

# **Department of Psychology Experiment Management System**

## **Student Tutorial**

Texas Christian University

# How to Set-up Your Account

- If you don't have a sona account, you will need to set one up.
- Visit SONA-systems at <https://tcu.sona-systems.com> and select "TCU Single Sign-On Log In".

TCU

Department of Psychology Psychology Research Participation System

PSYCHOLOGY RESEARCH PARTICIPATION SYSTEM

TCU Single Sign-On Log In

Important SONA-System Announcement:  
SONA is now closed. You will be unable to reallocate credit at this time.

Request Account

# How to Log In

- You will be directed to the screen below to **enter your TCU user name and password.**

TCU

Use of TCU Information resources is subject to University policies and other applicable laws.

Login to Sona Systems (USA)

Username [> Forgot your password?](#)

Password [> Need Help?](#)

Don't Remember Login

Clear prior granting of permission for release of your information to this service.

Login

- If you do not remember your TCU credentials, click “Forgot your password?” or “Don’t Remember Login”.

# How to Select Your Course(s)

- **Select the correct course**
  - pay attention to the professor's name and in some cases, the course time!
  - You can edit this later if you have a schedule change
- Only select courses for which your professor allows extra credit via research experience.

### Course Selection

Please select which course(s) you belong to below.

Course(s)

|                                  |   |
|----------------------------------|---|
| Abnormal (Augustine; May)        | ^ |
| Applied BX (Petursdottir; June)  |   |
| Developmental (Ekas; July)       |   |
| General Psych (Augustine; July)  |   |
| Intro Neuro (Boehm; June)        |   |
| Personality (Cox; May)           |   |
| Psych of Choice (Leising; May)   |   |
| Psychopharm (Torres Bares; July) | v |

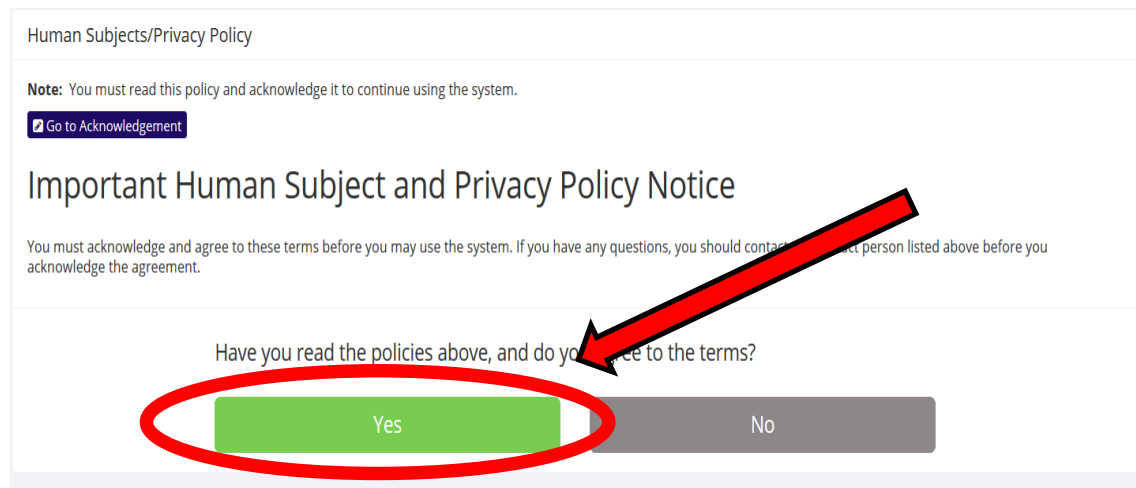
Available Courses

Selected Courses

Save Changes

# How to Set-up Your Account

- You will have the opportunity to review the human subject and privacy policy.
- To participate in research, you must acknowledge the agreement by clicking “yes”.



Human Subjects/Privacy Policy

**Note:** You must read this policy and acknowledge it to continue using the system.

[Go to Acknowledgement](#)

### Important Human Subject and Privacy Policy Notice

You must acknowledge and agree to these terms before you may use the system. If you have any questions, you should contact the contact person listed above before you acknowledge the agreement.

Have you read the policies above, and do you agree to the terms?

Yes  No

# How to Complete the Study Qualifier

- It is short (~15 questions)
- Responses will be used to determine if you qualify for studies
- Responses will be kept confidential
- Make sure you read each question carefully.
- You CANNOT change your responses once you submit your answers at the end
- You MUST complete the entire study qualifier, and hit "SAVE" at the end.

You will now complete the study qualifier by responding to questions about yourself. The task is short (~15 questions) and is divided into separate sections. Researchers will use this information to determine if you qualify to participate in their studies. Thus, we will use your responses for research purposes only, and they will be kept strictly confidential.

Please answer each question to the best of your ability. You must complete the entire study qualifier, and you may choose not to respond to any question. Note that if you do not respond, researchers will not have your information, which may limit the number of studies that you qualify for.

Start Prescreen

**System Message:** Responses noted. ×

A summary of your responses is below. If you would like to change any of your responses, this is your only opportunity to do so. After you save the Prescreen, you may not change any of your responses. Click on the response to change your response. If you are satisfied with your responses, you may save the Prescreen now.

Save Prescreen



# Welcome Screen

- Study Sign-Up - To schedule an experiment
- My Schedule & Credits - To see your participation in research and credit history
- My Profile - To make changes to your account profile

The screenshot displays the 'Department of Psychology Psychology Research Participation System' interface. At the top left is the TCU logo. The navigation bar includes 'Studies', 'My Schedule/Credits', and 'FAQ'. The user is identified as 'Cathy Cox (Participant)'. The main content area is organized into three primary sections: 'Study Sign-Up' (featuring a green 'VIEW AVAILABLE STUDIES' button), 'My Schedule & Credits' (with links for appointments, participation history, and earned hours), and 'My Profile' (with links for password, contact info, and alternate email). A right-hand sidebar provides a 'Hours Overview' (0 Earned, 0 Pending) and 'Upcoming Appointments' (None).

# How To Change or Add Course(s)

- To change your course or add courses, select any option under “My Profile”

The screenshot shows the user interface for the TCU Department of Psychology Psychology Research Participation System. The user is logged in as Cathy Cox (Participant). The interface includes a navigation bar with links for Studies, My Schedule/Credits, and FAQ, along with My Profile and Logout options. The main content area is divided into several sections: Study Sign-Up (with a green button for 'VIEW AVAILABLE STUDIES'), My Schedule & Credits (with options to view or cancel appointments, view studies, and view other hours), My Profile (with options to change password, modify contact information, and provide an alternate email address), and FAQ (with a link to find answers to common questions). A red circle highlights the 'My Profile' section, and a red arrow points to a larger, detailed view of the 'My Profile' options on the right side of the interface.



# How to Change or Add Course(s)

- change your courses here

Hours

Hours Earned: 0 Hours Required: 0

| Course(s)              |
|------------------------|
| Interactive Data (Cox) |

Prescreen Status: Not Completed

**Change Courses**

- Once you make your course changes, click “Save Changes” at the bottom

Course Selection

Please select which course(s) you belong to below.

Course(s)

| Available Courses                     | Selected Courses       |
|---------------------------------------|------------------------|
| Basic Leadership (10am McFarland)     | Interactive Data (Cox) |
| Basic Leadership (11am McFarland)     |                        |
| Behavioral Research (Miller)          |                        |
| Behavioral Research (Weise)           |                        |
| Child Psych (Hurst)                   |                        |
| <b>Cognitive Development (Tauber)</b> |                        |

**Save Changes**

# Scheduling Experiments



Department of Psychology Psychology Research Participation System



Studies

My Schedule/Credits

FAQ

My Profile

Logout

Cathy Cox (Participant)

Study Sign-Up

[VIEW AVAILABLE STUDIES](#)

My Schedule & Credits

View or cancel my study appointments

★ View studies I've participated in, and see if credit has been granted

★ View other Hours I've earned

Hours Overview



0  
Hours Earned



0  
Hours Pending

Upcoming Appointments

No Upcoming Appointments

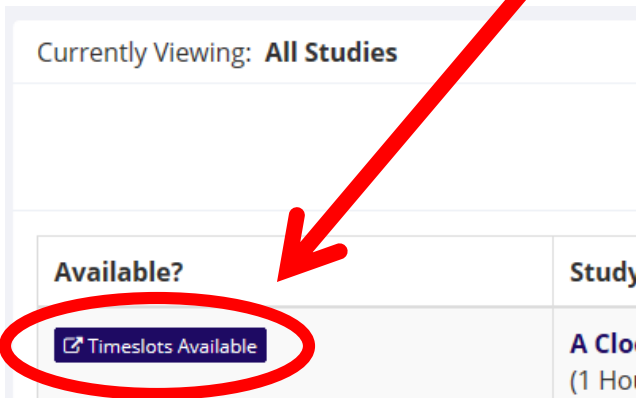
# Study Sign-up

- Read the study description to see if you are eligible for it
- If you see an experiment that you would like to participate in, click on “Timeslots Available” to view available appointment times

Currently Viewing: **All Studies**







View studies with available timeslots on :

| Available?                            | Study Information                      | Eligibility                                     |
|---------------------------------------|----------------------------------------|-------------------------------------------------|
| <a href="#">🔗 Timeslots Available</a> | <b>A Clockwork Orange</b><br>(1 Hours) | <u><a href="#">Prior study restrictions</a></u> |



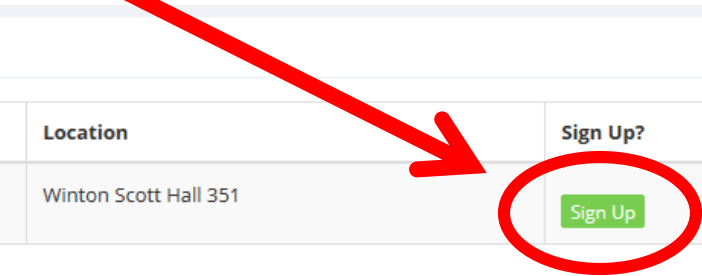
# Making an Appointment

- Read the description of the study to be sure that you would like to participate
- Click on “View Time Slots for This Study” to view available time slots and make your appointment

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Study Name                                     | A Clockwork Orange                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Study Type                                     |  <b>Standard (lab) study</b><br>This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time.                                                                                                                                                                                                                       |
| Hours                                          | 1 Hours                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Duration                                       | 40 minutes                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Sign-Up Restrictions                           | You must NOT have signed up or completed ANY of these studies:<br><ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Back to the Future (Inactive)</li><li><input checked="" type="checkbox"/> Crocodile Rock (Inactive)</li><li><input checked="" type="checkbox"/> Skyfall (Inactive)</li><li><input checked="" type="checkbox"/> Skyfall 2 (Inactive)</li><li><input checked="" type="checkbox"/> The Prestige</li></ul> |
| Description                                    | This study is interested in how personality traits influence physiological arousal. It involves filling out a questionnaire form and having participants' physiological responses measured. The study takes approximately 45-60 minutes to complete and is worth 1 credit. The best place to wait is in the main hall of the 3rd floor of the Winton-Scott Hall building (where the seats are).                                                    |
| Researchers                                    | Kiely Alfieri <br>Renate Beck <br>Mike Kersten <br>Christian Sullivan                                  |
| Principal Investigator                         | Cathy Cox                                                                                                                                                                                                                                                                                                                                                     |
| Deadlines                                      | Sign-Up: 0 hour(s) before the appointment<br>Cancellation: 0 hour(s) before the appointment                                                                                                                                                                                                                                                                                                                                                        |
| <a href="#">View Time Slots for This Study</a> |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

# Appointment Times

- Select a time that works for you. If there are no time-slots that are good for you, check back again. Check sona regularly because new studies and times are always being posted
- Click “Sign-Up” to confirm your appointment time
- Be sure to write down your appointment day, time, and location, and do not forget



| Date                                     | Location              | Sign Up?                               |
|------------------------------------------|-----------------------|----------------------------------------|
| Friday, August 1, 2014 5:00 PM - 5:40 PM | Winton Scott Hall 351 | <input type="button" value="Sign Up"/> |

**System Message:** Sign-up Successful



Your signup has been completed. Please copy down the following information:

### Signup Information

**Location, Date, and Time**

|                               |                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Study Name</b>             | A Clockwork Orange                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Date</b>                   | August 1, 2014 5:00 PM - 5:40 PM                                                                                                                                                                                                                                                                                                                                                                |
| <b>Location</b>               | Winton Scott Hall 351                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Detailed Description</b>   | This study is interested in how personality traits influence physiological arousal. It involves filling out a questionnaire form and having participants' physiological responses measured. The study takes approximately 45-60 minutes to complete and is worth 1 credit. The best place to wait is in the main hall of the 3rd floor of the Winton-Scott Hall building (where the seats are). |
| <b>Researcher</b>             | Mike Kersten<br>Email: <a href="mailto:mike_kersten@yahoo.com">mike_kersten@yahoo.com</a>                                                                                                                                                                                                                                                                                                       |
| <b>Principal Investigator</b> | Cathy Cox                                                                                                                                                                                                                                                                                                                                                                                       |



Department of Psychology Psychology Research Participation System



Studies

My Schedule/Credits

FAQ

My Profile

Logout

Cathy Cox (Participant)

### Study Sign-Up

[VIEW AVAILABLE STUDIES](#)

### My Schedule & Credits

- View or cancel my study appointments
- ★ View studies I've participated in, and see if credit has been granted
- ★ View other Hours I've earned

### My Profile

- Change password
- Modify contact information
- Provide an alternate email address

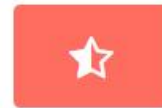
### FAQ

- Find answers to common questions

### Hours Overview



0  
Hours Earned



1  
Hours Pending

### Upcoming Appointments

#### A Clockwork Orange

Friday, August 1, 2014 5:00 PM - 5:40 PM Winton Scott Hall 351

# Cancellations

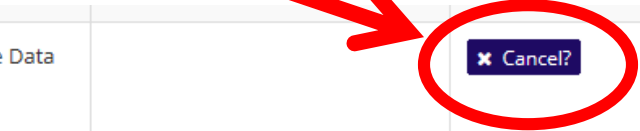
- To cancel an appointment, go to “My Schedule/Credits”

The screenshot shows the TCU Department of Psychology Research Participation System interface. The navigation bar at the top contains the TCU logo, the text "Department of Psychology Psychology Research Participation System", and a menu with "Studies", "My Schedule/Credits", and "FAQ". The "My Schedule/Credits" link is circled in red. Below the navigation bar, the user's name "Cathy Cox (Participant)" is displayed. The main content area is divided into several sections: "Study Sign-Up" with a green button labeled "VIEW AVAILABLE STUDIES"; "My Schedule & Credits" which is circled in red and contains three links: "View or cancel my study appointments", "View studies I've participated in, and see if credit has been granted", and "View other Hours I've earned"; "My Profile" with links for "Change password", "Modify contact information", and "Provide an alternate email address"; and "FAQ" with a link "Find answers to common questions". On the right side, there is an "Hours Overview" section showing "0 Hours Earned" and "1 Hours Pending", and an "Upcoming Appointments" section listing "A Clockwork Orange" on Friday, August 1, 2014, from 5:00 PM to 5:40 PM at Winton Scott Hall 351.



# Cancellations

- Click “cancel” next to the appointment that you wish to cancel



|                                                 |                                     |                          |                                    |                           |                           |
|-------------------------------------------------|-------------------------------------|--------------------------|------------------------------------|---------------------------|---------------------------|
| <b>A Clockwork Orange</b><br><br>Hours: 1 Hours | August 1, 2014 5:00 PM<br>- 5:40 PM | Winton Scott<br>Hall 351 | Awaiting action from<br>researcher | Interactive Data<br>(Cox) | <a href="#">✕ Cancel?</a> |
|-------------------------------------------------|-------------------------------------|--------------------------|------------------------------------|---------------------------|---------------------------|

- Too many “unexcused no-shows” (i.e., when you fail to cancel a study & don’t show up) will suspend your sona account

# How Many Credits Have I Earned?

TCU

Department of Psychology Psychology Research Participation System

Home Studies My Schedule/Credits FAQ My Profile Logout

Cathy Cox (Participant)

Study Sign-Up

VIEW AVAILABLE STUDIES

My Schedule & Credits

- View or cancel my study appointments
- View studies I've participated in, and see if credit has been granted**
- View other Hours I've earned

My Profile

- Change password
- Modify contact information
- Provide an alternate email address

FAQ

Find answers to common questions

Hours Overview

|  |                   |  |                    |
|--|-------------------|--|--------------------|
|  | 1<br>Hours Earned |  | 0<br>Hours Pending |
|--|-------------------|--|--------------------|

Upcoming Appointments

No Upcoming Appointments

# Under “View Studies I Have Participated in ...”

|                           |                                     |                          |                                       |                           |  |
|---------------------------|-------------------------------------|--------------------------|---------------------------------------|---------------------------|--|
| <b>A Clockwork Orange</b> | August 1, 2014 5:00 PM<br>- 5:40 PM | Winton Scott<br>Hall 351 | 1 Hours granted on<br>August 1, 2014. | Interactive Data<br>(Cox) |  |
| <b>Hours:</b> 1 Hours     |                                     |                          |                                       | <a href="#">Reassign</a>  |  |

- The only way for your Professor to know that you have earned credit is to ASSIGN that credit to the course
- You can “Reassign” credit on the “My Schedule/Credits” page
- Credits that are not assigned to a course will never be made available to your course Instructor. Be sure to assign all credits in order to receive your experiment participation credit

Credit Reassignment

You may reassign this credit to a different course. Please choose the course below.

Course for Credit Assignment:

[Reassign Credit](#)

Select Course from drop down and click “Reassign Credit”

# See Login Page for Important Announcements Throughout the Semester



PSYCHOLOGY RESEARCH PARTICIPATION SYSTEM

TCU Single Sign-On Log In

**Important SONA-Systems Announcement:**

SONA is now open (i.e., Summer 2019). Please be aware that we have implemented a new login. You will need to use your TCU login credentials to access the system.

Request Account

# Frequently Asked Questions

- ***What if I'm under 18 years old?*** If you are under 18, there is a form that you are required to submit before being allowed to participate in research. This form requires a parent's signature. See Cindy Hayes in WIN 246 for a copy of the form.
- ***Can I just show up to studies when it's convenient for me?*** No. You must sign-up for experiments in sona-systems in order to receive participant credit. DO NOT show-up for experiments unless you have signed-up in advance.
- ***What if I can't find a study or a time that works for my schedule?*** Sona-systems is constantly changing. Check sona-systems regularly because new studies and times are always being posted. Further, don't wait for experimenters to contact you – check sona regularly.
- ***What if I didn't get my credit?*** Experimenters do their best to award credit in a timely fashion (1-2 days). Contact the experimenter if you do not see credit awarded within 1 week of your participation.
- ***What if I accidentally missed an appointment?*** 3 “unexcused no shows” will result in a suspension of your sona account.
- ***Who should I contact if I have questions?*** If you have questions about a specific study, contact the researcher(s) associate it. You can find this information listed under “Researchers” for each study posted in SONA-systems. If you have any other questions, please contact the SONA administrator. Contact information for the SONA administrator can be located at the bottom of screen in SONA (<https://tcu.sona-systems.com>).

See the “FAQ” page in sona for answers to other frequently asked questions.