Welcome to the online research and clinic participant sign-up!

HOW DO I ENROLL IN SONA?

- Go to [https://cwu.sona-systems.com/](https://cwu.sona-systems.com/) or the link for the Sona Systems Research Board at [http://www.cwu.edu/psychology/about-sona-systems](http://www.cwu.edu/psychology/about-sona-systems).
- On the lower-left hand side of the screen, click on “New Participant; Request an Account Here”

Complete the information in “Request an Account” and click “Request Account”.

***Your User ID MUST be your cwu.edu e-mail account. The @cwu.edu will be added automatically to your User ID***

***If you do not see your course(s) on the list of courses, then that course is not accepting credit via SONA at this time***
I WAS ALREADY REGISTERED BUT CAN’T FIND MY USER ID OR PASSWORD INFORMATION. WHAT DO I DO?

- Go to: [https://cwu.sona-systems.com/](https://cwu.sona-systems.com/) or find the link for the Sona Systems Research Board at [http://www.cwu.edu/psychology/about-sona-systems](http://www.cwu.edu/psychology/about-sona-systems).
- On the lower-left hand side of the screen, click on “Forgot Password?”

- Enter your SONA USER ID (your CWU e-mail account) on the screen that appears, and click on “Email Password.” SONA will automatically email your password to your CWU email account.
• If you do not know your SONA USER ID, the system administrator can request that the information be sent to you from SONA. Contact the system administrator via email at researchadministrator@cwu.edu to request a new email with your USER ID and password information.
HOW DO I SIGN-UP TO PARTICIPATE IN RESEARCH OR CLINIC?

• Once you register, you can view your profile and descriptions of all the research projects with available days/times for participation. After signing into SONA, click on “Study Sign-Up”

• A list of available studies will appear along with whether it is online and the credits associated with the study (the length of the study). You can click on any available study listed to get details about that study.

• Follow the instructions to either select a time slot to sign-up for or to begin an online study.

• TO EARN CREDITS FOR CLINIC PARTICIPATION, you will need to directly contact the clinic by completing their volunteer form. You will be contacted directly by phone by a graduate student if you are eligible for clinic participation. Call 509-963-2501 for further details or to correct errors in your record of clinic participation.
WHAT HAPPENS IF I MISS AN APPOINTMENT I MADE THROUGH SONA?

• When you sign up for or cancel your sign-up for a study, you are sent a confirmation email with the details. Participants can always view their sign-up information on the site regardless of whether they receive a confirmation email. Just go to “My Schedule & Credits” under “My profile” and click on “View or cancel my study appointments”

• Cancellations are sent to the researcher from the website, making cancellations easier for the participant and easier to track for the researcher.

• If you fail to cancel your appointment via SONA or through direct contact with the researcher, the researcher will mark you as a “No-show”. More than two (2) No-shows in a quarter will result in you being blocked from the system and unable to participate to earn more credits.
HOW IS CREDIT AWARDED TO MY COURSES?

• Unless the researcher specifically notes that a participant was a no-show, participants are automatically awarded credit participating – there’s nothing else you need to do except assign them to the correct course and section.

• At the top of the home page, click “My Profile”.

• At the top right of “My Profile” is a list of the courses that you would like your points assigned to. You can select “Change Courses” at any point in the quarter up to the last day of classes.

• If you would like to divide your credits across more than one course, hold the Ctrl or Apple key down as you select multiple courses. You can then view and change the allocation of your credits across courses.
On the first day of finals week, information on your credits earned in SONA will be automatically sent to your instructor. ***Course enrollments are not double-checked; it is UP TO YOU to ensure that you have selected the correct section of your course and that your course is accepting credit in SONA***