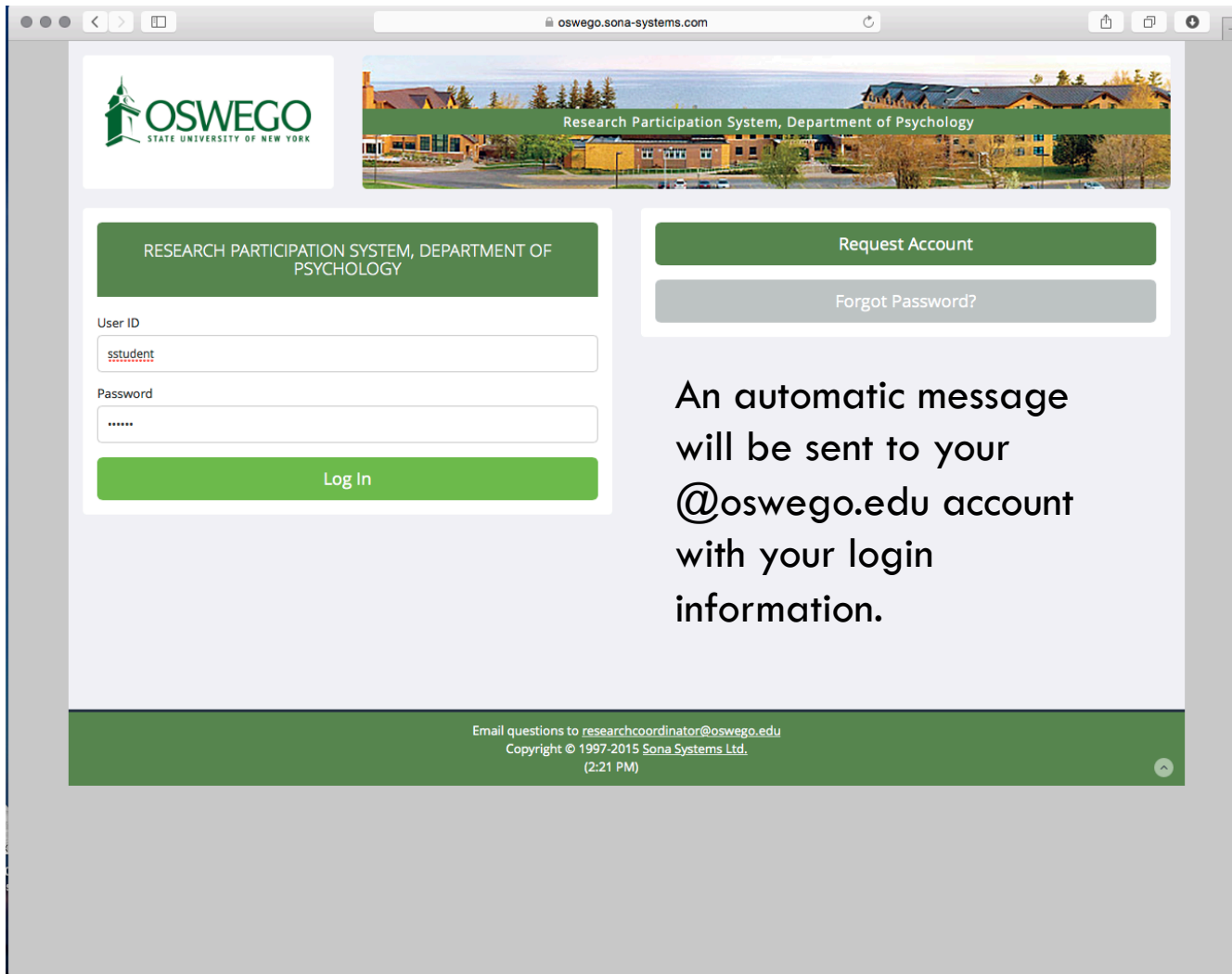


STUDENT GUIDE TO SONA SYSTEMS

What is Sona Systems?

- Sona Systems provides an easy method for you to sign up for studies and track your progress throughout the semester.
- Everything is done through the web-based interface, so it is accessible through a standard web browser.
- To access Sona Systems go to:
oswego.sona-systems.com

Welcome Page:



The screenshot shows a web browser window with the URL `oswego.sona-systems.com`. The page features the Oswego State University of New York logo on the left. A banner image of a campus building is at the top right, with the text "Research Participation System, Department of Psychology" overlaid. The main content area is divided into two columns. The left column contains a login form with fields for "User ID" (containing "sstudent") and "Password" (containing "*****"), and a "Log In" button. The right column contains a "Request Account" button, a "Forgot Password?" button, and a large text block stating: "An automatic message will be sent to your @oswego.edu account with your login information." At the bottom, a green footer bar contains the email "researchcoordinator@oswego.edu", the copyright notice "Copyright © 1997-2015 Sona Systems Ltd.", and the time "(2:21 PM)".

OSWEGO
STATE UNIVERSITY OF NEW YORK

Research Participation System, Department of Psychology

RESEARCH PARTICIPATION SYSTEM, DEPARTMENT OF PSYCHOLOGY

User ID
sstudent

Password

Log In

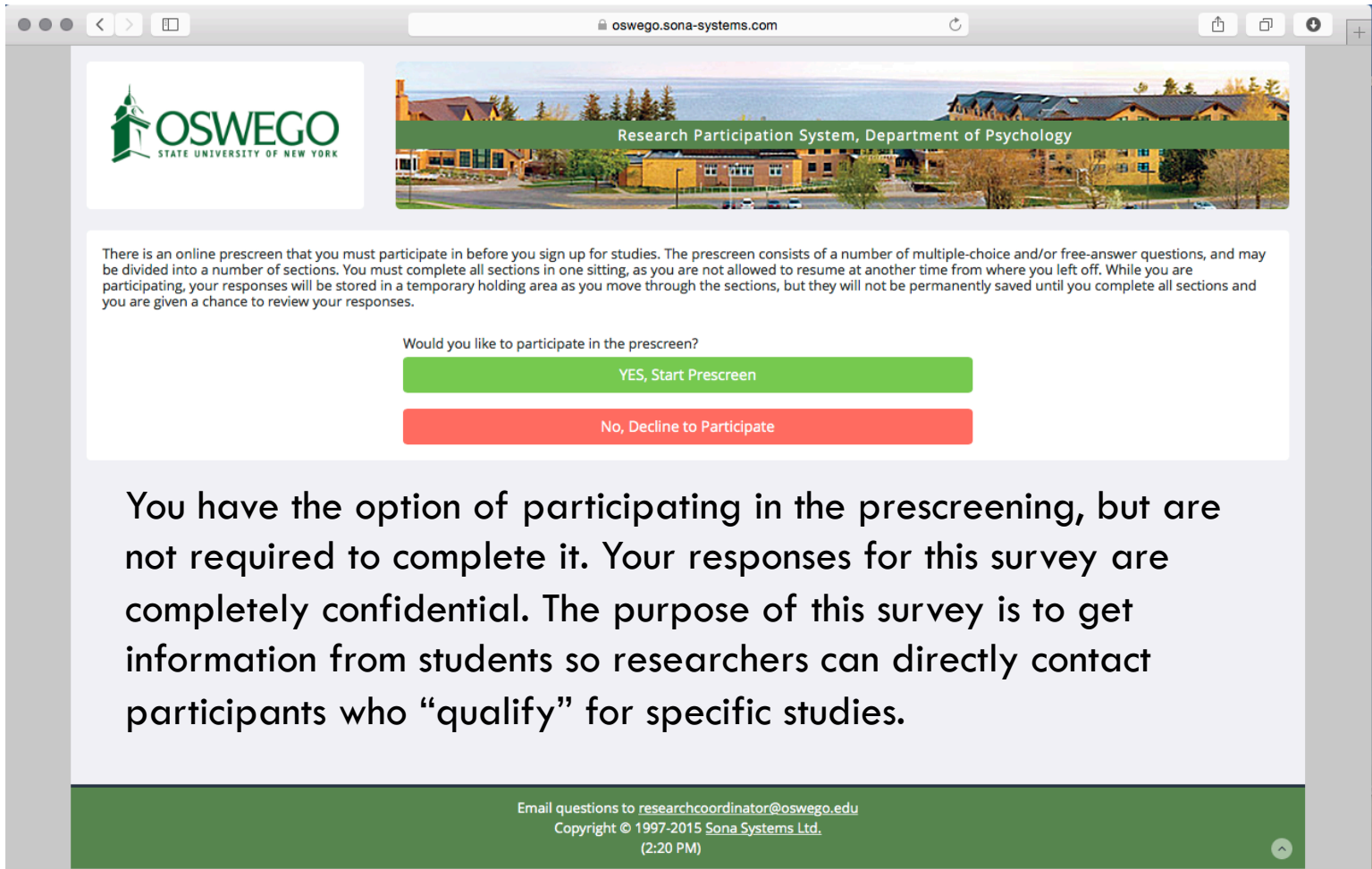
Request Account

Forgot Password?

An automatic message
will be sent to your
@oswego.edu account
with your login
information.

Email questions to researchcoordinator@oswego.edu
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(2:21 PM)

The first time logging in...



The screenshot shows a web browser window with the address bar displaying "oswego.sona-systems.com". The page features the Oswego State University of New York logo on the left and a banner image of a campus building on the right. The banner text reads "Research Participation System, Department of Psychology". Below the banner, there is a paragraph of text explaining the prescreen process. A question "Would you like to participate in the prescreen?" is followed by two buttons: a green "YES, Start Prescreen" button and a red "No, Decline to Participate" button. At the bottom, there is a green footer bar with contact information and copyright details.

OSWEGO
STATE UNIVERSITY OF NEW YORK

Research Participation System, Department of Psychology

There is an online prescreen that you must participate in before you sign up for studies. The prescreen consists of a number of multiple-choice and/or free-answer questions, and may be divided into a number of sections. You must complete all sections in one sitting, as you are not allowed to resume at another time from where you left off. While you are participating, your responses will be stored in a temporary holding area as you move through the sections, but they will not be permanently saved until you complete all sections and you are given a chance to review your responses.

Would you like to participate in the prescreen?

YES, Start Prescreen

No, Decline to Participate

You have the option of participating in the prescreening, but are not required to complete it. Your responses for this survey are completely confidential. The purpose of this survey is to get information from students so researchers can directly contact participants who “qualify” for specific studies.

Email questions to researchcoordinator@oswego.edu
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(2:20 PM)

The home screen

The screenshot shows the home screen of the Oswego Research Participation System. The browser address bar displays `oswego.sona-systems.com`. The header features the Oswego State University of New York logo and a banner image of a campus building with the text "Research Participation System, Department of Psychology". Below the header is a navigation bar with links: "Studies", "My Schedule/Credits", "My Profile", and "Logout". A yellow callout box points to the "Studies" link with the text: "Click here for all studies open for participants." The main content area is divided into several sections. On the left, under "Study Sign-Up", there is a green button labeled "VIEW AVAILABLE STUDIES". Below this is a section titled "My Schedule & Credits" with three links: "View or cancel my study appointments", "View studies I've participated in, and see if credit has been granted", and "View other Credits I've earned". A yellow callout box points to the first link with the text: "You're able to cancel appointments 24 hours in advance using the link here." To the right of the "My Schedule & Credits" section is a "Credits" summary showing "0 Credits Earned" and "0 Credits Pending". A yellow callout box points to the "Credits Pending" section with the text: "Easy to see when the next study you sign up for takes place!" Below the credits summary is a section titled "Upcoming Appointments" which shows "No Upcoming Appointments". At the bottom of the page, there is a footer with contact information: "Email questions to researchcoordinator@oswego.edu", "Copyright © 1997-2015 Sona Systems Ltd.", and a link to the "Human Subjects/Privacy Policy". The time displayed is "(2:20 PM)".

Manage existing appointments and keep track of credits here.

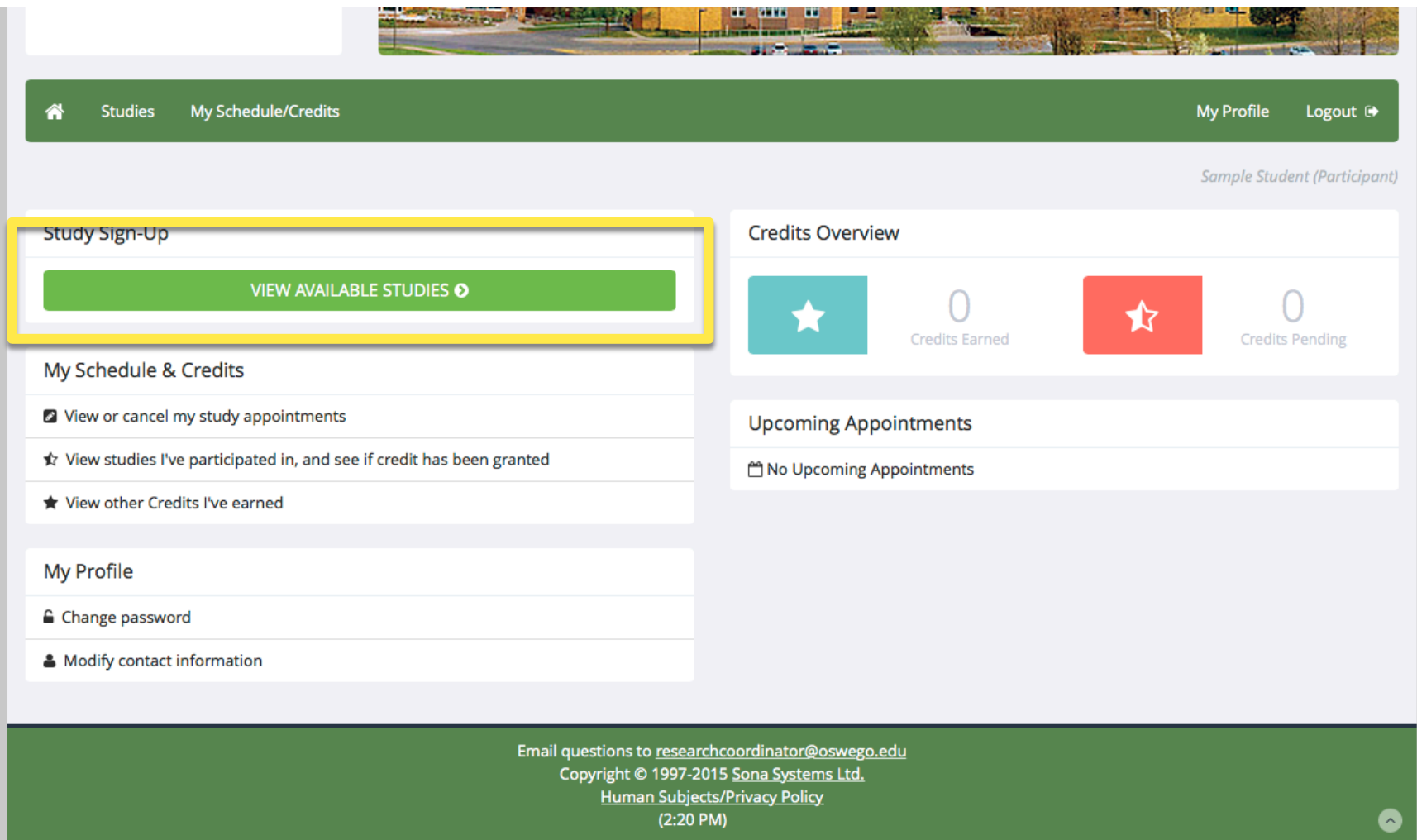
Click here for all studies open for participants.

Easy to see when the next study you sign up for takes place!

You're able to cancel appointments 24 hours in advance using the link here.

Email questions to researchcoordinator@oswego.edu
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[Human Subjects/Privacy Policy](#)
(2:20 PM)

Signing up for a study



The screenshot shows a research portal interface. At the top, there is a green navigation bar with a home icon, 'Studies', 'My Schedule/Credits', 'My Profile', and 'Logout'. Below this is a banner image of a campus. The main content area is divided into several sections. On the left, a 'Study Sign-Up' section is highlighted with a yellow border, containing a green button labeled 'VIEW AVAILABLE STUDIES'. Below this is a 'My Schedule & Credits' section with three links: 'View or cancel my study appointments', 'View studies I've participated in, and see if credit has been granted', and 'View other Credits I've earned'. To the right of this is a 'Credits Overview' section showing '0 Credits Earned' and '0 Credits Pending'. Below that is an 'Upcoming Appointments' section showing 'No Upcoming Appointments'. At the bottom, a green footer contains contact information and copyright details.

Home Studies My Schedule/Credits My Profile Logout

Sample Student (Participant)

Study Sign-Up

VIEW AVAILABLE STUDIES



My Schedule & Credits

- View or cancel my study appointments
- View studies I've participated in, and see if credit has been granted
- View other Credits I've earned

My Profile

- Change password
- Modify contact information

Credits Overview


	0		0
	Credits Earned		Credits Pending

Upcoming Appointments

No Upcoming Appointments

Email questions to researchcoordinator@oswego.edu
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[Human Subjects/Privacy Policy](#)
(2:20 PM)

Signing up for a study



[Home](#) [Studies](#) [My Schedule/Credits](#) [My Profile](#) [Logout](#)

Sample Student (Participant)


Currently Viewing: **All Studies**

View studies with available timeslots on :

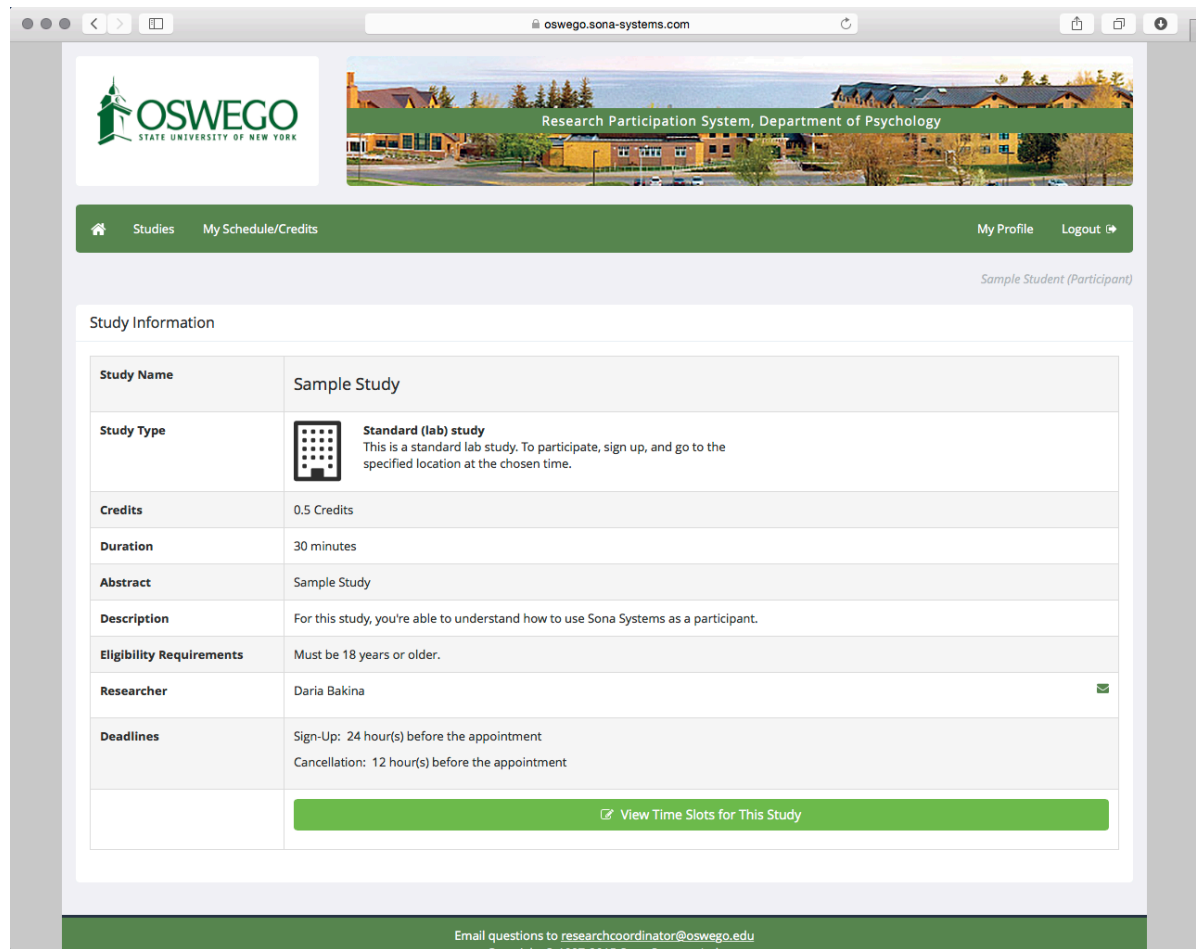
Available?	Study Information	Eligibility
↗ Timeslots Available	Sample Study Sample Study	Must be 18 years or older.

All studies and whether timeslots are available will be displayed here!
Click on the study name under “Study Information.”



Email questions to researchcoordinator@oswego.edu
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[Human Subjects/Privacy Policy](#)
(2:38 PM)



Study Information



The screenshot shows a web browser window with the URL `oswego.sona-systems.com`. The page features the OSWEGO State University of New York logo and a banner for the Research Participation System, Department of Psychology. A navigation bar includes links for Studies, My Schedule/Credits, My Profile, and Logout. The main content area is titled "Study Information" and displays details for a "Sample Study".

Study Name	Sample Study
Study Type	 Standard (lab) study This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time.
Credits	0.5 Credits
Duration	30 minutes
Abstract	Sample Study
Description	For this study, you're able to understand how to use Sona Systems as a participant.
Eligibility Requirements	Must be 18 years or older.
Researcher	Daria Bakina 
Deadlines	Sign-Up: 24 hour(s) before the appointment Cancellation: 12 hour(s) before the appointment

[View Time Slots for This Study](#)

Email questions to researchcoordinator@oswego.edu
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Study description, length, location, any eligibility requirements are listed here. After you've carefully read all information and want to participate, click "View Time Slots for Study."

Available Timeslots

The screenshot shows a web browser window with the URL oswego.sona-systems.com. The page features the Oswego State University of New York logo on the left and a banner image of a campus building on the right with the text "Research Participation System, Department of Psychology". Below the banner is a navigation bar with links for "Studies", "My Schedule/Credits", "My Profile", and "Logout". A user is logged in as "Sample Student (Participant)". The main content area is titled "Timeslots for Study" and contains a table with the following data:

Date	Location	Sign Up?
Friday, February 6, 2015 9:00 AM - 9:30 AM	Mahar Hall	Sign Up

Below the table, the text reads: "All available time slots for days and times will be listed here. Select one that fits your schedule and select 'Sign Up.'"

The footer contains contact information: "Email questions to researchcoordinator@oswego.edu", "Copyright © 1997-2015 Sona Systems Ltd.", "[Human Subjects/Privacy Policy](#)", and the time "(2:38 PM)".

Sign-up Confirmation

The screenshot shows a web browser window with the URL oswego.sona-systems.com. The page header includes the Oswego State University of New York logo and a banner for the Research Participation System, Department of Psychology. A green navigation bar contains links for Home, Studies, My Schedule/Credits, My Profile, and Logout. Below the navigation bar, a green box displays the message: "System Message: Sign-up Successful". A text box below this message states: "Your sign-up has been completed. Please copy down the following information:". The "Signup Information" section contains a table with the following details:

Study Name	Sample Study
Date	February 6, 2015 9:00 AM - 9:30 AM
Location	Mahar Hall
Eligibility Requirements	Must be 18 years or older.
Brief Description	Sample Study
Detailed Description	For this study, you're able to understand how to use Sona Systems as a participant.
Researcher	Daria Bakina Email: bakinalaboswego@gmail.com

Below the table, a text box says: "If you have any further questions, you may contact the researcher." The footer of the page contains the following text: "Email questions to researchcoordinator@oswego.edu
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[Human Subjects/Privacy Policy](#)
(2:38 PM)

Please make sure that you receive the sign-up successful message. You'll also receive a confirmation email.

Questions about the study? Email the researcher directly!

Need to Cancel?

The screenshot shows a web browser window with the URL `oswego.sona-systems.com`. The page features the Oswego State University of New York logo and a banner for the Research Participation System, Department of Psychology. A navigation bar includes links for Home, Studies, My Schedule/Credits, My Profile, and Logout. The main content area is divided into several sections: Study Sign-Up with a 'VIEW AVAILABLE STUDIES' button; My Schedule & Credits, where the 'View or cancel my study appointments' link is highlighted with a yellow box; Credits Overview showing 0 Credits Earned and 0 Credits Pending; and Upcoming Appointments showing 'No Upcoming Appointments'. A footer contains contact information for the research coordinator and copyright details.

OSWEGO
STATE UNIVERSITY OF NEW YORK

Research Participation System, Department of Psychology

Studies My Schedule/Credits My Profile Logout

Sample Student (Participant)

Study Sign-Up

VIEW AVAILABLE STUDIES

My Schedule & Credits

☒ View or cancel my study appointments

★ View studies I've participated in, and see if credit has been granted

★ View other Credits I've earned

My Profile

Change password

Modify contact information

Credits Overview

0 Credits Earned

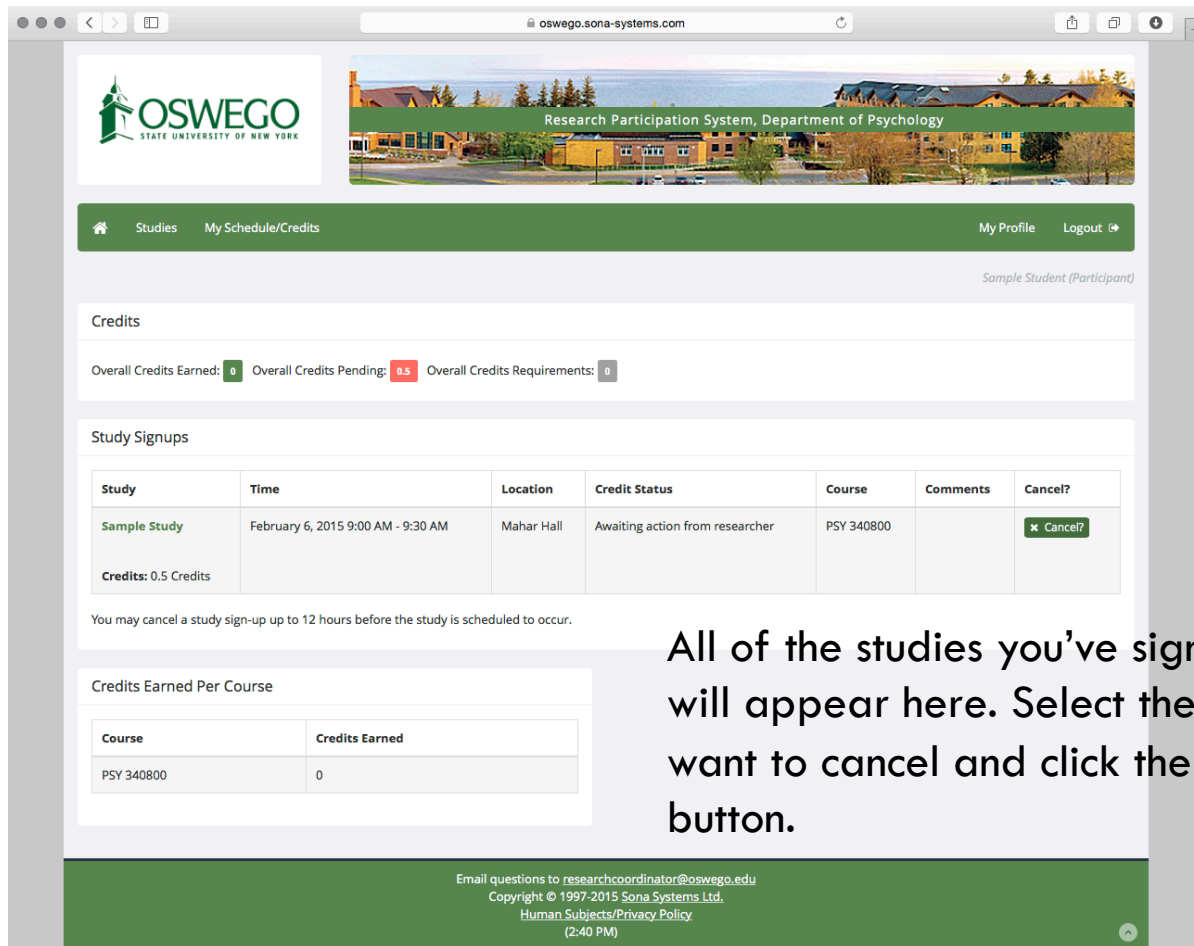
0 Credits Pending

Upcoming Appointments

No Upcoming Appointments

Email questions to researchcoordinator@oswego.edu
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[Human Subjects/Privacy Policy](#)
(2:20 PM)

Cancelling an appointment



The screenshot shows the 'Research Participation System, Department of Psychology' interface for Oswego State University of New York. The user is logged in as a 'Sample Student (Participant)'. The 'Credits' section shows 0 earned, 0.5 pending, and 0 requirements. The 'Study Signups' table lists a 'Sample Study' on February 6, 2015, from 9:00 AM to 9:30 AM at Mahar Hall, with a status of 'Awaiting action from researcher' and a course of 'PSY 340800'. A 'Cancel?' button is visible in the 'Cancel?' column. Below the table, a note states: 'You may cancel a study sign-up up to 12 hours before the study is scheduled to occur.' The 'Credits Earned Per Course' table shows 0 credits earned for PSY 340800. The footer includes contact information for the research coordinator and copyright details.

Study	Time	Location	Credit Status	Course	Comments	Cancel?
Sample Study	February 6, 2015 9:00 AM - 9:30 AM	Mahar Hall	Awaiting action from researcher	PSY 340800		Cancel?

Credits: 0.5 Credits

You may cancel a study sign-up up to 12 hours before the study is scheduled to occur.

Course	Credits Earned
PSY 340800	0

Email questions to researchcoordinator@oswego.edu
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[Human Subjects/Privacy Policy](#)
(2:40 PM)

All of the studies you've signed up for will appear here. Select the one you want to cancel and click the "Cancel" button.

Cancelling an appointment

The screenshot shows a web browser window with the URL `oswego.sona-systems.com`. The page header includes the Oswego State University of New York logo and a banner for the Research Participation System, Department of Psychology. A navigation bar contains links for Home, Studies, My Schedule/Credits, My Profile, and Logout. A system message asks, "Are you sure you want to cancel this sign-up?". The main content area is titled "Cancel Study Signup" and includes an important notice: "You may cancel a study sign-up up to 12 hours before the study is scheduled to occur. If you decide to cancel, you will receive an email confirmation of the cancellation, for your records." Below this is a table with the following data:

Study Name	Sample Study
Date	February 6, 2015 9:00 AM - 9:30 AM
Location	Mahar Hall
Researcher	Daria Bakina Email: bakinalaboswego@gmail.com

Below the table, the question "Would you like to cancel this sign-up?" is displayed, followed by two buttons: "Yes, I want to cancel" (red) and "No, I do not want to cancel" (green). The footer contains contact information for the research coordinator and copyright details.

OSWEGO
STATE UNIVERSITY OF NEW YORK

Research Participation System, Department of Psychology

Studies My Schedule/Credits My Profile Logout

Sample Student (Participant)

System Message: Are you sure you want to cancel this sign-up?

Cancel Study Signup

IMPORTANT: You may cancel a study sign-up up to 12 hours before the study is scheduled to occur. If you decide to cancel, you will receive an email confirmation of the cancellation, for your records.

Study Name	Sample Study
Date	February 6, 2015 9:00 AM - 9:30 AM
Location	Mahar Hall
Researcher	Daria Bakina Email: bakinalaboswego@gmail.com

Would you like to cancel this sign-up?

Yes, I want to cancel No, I do not want to cancel

Email questions to researchcoordinator@oswego.edu
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[Human Subjects/Privacy Policy](#)
(2:40 PM)

Double check this is the time slot you would like to cancel!

You'll be asked to confirm your cancellation.

Cancelling an appointment

The screenshot displays a web browser window at the URL `oswego.sona-systems.com`. The page header includes the OSWEGO State University of New York logo and a banner for the "Research Participation System, Department of Psychology". A green navigation bar contains links for "Studies", "My Schedule/Credits", "My Profile", and "Logout". Below the navigation bar, a green message box states: "System Message: Cancellation Successful. Confirmation email sent." The "Credits" section shows "Overall Credits Earned: 0", "Overall Credits Pending: 0", and "Overall Credits Requirements: 0". The "Study Signups" section displays the message: "This confirms your cancellation." and "You have not signed up for any studies." The footer contains contact information: "Email questions to researchcoordinator@oswego.edu", "Copyright © 1997-2015 Sona Systems Ltd.", and a link to "Human Subjects/Privacy Policy". The time (2:40 PM) is shown in the bottom right corner.

OSWEGO
STATE UNIVERSITY OF NEW YORK

Research Participation System, Department of Psychology

Studies My Schedule/Credits My Profile Logout

Sample Student (Participant)

System Message: Cancellation Successful. Confirmation email sent.

Credits

Overall Credits Earned: 0 Overall Credits Pending: 0 Overall Credits Requirements: 0

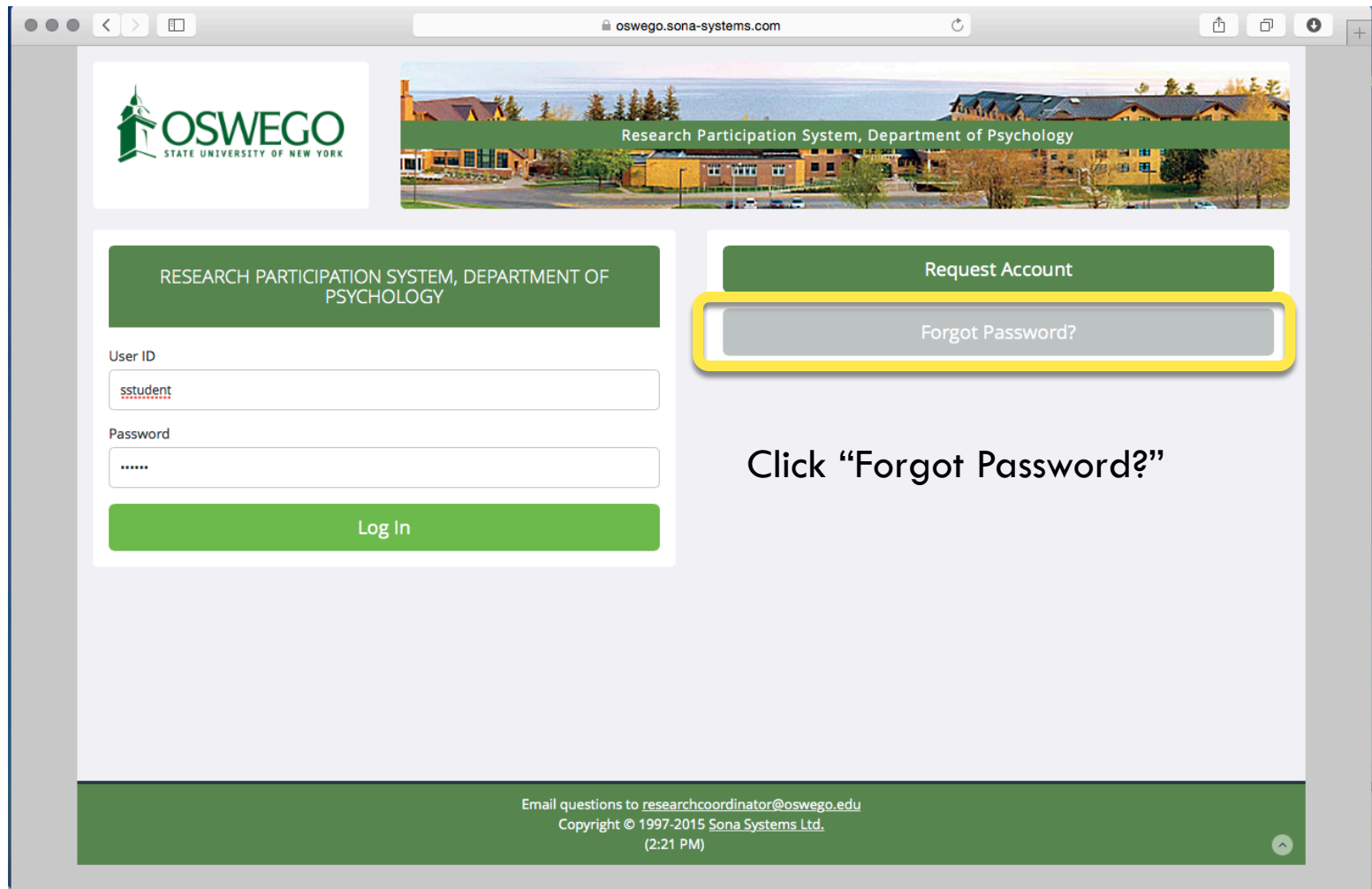
Study Signups

This confirms your cancellation.

You have not signed up for any studies.

Email questions to researchcoordinator@oswego.edu
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[Human Subjects/Privacy Policy](#)
(2:40 PM)

Forgot your password?



The screenshot shows a web browser window with the URL `oswego.sona-systems.com`. The page header includes the Oswego State University of New York logo and a banner for the Research Participation System, Department of Psychology. The main content area features a login form on the left and two buttons on the right: "Request Account" and "Forgot Password?". The "Forgot Password?" button is highlighted with a yellow border. The login form contains fields for "User ID" (with the text "sstudent" entered) and "Password" (with masked characters "*****"), and a "Log In" button. The footer contains contact information and a copyright notice.

OSWEGO
STATE UNIVERSITY OF NEW YORK

Research Participation System, Department of Psychology

RESEARCH PARTICIPATION SYSTEM, DEPARTMENT OF PSYCHOLOGY

User ID

sstudent

Password

Log In

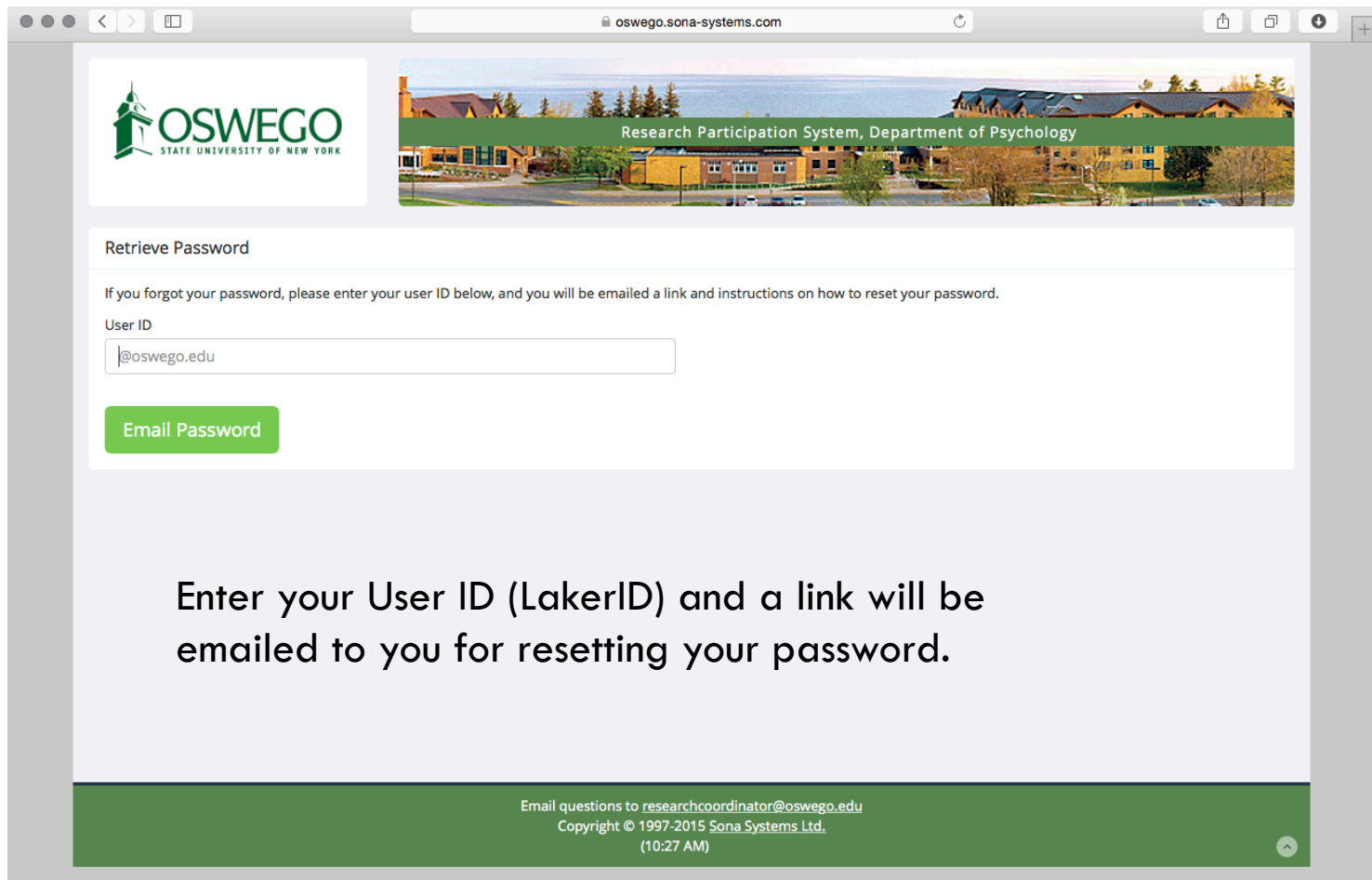
Request Account

Forgot Password?

Click "Forgot Password?"

Email questions to researchcoordinator@oswego.edu
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(2:21 PM)

Forgot your password?



The screenshot shows a web browser window with the address bar displaying `oswego.sona-systems.com`. The page header includes the Oswego State University of New York logo on the left and a banner image of a campus building with the text "Research Participation System, Department of Psychology" overlaid. The main content area is titled "Retrieve Password" and contains the following text: "If you forgot your password, please enter your user ID below, and you will be emailed a link and instructions on how to reset your password." Below this is a label "User ID" and a text input field containing "@oswego.edu". A green button labeled "Email Password" is positioned below the input field. At the bottom of the page, a green footer bar contains the text: "Email questions to researchcoordinator@oswego.edu", "Copyright © 1997-2015 Sona Systems Ltd.", and "(10:27 AM)".

OSWEGO
STATE UNIVERSITY OF NEW YORK

Research Participation System, Department of Psychology

Retrieve Password

If you forgot your password, please enter your user ID below, and you will be emailed a link and instructions on how to reset your password.

User ID


Email Password

Enter your User ID (LakerID) and a link will be emailed to you for resetting your password.

Email questions to researchcoordinator@oswego.edu
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(10:27 AM)

Always remember to log out!

oswego.sona-systems.com

 **OSWEGO**
STATE UNIVERSITY OF NEW YORK

Research Participation System, Department of Psychology

System Message: You have been logged out.

RESEARCH PARTICIPATION SYSTEM, DEPARTMENT OF PSYCHOLOGY

User ID

Password

Log In

Request Account

Forgot Password?

Email questions to researchcoordinator@oswego.edu
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(2:19 PM)