PARTICIPANTS (STUDENTS)

How to Sign Up for Studies

1. Go to wou.sona-systems.com and login.
2. Find your ID code. This is how researchers will know you (they will not be able to see your name or other identifying information). Make sure to know your ID code in case a researcher asks for it.
   - Click on “My Profile” from the top menu bar on the main page.
   - Under the “My Profile” menu on the left, you will see your Identity Code (e.g., 3106). You will need to provide this information if you participate in a study as a “walk-in.”

3. Click the green “VIEW AVAILABLE STUDIES” button under the Study Sign-Up menu.

4. You will see a list of studies that are currently soliciting participants. If a study has no open timeslots, it will not appear on this list. Furthermore, if a study has qualifications based on prescreen survey responses, that study will not be displayed to students who do not meet the qualifications. Thus, if you are a man and a study requires that participants be women, that study will not be included in the list of available studies.

“(Online Study)” below a study title (e.g., Test Survey 2) indicates that the study is a survey that you can complete online (i.e., you do not have to come into a lab.)

Notice that there may be eligibility requirements associated with a particular study beyond those identified in the prescreen survey. **Do not sign up for studies for which you do not meet the eligibility requirements.**
5. Click on the study title or “Timeslots Available” button to learn more about a study (e.g., location, number of credits available).

6. Then click the green “View Time Slots for This Study” button.

7. Identify a timeslot that fits your schedule and choose the course (e.g., PSY 201) that you would like credit for this study to be assigned to. Then click the green “Sign Up” button.

8. You will receive a confirmation message. Make sure to note the time, date, and location of the study, as well as any preparatory instructions (e.g., refrain from eating 3 hours prior to arriving for the study).
How does this process differ for online studies (surveys)?

1. For **online studies** (surveys), after clicking on the study title, the green button will read, “Participate in This Online Survey” (instead of “View Time Slots for This Study”).

2. After clicking “Participate”, you will be presented with the survey questions. Notice that you may have the option of declining to answer a particular question. Once you have finished the survey, click the green “Record Responses” button.

3. **Your participation is not complete until you hit the green “Save Survey” button on the following page.** Notice that you may also withdraw your responses by clicking on the black “Withdraw” button.
How to View or Cancel Study Appointments

1. Click on “View or cancel my study appointments” from the My Schedule & Credits menu on the main page.

2. You will see a list of studies that you have agreed to participate in. The time and location of each study is indicated, as well as the credit status for that study. If you completed a study in the past (credits earned), the number of credits granted will be indicated. If you signed up to complete a study at some point in the future (credits pending), the Credit Status will read, “Awaiting action from researcher.” You will also see which course you indicated the credit should be assigned to.

You may cancel a study appointment (without penalty) provided that at least 12 hours remain before the study is to begin.

3. If you scroll down, you will see a breakdown of the number of credits earned for each course in which you are enrolled (and that has a participation requirement).