

1. Go to rice.sona-systems.com and click “Request Account”

The screenshot shows a web browser window with the URL <https://rice.sona-systems.com> in the address bar. The page features the Rice University logo on the left and a header banner with the text "Psychological Sciences Psychological Sciences Research Participation". Below the header, there are two main sections. On the left, a "PSYCHOLOGICAL SCIENCES RESEARCH PARTICIPATION" box contains fields for "User ID" and "Password", followed by a green "Log In" button. On the right, a blue button labeled "Request Account" is circled in red, with a red arrow pointing to it. Below this button is a grey button labeled "Forgot Password?". The footer contains contact information: "Email questions to em39@rice.edu", "Copyright © 1997-2019 Sona Systems Ltd.", and the time "(3:16 PM)".

Psychological Sciences Research Participation

Psychological Sciences Psychological Sciences Research Participation

PSYCHOLOGICAL SCIENCES RESEARCH PARTICIPATION

User ID

Password

Log In

Request Account

Forgot Password?

Email questions to em39@rice.edu
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(3:16 PM)

2. Read instructions, enter Account Information, select the courses you are taking, and click “Request Account”.

The screenshot shows the RICE Psychological Sciences Research Participation account creation form. The form is titled "ACCOUNT INFORMATION" and includes the following fields:

- First Name
- Last Name
- User ID (pre-filled with @rice.edu)
- User ID (re-enter for verification) (pre-filled with @rice.edu)
- Student ID Number
- Birthdate (Month, Day, Year)
- Telephone (optional)
- Course(s) (Available Courses list)
- Selected Courses

Annotations and instructions are provided for each section:

- Instructions:** For User ID, enter your Rice NetID. It is not necessary to type in @rice.edu when entering your User ID. All information (except Telephone) is required. 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 rice-admin@sona-systems.net, as emails from the system will often be sent from that address. This form should only be used by student participants. Researchers will have their accounts created for them automatically.
- All fields are required (except Telephone):** This annotation points to the First Name, Last Name, User ID, User ID (re-enter for verification), Student ID Number, and Birthdate fields.
- 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.
- Request Account:** 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”.

The screenshot displays the Sona website interface for a student participant. At the top left is the RICE logo with the tagline "Unconventional Wisdom". To the right is a banner for "Psychological Sciences Psychological Sciences Research Participation". Below the banner is a navigation bar with links for "Studies", "My Schedule/Credits", "My Profile", and "Logout". A red arrow points down to a green button labeled "VIEW AVAILABLE STUDIES" in the "Study Sign-Up" section. The "My Schedule & Credits" section lists options to view appointments, participation, and earned credits. The "My Profile" section includes links to change password and modify contact information. The "Credits Overview" section shows a circular progress indicator with the number 0 and a table of credit status: 0 Earned, 0 Pending, and 2 Required. The "Upcoming Appointments" section shows "No Upcoming Appointments". The footer contains contact information and copyright details.

RICE
Unconventional Wisdom

Psychological Sciences Psychological Sciences Research Participation

Studies My Schedule/Credits My Profile Logout

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 Credits I've earned

My Profile

- Change password
- Modify contact information

Credits Overview

0

0	Earned
0	Pending
2	Required

Upcoming Appointments

No Upcoming Appointments

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[Human Subjects/Privacy Policy](#)

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.

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Psychological Sciences Psychological Sciences Research Participation

Studies My Schedule/Credits My Profile Logout

Currently Viewing: **All Studies**

To sign up for a study, click "Timeslots Available"

View studies with available timeslots on : Tuesday, August 6, 2019 GO

To search for a specific date, click on the date shown, select another date, then click "GO".


Available?	Study Information	Eligibility
Timeslots Available	Example Study #2 (1 Credits) Students must be 18 years of age or older to participate in this study. This study involves participants completing 3 different psychological tests.	
Timeslots Available	Example Study #1 (2 Credits) Students must be 18 years of age or older to participate in this study. In this study, you will complete two tasks.	

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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”.





Psychological Sciences Psychological Sciences Research Participation

[Home](#)
[Studies](#)
[My Schedule/Credits](#)
[My Profile](#)
[Logout](#)

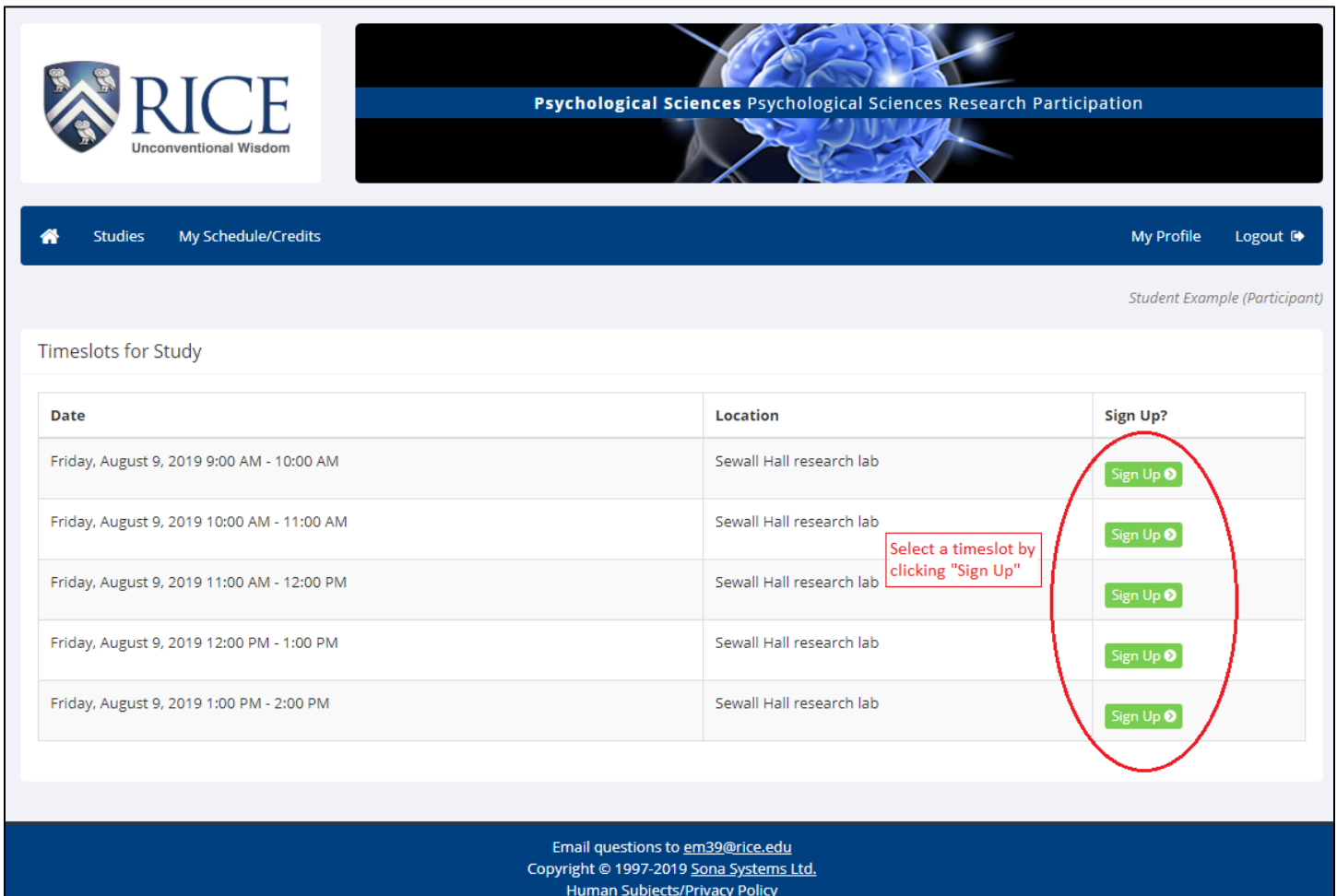
Student Example (Participant)

Study Information

Study Name	Example Study #1	
Study Type	 Standard (lab) study This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time.	<div> IMPORTANT: Always read the information about each study carefully to make sure you are eligible to participate in the study. </div>
Credits	1 Credits	
Duration	60 minutes	
Abstract	Students must be 18 years of age or older to participate in this study. In this study, you will complete two tasks.	
Researcher	Psychology Researcher 	
Deadlines	Sign-Up: 24 hour(s) before the appointment Cancellation: 24 hour(s) before the appointment	
	View Time Slots for This Study	

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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.



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Psychological Sciences Psychological Sciences Research Participation

Home Studies My Schedule/Credits My Profile Logout

Student Example (Participant)

Timeslots for Study

Date	Location	Sign Up?
Friday, August 9, 2019 9:00 AM - 10:00 AM	Sewall Hall research lab	Sign Up
Friday, August 9, 2019 10:00 AM - 11:00 AM	Sewall Hall research lab	Sign Up
Friday, August 9, 2019 11:00 AM - 12:00 PM	Sewall Hall research lab	Sign Up
Friday, August 9, 2019 12:00 PM - 1:00 PM	Sewall Hall research lab	Sign Up
Friday, August 9, 2019 1:00 PM - 2:00 PM	Sewall Hall research lab	Sign Up

Select a timeslot by clicking "Sign Up"

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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.


Confirm Sign-Up

Study Name	Example Study #1
Date	August 9, 2019 9:00 AM - 10:00 AM
Location	Sewall Hall research lab
Course:	PSYC 101:001 (Intro to Psych., section 1)

[Sign Up](#)

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.

Study Sign-Up Confirmation Inbox x


Psychological Sciences Research Participation <rice-admin@sona-systems.net>
 to Student ▾

Aug

9

Fri

Example Study #1

When Fri Aug 9, 2019 9am – 10am (CDT)

Where Sewall Hall research lab

Who Unknown Organizer*

[Add to calendar »](#)

This email is to notify you that you have been signed up for the following study:


Study Name: Example Study #1
 Date: Friday, August 9, 2019 9:00 AM - 10:00 AM
 Location: Sewall Hall research lab
 Researcher: Psychology Researcher <mulfinger@rice.edu>


You will earn 1 Credits for your participation. You may cancel your sign-up until Thursday, August 8, 2019 9:00 AM.

If you have any further questions, you may contact the researcher or logon to the site for more information: <https://rice.sona-systems.com>


Brief Description: Students must be 18 years of age or older to participate in this study. In this study, you will complete two tasks.


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.



RICE
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Psychological Sciences Psychological Sciences Research Participation

 Studies

 **My Schedule/Credits**

 My Profile

 Logout

Student Example (Participant)

7. (continued)

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.

Student Example (Participant)

Credits

Overall Credits Earned: 0 Overall Credits Pending: 1 Overall Credits Requirements: 2

Study Signups

Study	Time	Location	Credit Status	Course	Comments	Cancel?
Example Study #1 Credits: 1 Credits	August 9, 2019 9:00 AM - 10:00 AM	Sewall Hall research lab	Awaiting action from researcher	PSYC 101:001 (Intro to Psych., section 1)		✕ Cancel?

Credits Earned by Course

Course	Credits Earned	Credits Required
PSYC 101:001 (Intro to Psych., section 1)	0	1

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.

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Unconventional Wisdom

Psychological Sciences Psychological Sciences Research Participation

Home Studies My Schedule/Credits My Profile Logout

This is the icon you use to return to the Home Screen

Student Example (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 Credits I've earned

My Profile

- Change password
- Modify contact information

Credits Overview

0 Earned

1 Pending

2 Required

Upcoming Appointments

Example Study #1

Friday, August 9, 2019 9:00 AM - 10:00 AM Sewall Hall research lab

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 label of “(Online Study)”.

Studies
 My Schedule/Credits

My Profile
 Logout

Student Example (Participant)

Currently Viewing: **All Studies**

View studies with available timeslots on : Thursday, August 8, 2019 GO

Available?	Study Information	Eligibility
Timeslots Available	Example Study #1 (1 Credits) Students must be 18 years of age or older to participate in this study. In this study, you will complete two tasks.	
Timeslots Available	Example Study #2 (1 Credits) Students must be 18 years of age or older to participate in this study. This study involves participants completing 3 different psychological tests.	
Timeslots Available	Online Survey #1 (1 Credits) (Online Study) Students must be 18 years of age or older to participate in this study. This survey asks you a single question.	

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.

The screenshot shows a web interface for Sona. At the top is a dark blue navigation bar with links for 'Studies', 'My Schedule/Credits', 'My Profile', and 'Logout'. Below the navigation bar is a light green banner with the text 'System Message: Sign-up Successful' and a close button. Underneath is a paragraph of text: 'Your signup has been completed. You have signed up for an online study. You should go to the website listed below to participate. You have until the Participation Deadline date to participate, though most participants participate immediately after signing up.' Below this is a section titled 'Confirm Sign-Up' containing a table with the following information:

Study Name	Online Survey #1
Participation Deadline	August 9, 2019 1:00 PM
Website	Complete Survey Now
Brief Description	Students must be 18 years of age or older to participate in this study. This survey asks you a single question.
Researcher	Psychology Researcher Email: mulfinger@rice.edu

Please contact your Sona Administrators if you have any questions:

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