

How to Create an Account for the Research/Counseling Sign-up System

Go to the following website: <http://uttyler.sona-systems.com>

Please follow these steps:

- (1) On the right-hand side of the page, click the link that says “Request Account.”
- (2) Type in your information. Your user ID can be anything you wish. However, note that **YOUR EMAIL ADDRESS MUST BE ACCURATE!!!!** You will also enter your telephone number and select the psychology course(s) that you enrolled in this semester.
- (3) The system will use your email address to send you a password.
- (4) Log into the system at the web address above with your username (that you created) and password (that the system will email to you). You may change your password upon logging in to the system for the first time.
- (5) Click the link that says “Study Sign Up”
- (6) Click the link of the study you wish to participate in (the number of credits the study is worth will be listed on the webpage).
- (7) Click the link that says “Timeslots Available.” Note that a specific study is available until the study is completed, after which you can no longer sign up for it. New studies are posted throughout the semester, but the timing of new study availability depends on the individual researchers in charge of those specific studies.

Start early!!!! Do NOT wait until the end of the semester to start your research participation. There will NOT be a large number of studies available toward the end of the semester because the researchers and their student assistants are trying to analyze the data from their semester projects before the semester ends. Check Sona each week throughout the semester in order to find new studies in which you can participate!!!!

- (8) Select a date and time that will work for you. Some studies are completely online, so you can complete that study immediately. Other studies require that you show up to one of the psychology research laboratories on campus. There are three psychology laboratories on campus, so please note which one you need to attend.
- (9) The Sona system will send you an email reminder about your study sign up (including information about the day, time, and location of the study) at 5:00 pm the night before the study is to take place.
- (9) Repeat Steps 5 - 8 until you have completed all credits that are required for your course. Any credits you complete beyond those required for your course(s) can potentially be used for extra credit, at the discretion of your instructor.

Once you participate, the system will track the number of credit hours you have completed. This information is available by clicking the “My Schedule/Credits” link.

Types of Studies:

There are two basic types of studies. The first is a laboratory study, and you will meet with a researcher at a specific location on the UT-Tyler campus. The second type is an online study. With this type of study, you can complete it from any computer connected to the internet. Although the majority of studies are of the first type, a few online studies may be posted during the semester for your convenience. The type of study will be listed in the description of the project on the website.

Cancelling an Appointment:

If you need to cancel an appointment for a timeslot you have signed up for, you can do this from the My Schedule / Credits page on the website. Select this link, and you will see all the studies you have signed up for, as well as those you have completed. Click “Cancel” on the appointment you need to cancel, and you will see a confirmation page. Note, however, that you should avoid cancelling an appointment unless absolutely necessary. Aside from not receiving the credit from the study, you are also inconveniencing the student researchers who are waiting at the laboratory to greet you. If you do need to cancel, you may try to contact the researcher in charge of the study (listed on the website) to reschedule.

To assign credits to specific courses –in the event that you are in more than one course that requires participation and/or offers extra credit for participation – please do the following:

- (1) Click the “My Schedule/Credits” link.
- (2) Assign the credits for each study in which you have participated to a specific course. This may include volunteer hours for student counseling.
- (3) The system will allow you to assign any number of the total credits you have accumulated to any specific course. However, you only have your total number of accumulated credits to distribute to your course(s). For example, if you have two courses that require participation and you have 10 accumulated credits, you can allocate those 10 credits to one course, the other course, or divide them in some way between both courses.

Before the end of the semester, be sure that you “apply” the credits that you have accumulated to the course(s) that require research participation and/or that offer extra credit for participating in research or volunteering for counseling.

If you have any technical questions (e.g. setup, password, account issues, etc.) about SONA, you may contact the Sona System administrator, Dr. Stocks, directly at estocks@uttyler.edu.