

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”

The screenshot shows the Sona login page for Ball State University. 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. A 'Forgot Password?' link is also visible below the 'Request Account' button.

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 find 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.

ACCOUNT INFORMATION

First Name

Last Name

User ID

User ID (re-enter for verification)

Student ID Number (optional)

Telephone (optional)

Course(s)

MGT 300 6
MGT 300 7
MGT 300 8
MGT 300 800
MKG 300 1
MKG 300 3
MKG 300 4
MKG 300 5
MKG 300 6

Available Courses



MGT 300 3
MKG 300 2

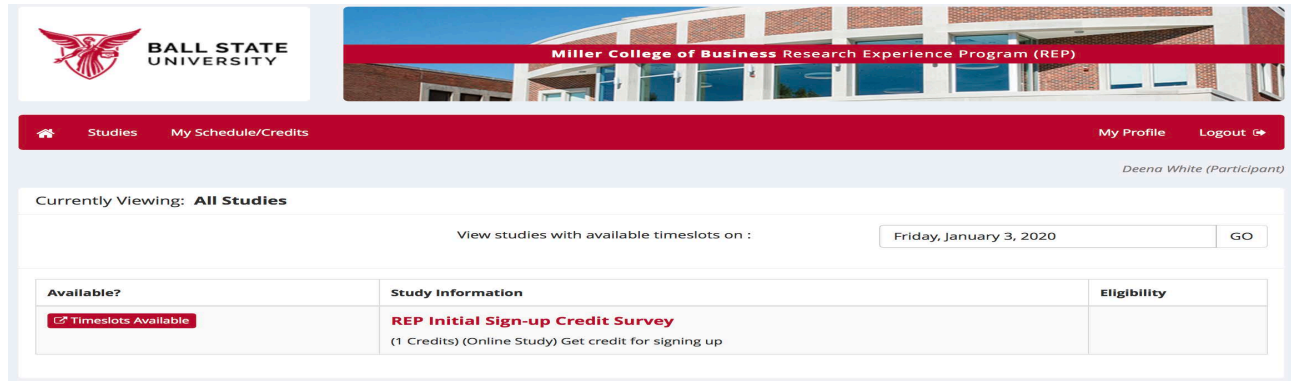
Selected Courses

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.

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.

How do I sign up for studies?

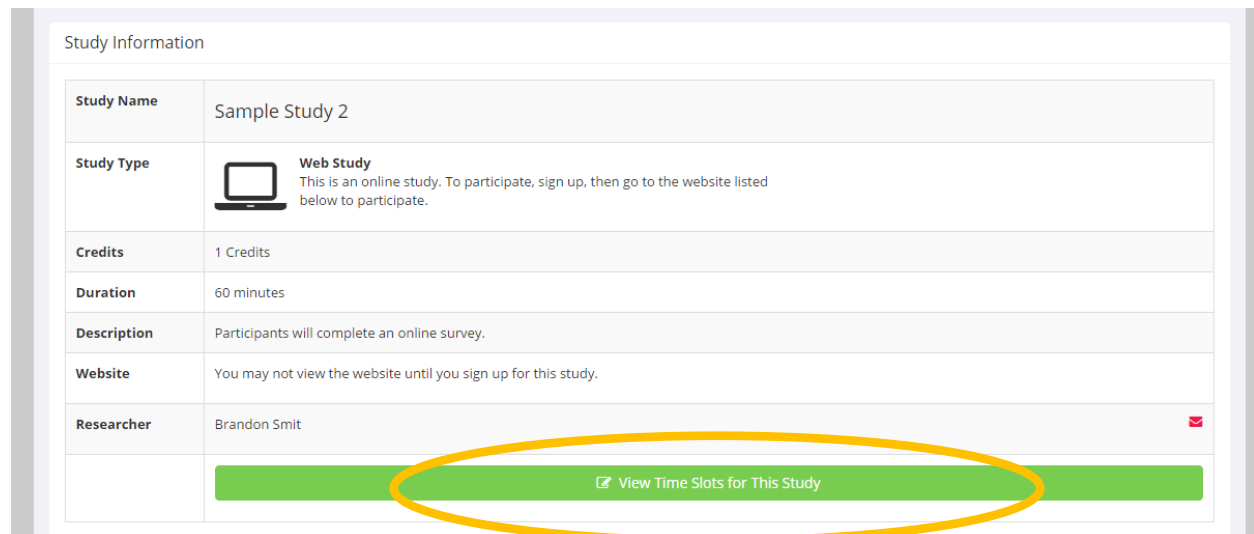
Click “Studies” on the home page to view a list of available studies.





The screenshot shows the Miller College of Business Research Experience Program (REP) website. The header includes the Ball State University logo and the program name. A navigation bar contains links for "Studies", "My Schedule/Credits", "My Profile", and "Logout". Below the navigation bar, the user is identified as "Deena White (Participant)". The main content area shows "Currently Viewing: All Studies" and a filter for "View studies with available timeslots on : Friday, January 3, 2020". A table lists available studies with columns for "Available?", "Study Information", and "Eligibility".

Available?	Study Information	Eligibility
<input checked="" type="checkbox"/> Timeslots Available	REP Initial Sign-up Credit Survey (1 Credits) (Online Study) Get credit for signing up	

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



The screenshot shows the "Study Information" page for "Sample Study 2". The page includes a table with the following details:

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

At the bottom of the page, there is a green button with a checkmark icon and the text "View Time Slots for This Study", which is circled in yellow.

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		
NOTE: 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	Sign Up

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 navigation bar contains a home icon, 'Studies', 'My Schedule/Credits' (highlighted with a yellow circle), and 'FAQ'. On the right side of the navigation bar are 'My Profile' and 'Logout' with an external link icon. 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 labeled 'VIEW AVAILABLE STUDIES'; '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'; 'My Profile' with three links: 'Change password', 'Modify contact information', and 'Provide an alternate email address'; 'FAQ' with a link 'Find answers to common questions'; 'Credits Overview' featuring a donut chart with the number '2' in the center, and a legend showing '2 Earned' (red), '0 Pending' (orange), and '4.5 Required' (grey); 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?
Not a real study	July 27, 2014 9:00 AM - 9:30 AM	117 NQ	1 Credits granted on July 30, 2014.	None		
Credits: 1 Credits				Reassign		
Sample Study 2	August 22, 2015 9:00 AM	Online	Awaiting action from researcher	MGT 300, Sec 10; Fall'18		Cancel?
Non-study credit assessed by Brandon Smit.			2 Credits granted on August 13, 2014.	None	alternative	
				Reassign		