

How to Sign Up and Participate in Psychology Experiments

1. Click on <https://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.

RESEARCH MANAGEMENT SYSTEM

User ID
|

Password

Log In

Request Account

Forgot Password?

Email questions to gary.fisk@gsw.edu
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(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 email address that you use on a regular basis. This email address will be used to send important information, such as the login information and appointment reminders. 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 have radar.gsw.edu to the right of the @ symbol. Student email addresses are 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 for the password information.

8. Log into <https://gsw.sona-systems.com> with your new user ID and password. Begin by clicking on the “view available studies” button.

The screenshot shows the user interface of the Sona-Systems Research Management System. At the top left is the Georgia Southwestern State University logo. The main header is a blue banner with the text "Department of Psychology and Sociology Research Management System". Below this is a navigation bar with "Studies" and "My Schedule/Credits" on the left, and "My Profile" and "Logout" on the right. The user's name "Gary Fisk (Participant)" is displayed in the top right. The main content area is divided into two columns. The left column has a "Study Sign-Up" section with a prominent green button labeled "VIEW AVAILABLE STUDIES" which is highlighted by a red arrow. Below this is a "My Schedule & Credits" section 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". The right column has a "Credits Overview" section with a circular progress indicator showing "0" and a legend for "0 Earned", "0 Pending", and "1 Required". Below that is an "Upcoming Appointments" section.

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:

The screenshot shows the "Currently Viewing: All Studies" page. At the top, there is a search filter for "View studies with available timeslots on:" with a date dropdown set to "Saturday, November 8, 2014" and a "GO" button. Below this is a table with three columns: "Available?", "Study Information", and "Eligibility". A red arrow points to a blue button labeled "Timeslots Available" in the "Available?" column. The "Study Information" column contains the text "Experiences with Nature and Ecological Conceptual Knowledge (Online Study)".

Available?	Study Information	Eligibility
Timeslots Available	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. After registration, SONA will provide specific information about how to participate in the survey or experiment.

- Online surveys: A web link will be given for participating in an online survey.
- Laboratory testing: The experiment information will include the testing room. If you are new to GSW, this link describes [how to find the Psychology/Sociology Department](#)

(second floor of Health and Human Sciences #2).

12. 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.