

Participating in Psychology Studies

Step 1: request a Sona Systems user account:

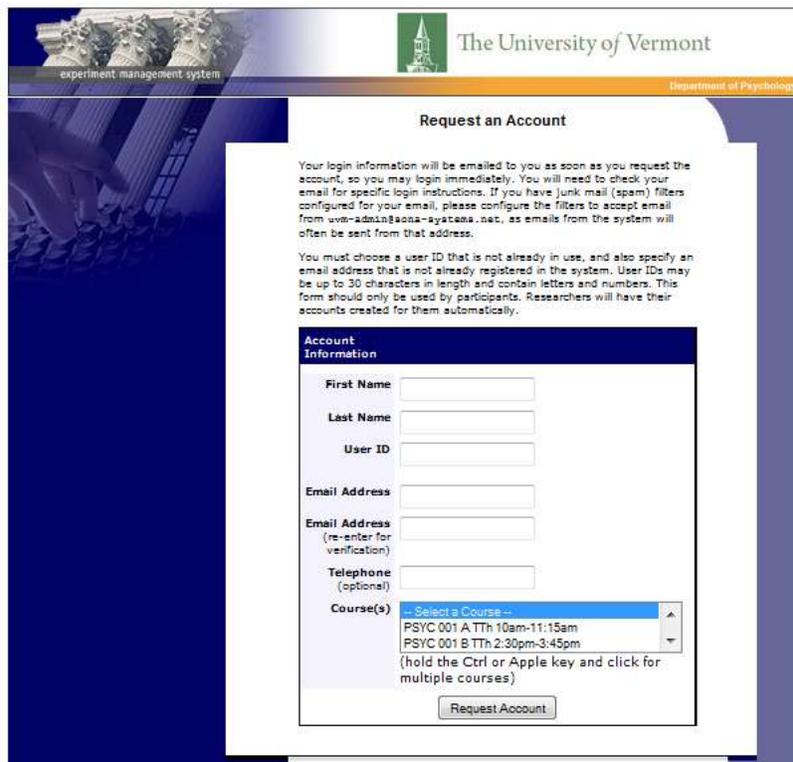
- Browse to <https://uvm.sona-systems.com/> (please use a reasonably up-to-date Web browser!)



The screenshot shows the login page for the Psychology Participant System. At the top, it says "The University of Vermont" and "Department of Psychology". Below that, it says "Welcome to the Psychology Participant System". There are two input fields: "User ID:" and "Password:". Below the password field is a "Login" button. On the bottom left, there are links: "New Participant? Request an account here.", "Lost your password? Click here to retrieve it", and "Click here to retrieve it".

At the bottom left, click on "New Participant / Request an account here". Fill out information on this form (other than phone number, which is not needed) and click "Request Account". **Please note:**

- ***Do NOT use your UVM NetID or 95 number.*** Instead, choose your own User ID that can be any combination of letters and numbers. You will be assigned a random password which you can change in the system. *Do NOT change this to your NetID password or password used for other sites, because it may be sent via email. Instead, choose and write down a unique password for this site.*
- However, *be sure to use your UVM email address;* this is required to prevent fraudulent logins.
- At the bottom of the form, select all relevant course sections that you are enrolled in this semester. Use the Control (Windows) or Apple key to select multiple sections. If a course does not appear, that class is not currently awarding credit for studies.



The screenshot shows the "Request an Account" form. At the top, it says "Request an Account". Below that, there is a paragraph of text: "Your login information will be emailed to you as soon as you request the account, so you may login immediately. You will need to check your email for specific login instructions. If you have junk mail (spam) filters configured for your email, please configure the filters to accept email from uvm-admin@sona-systems.net, as emails from the system will often be sent from that address." Below that, another paragraph: "You must choose a user ID that is not already in use, and also specify an email address that is not already registered in the system. User IDs may be up to 30 characters in length and contain letters and numbers. This form should only be used by participants. Researchers will have their accounts created for them automatically." Below the text is a form with the following fields: "First Name", "Last Name", "User ID", "Email Address", "Email Address (re-enter for verification)", "Telephone (optional)", and "Course(s)". The "Course(s)" field is a dropdown menu with the following options: "Select a Course...", "PSYC 001 A TTh 10am-11:15am", and "PSYC 001 B TTh 2:30pm-3:45pm". Below the dropdown menu is a button labeled "Request Account".

Step 2: Login to the site and browse studies.

Your login information and instructions will be emailed to you (if this does not come within a few minutes of registering, make sure that email from uvm-admin@sona-systems.net is not being blocked or routed to your junk mail folder. However, do not reply to that email address, as it is unmonitored. Email Keith.Burt@uvm.edu for system support.)

From the main page, you can browse studies, track your "points" / progress / signups, cancel a signup, and view/edit your user profile.



Click on "Study Sign-Up" to see studies and view when studies have openings. Click on the name of any study for more information and to view timeslots.

Step 3: Sign up for studies.

When you sign up for a study, you will be able to choose which class to assign points to from a drop-down menu. In the example below, the study also has a password ("invitation code"), so you must contact the researcher before signing up.

Timeslots			
Date	Location	Course to Credit	Sign Up?
NOTE: This study requires a special password (invitation code) to sign up. To sign up, you must enter this invitation code. The researcher should have provided you with this information, assuming you qualify for the study.			
Tuesday, October 1, 2013 9:00 AM - 10:00 AM	Dewey 221	PSYC 001 A TTh 10am-11:15am	Invitation Code: <input type="text"/> <input type="button" value="Sign Up"/>
Tuesday, October 1, 2013 10:00 AM - 11:00 AM	Dewey 221	PSYC 001 A TTh 10am-11:15am	Invitation Code: <input type="text"/> <input type="button" value="Sign Up"/>
Tuesday, October 1, 2013 11:00 AM - 12:00 PM	Dewey 221	PSYC 001 A TTh 10am-11:15am	Invitation Code: <input type="text"/> <input type="button" value="Sign Up"/>

Please note:

- The system assigns "**points**" for study completion. **1 POINT on this system = 1 HOUR** of your time. Policies for how system points are used for course credit may vary by class.
- Many studies have eligibility requirements, which should be clearly shown as part of the study description. *It is your responsibility to ensure that you meet these requirements. If you come to a scheduled session to which you are not eligible, you will not be able to receive credit for participation.*
- Some studies may require a password (Invitation Code). This is provided by researchers when they wish to pre-select participants for a study.
- Some studies may require two visits, scheduled a certain number of days apart.
- Some studies may be completed online.
- Studies will have a time limit beyond which you cannot sign up and cannot cancel a signup. Please ensure you are able to commit to studies that you sign up for.
- It may take up to 48 hours for credit to be applied for a study you participated in.