INSTRUCTIONS FOR USING SONA
AS A RESEARCH PARTICIPANT

How do I log in to the system?

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

Can I access Sona through my smartphone?

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

How do I set up an account?

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

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. This is a long list of courses and section numbers PLEASE SCROLL DOWN to fine the correct course and section number. If you do not know your section number ask your instructor. If you are enrolled in both Marketing 300 and Management 300, please select both correct section numbers.
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.

If you are taking both Management and Marketing please select both in the drop down menu. It is a long menu please scroll down to find the correct section numbers.
How do I sign up for studies?

Click “Studies” on the home page to view a list of available studies.

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

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.
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.

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.