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”.

[Image of TCU Single Sign-On Log In button]
How to Log In

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

• 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.
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”.
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.
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
How To Change or Add Course(s)

- To change your course or add courses, select any option under “My Profile”
How to Change or Add Course(s)

- change your courses here

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

[Image of a webpage interface with a focus on the Study Sign-Up section, highlighting the option to view available studies.]
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
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
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.
<table>
<thead>
<tr>
<th>Location, Date, and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Study Name</strong></td>
</tr>
<tr>
<td><strong>Date</strong></td>
</tr>
<tr>
<td><strong>Location</strong></td>
</tr>
<tr>
<td><strong>Detailed Description</strong></td>
</tr>
<tr>
<td><strong>Researcher</strong></td>
</tr>
<tr>
<td><strong>Email</strong></td>
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<tr>
<td><strong>Principal Investigator</strong></td>
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</tbody>
</table>
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”
Cancellations

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

• 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?

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

- Hours Overview
  - Hours Earned: 1
  - Hours Pending: 0

- Upcoming Appointments
  - No Upcoming Appointments
Under “View Studies I Have Participated in …”

- 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.

Select Course from drop down and click “Reassign Credit”
See Login Page for Important Announcements Throughout the Semester

**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.
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 accidently 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](https://tcu.sona-systems.com)).

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