

Brief Student Guide to Using Sona Systems.

Please refer to the Sona Systems Documentation for more detailed instructions. It is available at: http://www.sona-systems.com/support/docs/ems_docs.pdf - student information is on pages 8- 19

In order to participate in experiments to earn Research Participation Credit, you must use our Sona Systems Experiment Management website. <http://creighton.sona-systems.com/>

1. If you were enrolled for this course before the first day of classes, you will receive an email within the first or second week of classes with your User ID and Password Information. **BE SURE TO SAVE THIS EMAIL FOR FUTURE REFERENCE!** This email will be from “Creighton Psychology Research Participation System” with the subject line, “Creighton Psychology Research Participation System Login Information”. If you enrolled in this course on/after the first day of classes, please see your instructor.
2. To enroll in a study, to view available studies, or to view your participation history, please direct your web browser to: <http://creighton.sona-systems.com/> or follow the link in the email you received with your login information.
3. Login using your User ID and Password. Once logged into the system, click on Studies on the top toolbar. You will see a list of studies, a brief description of each study will be listed, as well as any special requirements that may restrict your eligibility to participate in the study.
4. To sign up to participate in a study, find the study you would like to participate in and click on the study name for more information. You will see a list of any special restrictions or eligibility requirements, as well as a contact person if you have questions about the study.
5. Once you have determined you meet all the requirements, click on View Timeslots for This Study and you will see a list of available timeslots. Choose a timeslot that is convenient for you, and click Sign Up.
6. After you click Sign Up, you will see information displayed confirming the time and location of the study in which you plan to participate. Please record this information. You are now signed up for the study and the researcher will be expecting you to report to the study location at that date and time. If you do not report to the study and/or cancel your sign-up, you will be penalized ½ of one research credit for your absence.
7. If you need to cancel a timeslot you have signed up for, you can do this from the My Schedule and Credits page. Choose the My Schedule/Credits option from the top toolbar. You will see listed all the studies you have signed up for, as well as those you have completed. Studies you have signed up for that you are allowed to cancel will have a Cancel button next to them. There is a time limit before the study is to occur, when it is too late to cancel. This restriction may be listed at the bottom of the page, or can be found by clicking on the study name and viewing the study details.
8. Once you have completed a study, the researcher will assign credit to you online and this credit information will be available to you and your instructor. You do not have to give your instructor any “credit sheet”.

Please send questions about using Sona Systems to budesh@creighton.edu