INSTRUCTIONS FOR RESEARCH PARTICIPATION

PROCEDURES FOR STUDENT PARTICIPATION IN PSYCHOLOGY RESEARCH:
You are responsible for learning the ground rules listed below. You should have no
trouble with the research participation requirement if you read carefully before signing up
for any research session. Your full cooperation will be to the advantage not only of those
conducting research, but also for your own enjoyment and learning experience.

CREDITS: When you elect to participate in psychological research, you will earn
research credit that corresponds to the amount of time required for the study (i.e., studies
requiring more time are worth more credits) and the type of study (i.e., laboratory-based
studies that require students to schedule appointments and come to campus are worth
more credits than internet-based studies that can be completed without coming to
campus). The number of credits associated with each study will be clearly indicated as
you browse the list of available studies.

HOW TO SIGN-UP FOR RESEARCH: USM uses an online, web-based system (called
Sona) to register participants for research sessions and to assign credit for participation.
The web address is http://usm.sona-systems.com/. Before you can sign up to participate in
research studies, you must go to the Sona website and register.

REGISTERING YOUR SONA ACCOUNT: To complete your one-time registration to
set up your Sona account, simply go to http://usm.sona-systems.com/. You will see the
following screen:

![Sona Login Screen](image)

In the menu on the left side of the screen, click “New Participant? Request an account
here.” This will take you to a new screen, asking for your Name, Student ID Number,
email address, and telephone number. NOTE: You must enter a User ID that maps to your valid @usm.edu email address (e.g., Bob.Jones@usm.edu). It is not necessary to type in "@usm.edu" when entering your User ID. In addition, you will be asked to select the course/s for which you will be earning research credits (hold the Ctrl or Apple key and click for multiple courses).

Once you have entered the required information, click the “Request Account” button. Once you do this, a new page should come up, confirming that you are registered. Once you have registered, CHECK YOUR USM EMAIL within the next couple of hours for your Login and Password.

ONCE YOU HAVE REGISTERED YOUR SONA ACCOUNT: Once you have registered, and received the email with your Login and Password, go to the Sona website, enter your user name and password, and click “Log In”. When you log in, you'll see a screen like the one below (except you should see your name as the Participant in the black bar at the top left of the screen):
Once you have logged in for the first time, there are a couple of things you should do before you sign up for research studies (you will see how to sign up for research studies in the next section).

First, you will probably want to change your password to something that you can easily remember. You can change your password by clicking on “My Profile” from the menu on the bottom. This will open up a new screen with your profile information. At the center of the screen, you will see a place to enter your current password, and a place to enter your new password twice. Once you enter this information, just click the “Update” button at the bottom of the page. On this same page, you can also enter an alternative email address (such as a yahoo or hotmail address). If you enter an alternative email address and hit “Update,” your reminders for experiments you have signed up for will be mailed to both addresses.

Second, you need to make sure that you have told Sona which Psychology courses you are enrolled in so that your research credits may be assigned to those courses. You were prompted to make your course selection when you registered, but if you need to modify those selections you can click the link on the “My Profile” page that says “Change Courses”. Scroll down and find your course, making sure to find the one specifically for your Section number and Instructor name (hold the Ctrl or Apple key and click for multiple courses). Click in the small box on the bottom of the course listing, and then click the “Save Changes” button. Now you are ready to sign up to participate in research studies.

SIGNING UP TO PARTICIPATE IN RESEARCH STUDIES: Once you have registered your Sona account, and followed the preliminary steps described above, simply log in to your account and click on “Study Sign-up,” to browse the available research studies.
You’ll see a list of studies with available timeslots. If you wish to search for available timeslots on a specific day, simply select a month and day, then click “GO”.

If you meet the eligibility requirements for an experiment and wish to sign up, simply click either the link that says “Timeslots Available” or click on the experiment number. You will then see a screen that tells you everything you need to know about the experiment including a short description, eligibility requirements, duration of the session, number of credits you will earn, researchers, and deadlines for sign-up and cancellation. If you wish to sign-up for this experiment, simply click the link at the bottom of the page that says “View Time Slots for This Study.”
At this point, click the “Sign Up” button. A new window will come up confirming that you are registered, and it will give you the Experiment number, date, and time again. You are now signed up for a study!

The system will also automatically send you an email confirming your registration, and will also include the date, time, and location of the study. BE SURE TO WRITE DOWN THIS IMPORTANT INFORMATION!

HOW TO KEEP TRACK OF YOUR APPOINTMENTS: Click on the link at the top of the screen that says “My Schedule/Credits” for information regarding your credit
information, study sign-ups, and credits earned per course. PLEASE NOTE THAT CREDIT MUST BE ASSIGNED MANUALLY BY THE EXPERIMENTERS. Please allow up to one week for your credit to appear in your account.

HOW TO CANCEL YOUR APPOINTMENT: If you must cancel an appointment, go to the Sona website, log in, and click on “My Schedule/Credits” at the top of the screen. If the study is still more than 24 hours away, there will be a button at the far right side of the screen you can click to cancel. Note: if the study is less than 24 hours away, it will say “Too Late to Cancel,” in which case you will need to contact the person listed as the Contact for the study at the email address listed (you can find this information by clicking on the experiment number).

PENALTIES: If you miss an appointment (or you are too late for the experimenter to allow you to begin), then you will receive a 1 credit penalty. If you are penalized, you will need to earn additional credits to compensate for these penalties.

IF THE EXPERIMENTER DOES NOT ARRIVE FOR YOUR APPOINTMENT: In the event that your experimenter does not show up for the study, you should do the following: 1) verify that you are at the correct location on the correct date at the correct time; 2) wait at least 10 minutes; and 3) you MUST contact your experimenter to explain the situation. If you were in the correct location on the correct date and time, and the experimenter did not show up, you are still entitled to your research credits. You will have to contact the experimenter to arrange for your credits. If the situation is not resolved, you should speak to your instructor about the matter or contact Dr. Alen Hajnal (Alen.hajnal@usm.edu).