1. Go to rice.sona-systems.com and click “Request Account”
2. Read instructions, enter Account Information, select the courses you are taking, and click “Request Account”.

- All fields are required (except Telephone)
- Select all courses that you are enrolled in that either:
  a) require research participation as part of the course
  OR
  b) provide extra credit for research participation.

After all required fields are completed, click "Request Account".
3. Once your account is approved by the Sona Administrator, a temporary password will be sent to you. Please use the “change password” link to set that to something you will remember. Now, you can login to the Sona website and search for studies by clicking “View Available Studies”.
4. After clicking “View Available Studies”, you are brought to the page shown below.

- In this example, there are 2 studies that students can sign up for:
  - *Example Study #1* and *Example Study #2*
- By default, this screen shows you all the studies that have open timeslots. If you would like to search for studies using a specific date, you can do so by changing the date listed. In this example, you would change “Tuesday, August 6, 2019” to another date and click the “GO” button.
5. After clicking on “Timeslots Available”, a new page will open that displays information about the study. The study listed below (Example Study #1) is an in-person study, also referred to by Sona as a “Standard(lab) study”. You can also see that this study is designed to be 60 minutes long and it is worth 1 credit.

**Read this information carefully to make sure you are eligible for the study.**

If you are eligible for the study, click on “View Time Slots for This Study”.
6. After clicking on “View Time Slots for This Study”, open time slots will be displayed. In this example, there are 5 time slots, all of which are on Friday, August 9th. To sign up for a specific time slot, click “Sign Up” on the time slot that works for your schedule.

After clicking on “Sign Up”, you will be directed to a confirmation page. After you confirm that this information is correct, click “Sign Up”. Here, you can choose which course you will be assigning this credit to. In this example, the course is PSYC 101.
7. After you sign up to participate in a study, you will receive email confirmation that contains details about the study. You also have the option of adding this appointment to your calendar.

You can also use the Sona website to view the studies you are signed up for by clicking “My Schedule/Credits”, which is located at the top of the page.
When you click on “My Schedule/Credits”, you will see every time slot that you are signed up for. In this example, the only study that this student is signed up for is Example Study #1.

- If you would like to change which course you will be assigning credit to, you can do so on this page. To change the course, click “Reassign” and choose another course. Note that you can also choose which course to distribute credit to at a later time, including after you receive credit for your research participation.

- This page also shows you the number of credits you have earned, the number of credits that are pending (waiting for approval), and the number of credits that your coursework requires.

- You can also cancel your appointments on this page.
8. When you return to the home screen, you can now see that the “Credit Overview” section has been updated. Note that you navigate to the home screen by clicking on the small white house icon toward the top left of the screen. This page now shows that this student has 1 credit pending. It also shows that this student has an upcoming appointment, and lists out the name of the study, the date and time, and the location of the study.
9. Online Surveys

You access online surveys the same way as you access in-person studies. Just like before, you click “View Available Studies” on the home screen. All studies that are designed to be completed online will be labeled as such in the Study Information Column. As shown below, Sona used the lab of “(Online Study)”.

To sign up for this study, you follow the same steps as before:

1) click “Timeslots Available”
2) click “View Time Slots for This Study”
3) click “Sign Up”
4) confirm by clicking “Sign Up” on the next page
9. Online Surveys (continued)

You have the option of completing the online study immediately after signing up by clicking “Complete Survey Now”. The other option is to complete the online study at a later time. Note that online studies will have a Participation Deadline. Students must complete the online study prior to this deadline. In this example, the deadline is Friday, August 9th at 1:00 PM.

<table>
<thead>
<tr>
<th>Study Name</th>
<th>Online Survey #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation Deadline</td>
<td>August 9, 2019 1:00 PM</td>
</tr>
<tr>
<td>Website</td>
<td>Complete Survey Now</td>
</tr>
<tr>
<td>Brief Description</td>
<td>Students must be 18 years of age or older to participate in this study. This survey asks you a single question.</td>
</tr>
<tr>
<td>Researcher</td>
<td>Psychology Researcher</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:mulfinger@rice.edu">mulfinger@rice.edu</a></td>
</tr>
</tbody>
</table>

Please contact your Sona Administrators if you have any questions:

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