

UNIVERSITY of  
NORTHERN COLORADO



College of Education and Behavioral Sciences  
Department of Psychological Sciences

### Research Participation Instructions for PSY 120

- Go to the website <http://unco.sona-systems.com>.
- Click on “Request an Account Here” under “New Participant” to create your account. You can choose any user ID and whatever email address you use most frequently.
- Once you have created an account, check your email for your login information. If you do not receive your login information right away, please check your email program’s junk mail folder before contacting the administrator.
- Once you have your login information, go back to <http://unco.sona-systems.com> and enter your user ID and password to login. You will be assigned a default password, which you can change, along with other information, by choosing “My Profile” from the main menu after your first login.
- To view a list of studies, click on “Studies.” Studies that currently have available participation times will have “TIMESLOTS AVAILABLE” listed next to the name of the study. If no studies have available timeslots, you may want to logon to the system a few days later to see if new timeslots have been added. To view more information about a study, click on the name of the study.
- To sign up to participate, click on the study name. 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. 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.” You will then see information displayed confirming the time and location of the study you are signed up for. You will receive an email confirmation as well as a reminder email the day before the study.
- If you need to cancel a timeslot you have signed up for, login to the system and choose “My Schedule/Credits” (this page can also be used to track your progress throughout the semester). 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 allow you to do so. There is a time limit before the study is to occur, where you will no longer be able to cancel your appointment through Sona-Systems. 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. **If you need to cancel an appointment and the deadline for cancellation has passed, please be considerate and attempt to notify the investigators of that study via phone or email.** Just as you would not like to show up for a study and find the investigator absent or late, notifying the investigator that you will not be present is proper courtesy. Investigator contact information is available online with the corresponding study’s information.
- Remember, students who prefer not to participate in research may write a paper to earn the required research credit. You are always free to opt out of research participation, even after you have signed up for a study.

***If you have any problems using this system, click on “Email questions to [unco-admin@sona-systems.net](mailto:unco-admin@sona-systems.net)” located on the bottom of the screen.***

## **Frequently Asked Questions**

*Immediately after I login, as soon as I click on any menu option, I am taken back to the login page and I see a message that my authentication has expired. What does this mean?*

Your web browser is not properly configured to accept cookies. You should turn on cookies in your web browser, use a different web browser (for example, try Firefox if you are currently using Internet Explorer), or try a different computer. Detailed instructions can be found if you go to the site and enter the url “cookie\_help.asp” in place of “default.asp” in the address bar of the browser, when you are on the front page of the site. Another easy thing to try is simply to use another computer. Usually the computers in university computer labs are configured correctly.

*I participated in a study, but I have yet to receive credit. How do I receive credit?*

The researcher must grant you credit. This is usually done shortly after your participation. If it has been some time and you have still not received credit, contact the researcher.

*Who can see the information about my sign-ups? I don't want everyone to know which studies I signed up for.*

Only the researcher and principal investigator of the study may see that you have signed up for it, along with the subject pool administrator. No other users, including other researchers or your instructor, may see this information.

*How do I change the email address where email notifications from the system are sent?*

Provide an Alternate Email address and notifications will be sent there. See the Email Address Options section of this documentation for more information. In some cases, this option may not be available.

*I wrote a paper instead of participating in studies. How do I know I have completed my requirements?*

View the My Schedule and Credits page and any non-study credit will also be listed there. See the Tracking Your Progress section of this documentation for more information.

*I noticed that with some studies, I can sign up for them again even if I participated before, while others don't allow for this. Why is this?*

Researchers can choose if their studies allow you to participate more than once. Not all studies allow you to participate more than once.

*I attempted to sign up for a study, and I was prevented from doing so because the study I was trying to sign up for is a disqualifier for another study I am scheduled to participate in. Why is this?*

If you have signed up for a study that has disqualifiers (studies you must *not* have participated in to participate in that study), you may not then sign up for the studies that

are listed as the disqualifier studies. You *are* allowed to sign up for the disqualifier studies if the disqualifier study will take place after the study with disqualifiers, or if you have already participated in (and received credit for) the study with disqualifiers. The easiest way to sign up for both studies is to schedule the disqualifier study at a time later than the study with disqualifiers.