointments:** A message "No Upcoming Appointments".

Signing Up for Studies

If you would like to sign up for a study, simply click on the “Study Sign-Up” box. You will see all available studies listed. You can click on the name of the study for more information about what you will have to do for the study. If you are interested, you can click “Timeslots Available” to sign up for a particular time.

Checking on Schedule of Studies/ Credits Earned

If you would like to see which studies you have signed up for, and how many points of research credit you have earned, click on the “My Schedule/Credits” link.

Mock Job Interviews Credits: 8 Credits	November 29, 2013 9:00 AM - 10:00 AM	AH 045	0 Credits granted on November 12, 2013.	None Reassign	8.00 Credits archived record Psyc 101-03	
A Study of Employer Preferences Study Type: Online Study Credits: 1 Credits	August 1, 2014 9:00 AM	Online	Awaiting action from researcher	Psyc-201- 0203		✕ Cancel? 

You can review which studies you have signed up for here. If you need to cancel your scheduled appointment, simply click on the Cancel button.

You can also see which studies you have earned credit for. *If you have completed a study and you have not received credit for it, you should contact the Principle Investigator (not your course instructor) Let the researcher know your name and the study you participated in.*

Changing Your Password/ Email Address

If you want to change your password, or if you would like Sona System to use an address different from your MNSU address, click on the “My Profile” link. Here, you will find instructions for changing your password.

Suzy Sample (Participant)

My Profile	
You may use this page to change your password and update other information about yourself. All fields are required unless marked otherwise.	
Name	Suzy Sample
User ID	suzy.sample@mnsu.edu
Alternate Email Address	<input type="text" value="xxx@yahoo.com"/>
Optional. If provided, all emails sent to you from the system will be sent to this address.	<input type="text" value="xxx@yahoo.com"/> (please enter twice for verification purposes)
Change Password	Enter your current password, then your new password twice, to change your password. Otherwise, leave blank. <input type="password" value="....."/> Current Password

Credits			
Credits Earned:	0	Credits Required:	16
Course(s)	Psyc-201-0203 Change Courses		
Prescreen Status	Completed		

Assigning Credits Earned to Classes

Because the points you earn can be applied to only one course at a time, you may choose which course you want to assign each credit. You may reassign credit at any time throughout the semester. For example, if you were struggling with your Psyc101 class, but now you notice that your grade is much worse in Psyc340, you can choose to put points toward that Psyc340 class instead. You must make sure you have your appoints assigned where you want them by the last day of classes. After this, the administrator freezes the system so that instructors can update their gradebooks.

The research credits you can earn is equal to the SUM of the number of allowed research credits for all the classes you are enrolled in for the current semester. For example, if Psyc101 allows 12 points of extra credit, and Psyc340 allows 9 points of extra credit, you can earn up to 21 points total. Some classes may not have a limit on how many points you can earn.

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