

## INSTRUCTIONS FOR USING SONA AS A RESEARCH PARTICIPANT

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### How do I log in to the system?

Follow this URL: <https://bsu-miller.sona-systems.com>

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### Can I access Sona through my smartphone?

Yes! You can download the mobile app. It is called “Sona Mobile” and it is free.

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### How do I set up an account?

After entering the Sona login page with the URL above, you will click “Request Account”

The screenshot shows the Miller College of Business Research Experience Program (REP) login page. At the top left is the Ball State University logo. To its right is a banner for the Miller College of Business Research Experience Program (REP). Below the banner, there are two main sections: a login form on the left and a 'Request Account' button on the right. The 'Request Account' button is highlighted with a yellow circle. The login form includes fields for 'User ID' (with '@bsu.edu' as a placeholder) and 'Password', and a green 'Log In' button. The 'Request Account' button is a red button with white text, and the 'Forgot Password?' button is a grey button with white text.

On the Request an Account page, you will enter your user information and select your courses. Be sure your User ID matches your Ball State email account.

ACCOUNT INFORMATION

First Name

Last Name

User ID

User ID (re-enter for verification)

Student ID Number (optional)

Telephone (optional)

Course(s)

MGT 300, Sec 11; Fall'18	⇄	
MGT 300, Sec 1; Fall'18		
MGT 300, Sec 2; Fall'18		
MGT 300, Sec 2H; Fall'18		
MGT 300, Sec 3; Fall'18		
MGT 300, Sec 4; Fall'18		
MGT 300, Sec 6; Fall'18		
MGT 300, Sec 7; Fall'18		
MGT 300, Sec 800; Fall'18		
MGT 300, Sec 2H; Fall'18		

Available Courses
Selected Courses

Request Account

After entering this information, you will receive an email from SONA that includes your username, password, and link to the SONA website. If you have not received this email, you can click the “Lost your password?” link on the login screen at <https://bsu-miller.sona-systems.com> and follow the email instructions. For security reasons, you should not use your BSU password for the Sona system.

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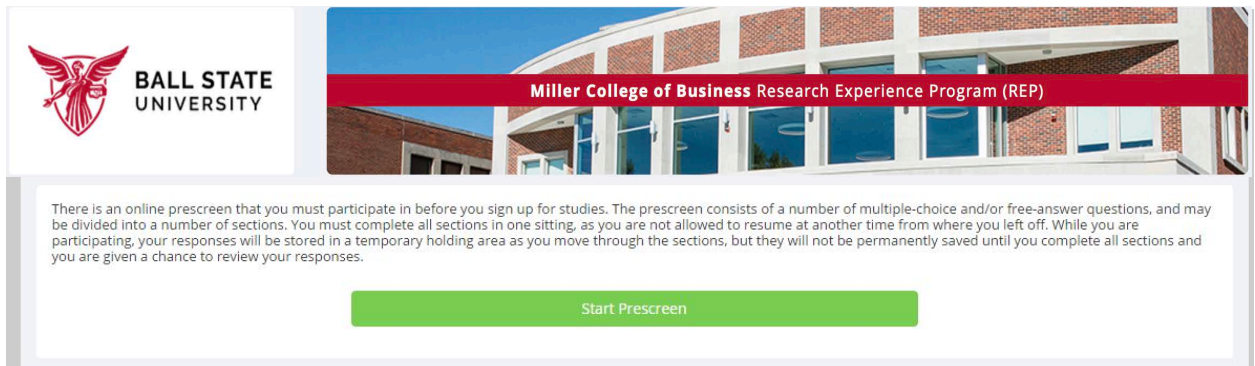
**How do I change my email address/password?**

These changes can be made in the “My Profile” tab



## How do I complete the prescreen?

When you log in to Sona for the first time, you will see the following message (or a similar one):



Please note the prescreen is not required, but in order to be eligible for many studies, you must have completed the prescreen. You must click “Start Prescreen” even if you wish to skip it.

Here is a sample prescreen survey:

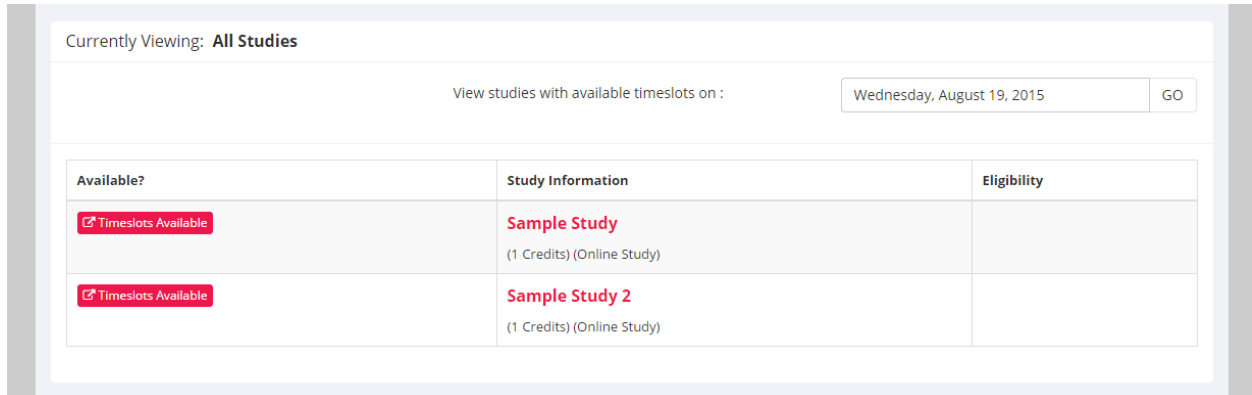
A screenshot of a sample prescreen survey. The survey is titled "(Section 1/1)" and "Section Questions". It lists two questions: "1. Your gender" with radio button options for Male, Female, Transgender, and Other, and a checkbox for "Check this box if you do not want to provide an answer for this question"; and "2. Age" with a text input field and a checkbox for "Check this box if you do not want to provide an answer for this question". The checkbox for question 2 is highlighted with a yellow circle.

Note you can check the box if you'd prefer not to respond, but this may make you ineligible for studies.

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## How do I sign up for studies?

Click “Study Sign-Up” on the home page to view a list of available studies.

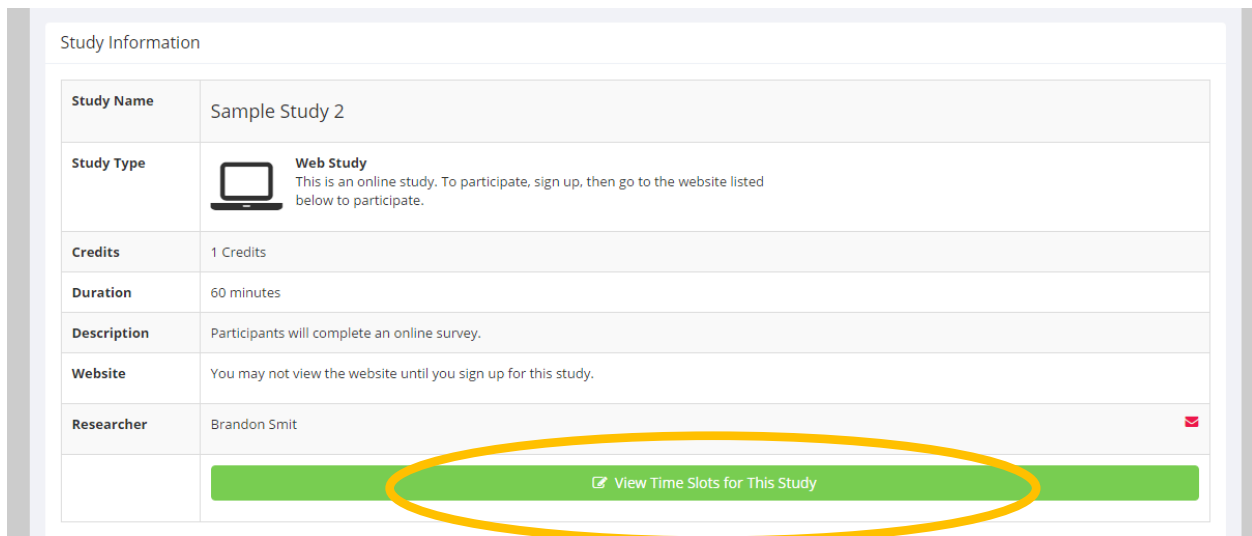


Currently Viewing: **All Studies**



View studies with available timeslots on :

Available?	Study Information	Eligibility
<input checked="" type="checkbox"/> Timeslots Available	<b>Sample Study</b> (1 Credits) (Online Study)	
<input checked="" type="checkbox"/> Timeslots Available	<b>Sample Study 2</b> (1 Credits) (Online Study)	

From this screen, you can click on the study title to learn more about it (see below).



Study Information

<b>Study Name</b>	Sample Study 2
<b>Study Type</b>	 <b>Web Study</b> This is an online study. To participate, sign up, then go to the website listed below to participate.
<b>Credits</b>	1 Credits
<b>Duration</b>	60 minutes
<b>Description</b>	Participants will complete an online survey.
<b>Website</b>	You may not view the website until you sign up for this study.
<b>Researcher</b>	Brandon Smit 

To sign up for study, click “View Time Slots for This Study”. Please note for online studies, you do not have to complete the study at the time listed, you only need to complete the online survey before the deadline.

Timeslots for Study		
<b>NOTE:</b> This is an online study. Sign up below, and then participate on the study website at any time before the participation deadline that is listed.		
Participation Deadline	Course to Credit	Sign Up?
Saturday, August 22, 2015 9:00 AM	MGT 300, Sec 10; Fall'18	<a href="#">Sign Up</a>

## How can I check how many credits I have completed this semester?

Click the “My Schedule/Credits” tab on the homepage. Please note that the researcher will assign your credit, and you do not need to give anything to your instructor. It may take a day or two for your credit to be posted in the system, so please be patient.

The screenshot shows a user interface with a red navigation bar at the top. The 'My Schedule/Credits' tab is highlighted with a yellow circle. Below the navigation bar, the user's name 'Brandon Smit (Participant)' is displayed. The main content area is divided into several sections: 'Study Sign-Up' with a green button for 'VIEW AVAILABLE STUDIES'; 'My Schedule & Credits' with three links; 'My Profile' with three links; 'FAQ' with one link; 'Credits Overview' with a circular progress indicator showing '2' earned credits, '0' pending credits, and '4.5' required credits; and 'Upcoming Appointments' with a message 'No Upcoming Appointments'.

## How do I cancel an appointment I’ve made?

First, be sure the cancellation deadline has not passed. Oftentimes, you cannot cancel with less than 24 hours notice. If you are eligible to cancel, you can click the “My Schedule/Credits” tab on the homepage. From there, you can click “Cancel?” for the appropriate study. If it is too late to cancel, this message will appear instead.

### **\*\*IMPORTANT\*\***

There is a “three strikes” policy for research participation. If you accumulate three unexcused absences for research appointments, you will be permanently unable to participate in research in the future. Avoid this by scheduling appointments conscientiously, and notifying researchers if you are

unable to make an appointment. Even if the cancellation deadline has passed, and you know that you cannot make the appointment, contact the researcher anyway. It will be at his/her discretion to assign your absence as either excused or unexcused.

Credits Credits Earned by Course

Overall Credits Earned: **2** Overall Credits Pending: **1** Overall Credits Requirements: **4.5**

Study Signups

Study	Time	Location	Credit Status	Course	Comments	Cancel?
<b>Not a real study</b>	July 27, 2014 9:00 AM - 9:30 AM	117 NQ	1 Credits granted on July 30, 2014.	None		
Credits: 1 Credits				<b>Reassign</b>		
<b>Sample Study 2</b>	August 22, 2015 9:00 AM	Online	Awaiting action from researcher	MGT 300, Sec 10; Fall'18		<b>Cancel?</b>
Non-study credit assessed by Brandon Smit.			2 Credits granted on August 13, 2014.	None	alternative	
				<b>Reassign</b>		

### What if I am taking more than one class that requires research participation? How do I assign credits to specific classes?

Once you have selected a study to participate in, you can assign the credit to a specific class when you select an appointment through the drop-down menu below:

Credits Credits Earned by Course

Overall Credits Earned: **2** Overall Credits Pending: **0** Overall Credits Requirements: **4.5**

Study Signups

Study	Time	Location	Credit Status	Course	Comments	Cancel?
<b>Not a real study</b>	July 27, 2014 9:00 AM - 9:30 AM	117 NQ	1 Credits granted on July 30, 2014.	None		
Credits: 1 Credits				<b>Reassign</b>		
Non-study credit assessed by Brandon Smit.			2 Credits granted on August 13, 2014.	None	alternative	
				<b>Reassign</b>		

Credit Reassignment

You may reassign this credit to a different course. Please choose the course below.

Course for Credit Assignment: **MGT 300, Sec 10; Fall'18**

**Reassign Credit**