INSTRUCTIONS FOR USING SONA AS A RESEARCH PARTICIPANT

1. Enter URL: http://alleghenypsych.sona-systems.com/

2. Click on New Participant: Request an account here

3. Fill out account information with your name and user ID (the first part of your email address). Then select the class from which you were recruited. If you do not see your class listed, select Not for Credit Research Participation. This does not mean you won’t receive credit, it just means your class is not posted. Then, click Request Account.

4. An email will be sent to you with your Sona login information (username and password). Return to the Sona home page (http://alleghenypsych.sona-systems.com/) and log into your account.
5. You will then be directed to a page titled “Human Subjects/Privacy Policy”. Read through these policies, then scroll to the bottom and click “yes”.

6. Click on Study Sign-Up and find the study for which you want to sign up.

7. Either click on the title of the study or “Timeslots Available” to the right of the title of the study. Both will direct you to the main page of the study.

8. Click “View Time Slots for This Study” at the bottom of the study’s main page. You will be directed to the list of possible time slots.

9. Click on “Sign up” next to the time slot you have selected. You will be directed to a page with a description of the study, your time slot, and the location where the study will be taking place. You are expected to be at that location at the beginning of your time slot.