Instructions for using the University of California, Santa Barbara Psychological & Brain Sciences Department Sona System

Introduction

Sona, the University of California, Santa Barbara research sign-up system, provides access to study sign-up. Everything is done through the software's web-based interface, so you can access the system at any time, from any computer, with a standard web browser.

Getting Started

Using a web-browser (such as Internet Explorer, Mozilla Firefox, or Netscape), go to:

http://ucsb.sona-systems.com

Note: The system works best if you use a web browser that is reasonably up to date. It works well with Internet Explorer version 4 and above, and Netscape version 4 and above. It will work with other web browsers, and with older versions of Internet Explorer and Netscape. However, the layout may not be as clean.

Setting up an Account and Logging In

If you are registered for Psychology 1, Psychology 7, or Psychology 10A an email will be sent to the email address you have provided in GOLD on the first day of class. In most cases, this is your U-Mail address (i.e. gaucho@umail.ucsb.edu). Check this account for an email containing your User ID and Password for the “Psychological & Brain Sciences Research Participation Sign-Up” website.

If you have not already registered in the course, or have not yet activated your Umail account, you should receive the email within a few days of doing so. If you do not receive a User ID and Password within a couple of days of the first day of class, please contact the Subject Pool Coordinator at wwwsubpool@psych.ucsb.edu.

Please note: You can forward your mail from your Umail address to your personal email address. However, if your Umail inbox is full, your emails will not be forwarded to your personal email address. If you use the forwarding feature in Umail, be sure to delete messages from your inbox and trash folder regularly.

Once you receive this email you may go to the Psychological & Brain Sciences Research Participation Sign-Up and use your User ID and Password to login to the Sona System.
The first time you login you will be asked to read important information regarding your rights and responsibilities as a participant in Psychological & Brain Sciences Department research. Please read ALL of this information carefully. At the bottom of the page you must indicate whether or not you agree to these terms before you may continue.

Complaints

You may file a complaint with the institution, or with the Secretary of the U.S. Department of Health and Human Services if you believe your privacy rights have been violated. See the Contact Information below to file a complaint. You will not be retaliated against for filing a complaint.

Effective Date

This notice is effective immediately.

Additional Information

You should also review additional information provided by your institution, which is available here.

Contact Information

If you have any further questions about these rules, or your rights and responsibilities, please contact: psychpool@psych.ucsb.edu

You must acknowledge and agree to these terms before you may use the system. If you have any questions, you should contact the contact person listed above before you acknowledge the agreement.

Have you read the policies above, and do you agree to the terms?

Yes  No
Prescreening

When you login for the first time, you will be asked if you want to participate in an online Prescreening. This is an optional survey that consists of questionnaires and demographic information that helps determine which studies you qualify for. You may choose not to answer certain Prescreening questions, but this may limit the number of studies you can participate in.

The Prescreening survey should take 40-45 minutes. You can choose to participate in the Prescreening immediately, or you may choose to participate at a later time. However, if you want to receive credit for participating in Prescreening, you **MUST** complete these measures within the first two weeks of the quarter. The Prescreening survey can be accessed on the “My Profile” page at any time in Sona.

Participation in Prescreening is completely voluntary. If you choose to participate, you will receive one credit towards your Psych 1, Psych 7, or 10A research requirement during fall, winter, and spring quarter. The Prescreening is not available during summer.

**BE ADVISED:** You **MUST** complete the entire survey, and hit “submit” at the end or the system **WILL NOT** record your responses. This means that your data will not be saved, and the system will have no record that you participated. So, if you want to participate in Prescreening, you should only do it when you will have the full 45 minutes to devote to completing the questionnaires.

The information from Prescreening is stored in a confidential database. In order to protect your privacy, the information is coded with a unique code instead of your name.

During both summer sessions, the Prescreening questionnaire is disabled. You will not be able to participate in the Pre-screening questionnaire or receive research credit for the questionnaire during summer.

If you are under the age of 18, you **MAY NOT** complete the prescreening questionnaire.

*Thanks in advance, for your cooperation. The Psychological & Brain Sciences Department’s researchers appreciate you participation!*

**The Home Screen**

After you have acknowledged the human subjects policy and completed the Prescreening, you will see a main screen that will allow you to view and sign-up for studies, examine what studies you have scheduled and completed, and manage your profile on the system. This is the first screen you will see each time you log into the system.
Changing Your Password and Other Information

If you would like to change your password or other information, choose My Profile from the main menu. If you would like to change your password, type the new password (twice for confirmation) in the provided boxes. If you do not want to change your password, simply leave these boxes empty.
You may also update the following information:

- Please enter your first and last name as it appears in GOLD.
- Please provide a valid email address. You may use a non-UCSB email address (i.e. Hotmail, Gmail), but it is preferable to use your UCSB UMAIL address.
- The telephone number is optional, but highly recommended in case of last minute cancellations.
- You should select all Psychology classes in which you are currently enrolled. You can change your course selection at a later time if needed.
- If you would like to participate in studies for pay, you will need to create a separate paid Sona account AFTER you have completed the research requirement for your Psych course.

**Viewing Studies**

To view a list of studies, click on Studies from the top toolbar or Experiment Sign-up from the main page. You will see a list of studies, a brief description of each study, as well as any special requirements that may restrict your eligibility to participate in the study. To view more information about a study, click on the study name.
Studies that currently have open timeslots will say **Timeslots Available** on the left side of the screen. If no studies have available timeslots, you may want to logon to the system a few days later to see if new timeslots have been added. Studies and timeslots will be added throughout the quarter.

To sign-up for a study, or to view more information about a study click on the study title. You will see a description of the study, the number of credits offered, as well as a contact person if you have questions about the study. You may also see a URL for the study.
You may also see a list of special restrictions or eligibility requirements. Some restrictions are automatically enforced by the system. If the study has certain prerequisites or disqualifiers, those will be listed. For example, participation in some studies may disqualify you from participating in others. The study may have other restrictions listed as **Subject Restrictions**. If listed, then the system does not enforce this restriction, but you should only sign-up for the study if you meet the requirements. If you sign-up for a study even though you do not meet the requirements, you will not receive credit for this study. It is your responsibility to follow the study requirements and to verify that you are eligible for the study.

Once you have determined that you meet all the requirements, click on the **View Timeslots for This Study** and you will see a list of available timeslots. Choose a timeslot that is convenient for you and click **Sign-Up**.
After you click **Sign-Up**, you will see information displayed confirming the time and location of the study you plan to participate in. You will receive an email confirmation. You are now signed up for the study. You will see a screen that looks like this:

Some studies require a special password to sign-up. If this is the case, it will be noted. You will need to acquire a password from the researcher. It is *not* the same as the password you use to login to the system. You will need to enter the special sign-up password just before you click the **Sign-Up** button to sign-up for a timeslot.
Canceling a Sign Up

If you need to cancel a timeslot you have signed up for, you can do this from the My Schedule and Credits page. Choose the My Schedule/Credits option from the top toolbar. You will see a list of all the studies you have signed up for, as well as those you have completed. Studies you have signed up for that you still have time to cancel will have a Cancel button next to them.

You may cancel your appointment in Sona up to 24 hours prior to when the experiment is scheduled to occur. If a last minute emergency comes up, please contact the researcher directly to let them know you will not be able to attend (the researcher’s contact info can be found in the study description in the My Schedule/Credits screen).
Once you click **Cancel**, you will see a confirmation page. You will also be warned if your cancellation might affect your ability to participate in other studies you have signed up for, due to pre-requisite restrictions. Click **Yes** to cancel your sign-up.

**Multipart Studies**

Some studies involve multiple sessions. Depending on the laboratory, the researcher may list these as separate studies and only allow you to sign-up for the second part of the study after you have completed the first part.

For other studies, you must sign-up for each part of the study all at once. Each session will be scheduled a predetermined number of days apart. These studies will be clearly marked as multipart studies. If you cancel the first part of a multipart study, the following parts will also be cancelled. If you cancel the second part of a two-part study, you will need to ask the researcher to sign you up for the second part again if you would like to participate in it at a later date.

**Tracking Your Progress**

You may track your progress at any time by choosing the **My Schedule/Credits** option from the top toolbar or the main page. When you view this page, you will see the number of credits you are required to earn (SIX credits are required for Psych 1, Psych 7, and Psych 10A during the regular academic year; THREE credits are required Psych 1, Psych 7, and Psych 10A during summer session). You will also see the number of credits you have earned so far. Below that, if you have signed up for any studies, those are listed as well.
Retrieving a Lost Password

If you forget your password, there is an option on the bottom left side of the login screen to have the password sent to the email address you have listed in the Sona System.

If you forget your password, you can access "Click here to retrieve it!" on the main page and it will be e-mailed to you.
Logging Out

For security purposes you should always logout of the system by clicking on Logout at the right side of the top menu bar. This is particularly important if you are accessing the site from a public computer.

Questions or Concerns

If you believe that you have not received all of your research credits, contact the researcher for the study in question. If you are unable to resolve the problem with the researcher, contact the Subject Pool Coordinator at wwwsubpool@psych.ucsb.edu.