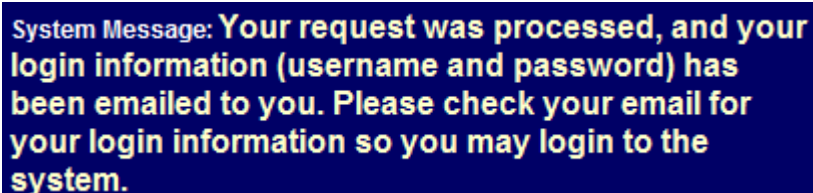


# Research Participation Requirement for Students Enrolled in PSY 1879: Introductory Psychology (FALL 2009: PROCEDURES)

*(please note that these procedures may have changed slightly from the time this document was prepared)*

We use a web-based system called SONA.

1. Before you can begin signing-up for studies, you have to register.
  - a. Go to <http://eiu.sona-systems.com/>
  - b. Look for “New Participant?” at the lower left of the page; click on “Request an account here.” Enter the requested information, then click on “Request Account”:
    - Name
    - User ID (this is the first part of your EIU e-mail address [the part before @eiu.edu]—you cannot use a non-EIU address—all students are automatically issued an EIU email address; if you have problems accessing your account, contact the Help Desk at 581-HELP)
    - Class (you will need to know the PSY1879 Section # for which you are registered). *Be accurate so that you get credited correctly for your participation!*
  - c. If everything worked correctly, your browser page will display the following message:



**System Message: Your request was processed, and your login information (username and password) has been emailed to you. Please check your email for your login information so you may login to the system.**

- **Note:** You can open another browser window to check your email. The system will have generated an AUTOMATIC PASSWORD for you. Make note of the password assigned to you.
- d. Now you can login to SONA, and are ready to sign-up for studies.
    - You can change your password to something that will be easier for you to remember by going to the “My Profile” section on the ‘Welcome’ page.
    - **Note:** The system administrator WILL be able to see your password at any time.
    - You can also change your class section, but only before you have signed up for any studies.
2. When you return to SONA, just enter your EIU user name and SONA password to login.
  3. **Complete the PRESCREEN!**
    - This is an online questionnaire that you may participate in before you sign up for studies.
    - THIS PRESCREEN IS **HIGHLY RECOMMENDED**.
    - Participation in the prescreen may make you eligible for more studies throughout the semester.
    - In addition, **you will receive a ½ hour of research credit for completing the prescreen.**
    - 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

(PLEASE TURN OVER)

will not be permanently saved until you complete all sections and you are given a chance to review your responses.

- The prescreen should take approximately 30 minutes to complete.
4. Each time you login to the site, you will be able to select various options, including a list of studies available. When you sign-up for a study, make note of when and where you are to go to participate in the study—you will be sent an email reminder the day before a study for which you have signed up to participate.
  5. When you arrive at a non-online study you will sign an attendance sheet as evidence that you participated in the study. In a few days (or sooner) your participation will be credited. Please contact the researcher right away if you don't receive credit or you're not credited the correct amount.
    - Allow up to 96 hours for the researcher to record your participation in his or her study.
  6. Early in the semester there will be few if any studies for you to sign-up for. Be patient and keep checking—by the end of the semester about 15 to 20 studies will have been conducted. Also, remember that to avoid a No-Show (receiving a 0 for a study) you need to cancel your sign-up or contact the researcher before the study; if you decide or have to contact a researcher, we recommend doing so via email so that your messages will be date and time stamped.

**DON'T Wait!**

**Register at <http://eiu.sona-systems.com/> and**

**take the PRESCREEN**

**TODAY!**