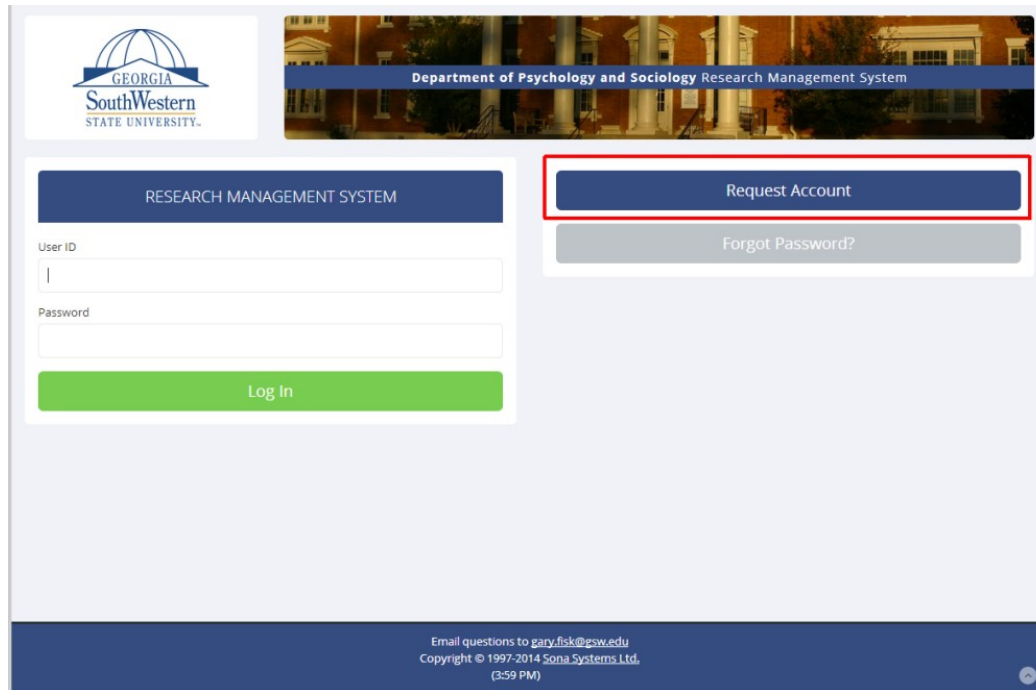


# How to Sign Up and Participate in Psychology Experiments

1. Click on <http://gsw.sona-systems.com> or type this web address directly into your web browser. It will take you to a web site that looks like the following screenshot.



The screenshot shows the Georgia SouthWestern State University Research Management System interface. At the top left is the university logo. A blue banner across the top reads "Department of Psychology and Sociology Research Management System". Below this is a login form with a blue header "RESEARCH MANAGEMENT SYSTEM". The form includes fields for "User ID" and "Password", a green "Log In" button, and a blue "Request Account" button highlighted with a red square. A grey "Forgot Password?" button is also visible. At the bottom, there is contact information: "Email questions to gary.fisk@gsw.edu", "Copyright © 1997-2014 Sona Systems Ltd.", and "(3:59 PM)".

2. Click on the “[Request Account](#)” link (see the red square above).

3. Enter your personal information on the “Request an Account” page, such as your first and last name. You also need to create a User ID that you can remember.

4. Enter an email address that you use frequently, such as a personal email address. Your login information will be sent to this address.

**Important:** It must be an address that you use every day. The address does not need to be your student email address.

**Important:** Make sure that you enter your email address correctly when you register. Student email addresses should end in radar.gsw.edu, not radar.com or radar.edu. SONA will not be able to send your login information to you if you register with an incorrect email address.

5. Select the course that you are enrolled in. The participation credit information will be sent to the professor of this course at the end of the semester.

**Important:** You must select the class that you are enrolled in when you register. You will not receive credit if you select the wrong class.

6. Click the “Request Account” button at the bottom of the page. Your User ID and an automatically generated password will be sent to your email address.

7. Check your email address for the password information.

8. Log into <http://gsw.sona-systems.com> with your new user ID and password. Begin by

clicking on the “view available studies” button.

Department of Psychology and Sociology Research Management System

Studies My Schedule/Credits My Profile Logout

Gary Fisk (Participant)

Study Sign-Up

VIEW AVAILABLE STUDIES

My Schedule & Credits

- View or cancel my study appointments
- View studies I've participated in, and see if credit has been granted
- View other Credits I've earned

Credits Overview

0 Earned

0 Pending

1 Required

Upcoming Appointments

9. SONA will list all of the available research projects under the “Study sign-up” link. Clicking on this link will bring up a screen that looks something like this:

Department of Psychology and Sociology Research Management System

Studies My Schedule/Credits My Profile Logout

Gary Fisk (Participant)

Currently Viewing: All Studies

View studies with available timeslots on : Saturday, November 8, 2014 GO

Available?	Study Information	Eligibility
<a href="#">Timeslots Available</a>	Experiences with Nature and Ecological Conceptual Knowledge (Online Study)	

10. Select a study that you want to participate in by clicking on the “timeslots available” button. Once you find a time that works for you, click on the “Sign Up” button.

11. The SONA system will send you a reminder via email the day before your appointment. If you need to cancel, you can log into SONA and cancel up until 5:00 of the day before the experiment.

12. Be sure to show up on time for your research appointment. An upper-level psychology student will meet you at the designated office at your meeting time. This student will run you through the experiment.

Health and Human Sciences #2 looks like this:



If your appointment is in room 225, go to the second floor. Room 225 is on the west side of the building, near the faculty offices. [More directions are also available](#), including a floor plan of the second floor.