

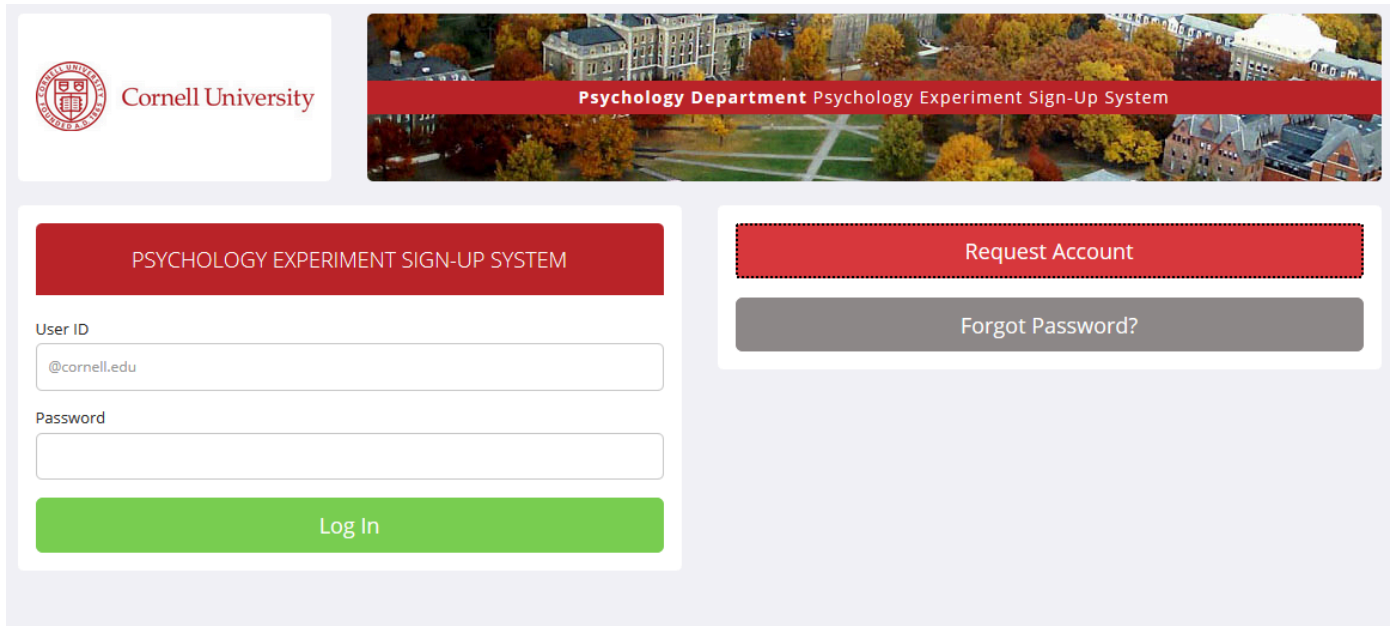
SONA Instructions–Spring 2024

You can earn **up to 2 points of extra credit** by participating in experiments via the SONA website. One SONA credit is equivalent to one extra credit point. To earn two extra credit points for the class, you will need to complete two SONA credits. The points will be added to your combined raw score on the prelims.

The **last day** to earn extra credit for this class is **Friday, May 10**. Please plan ahead as studies will fill up towards the end of the semester.

Making an Account

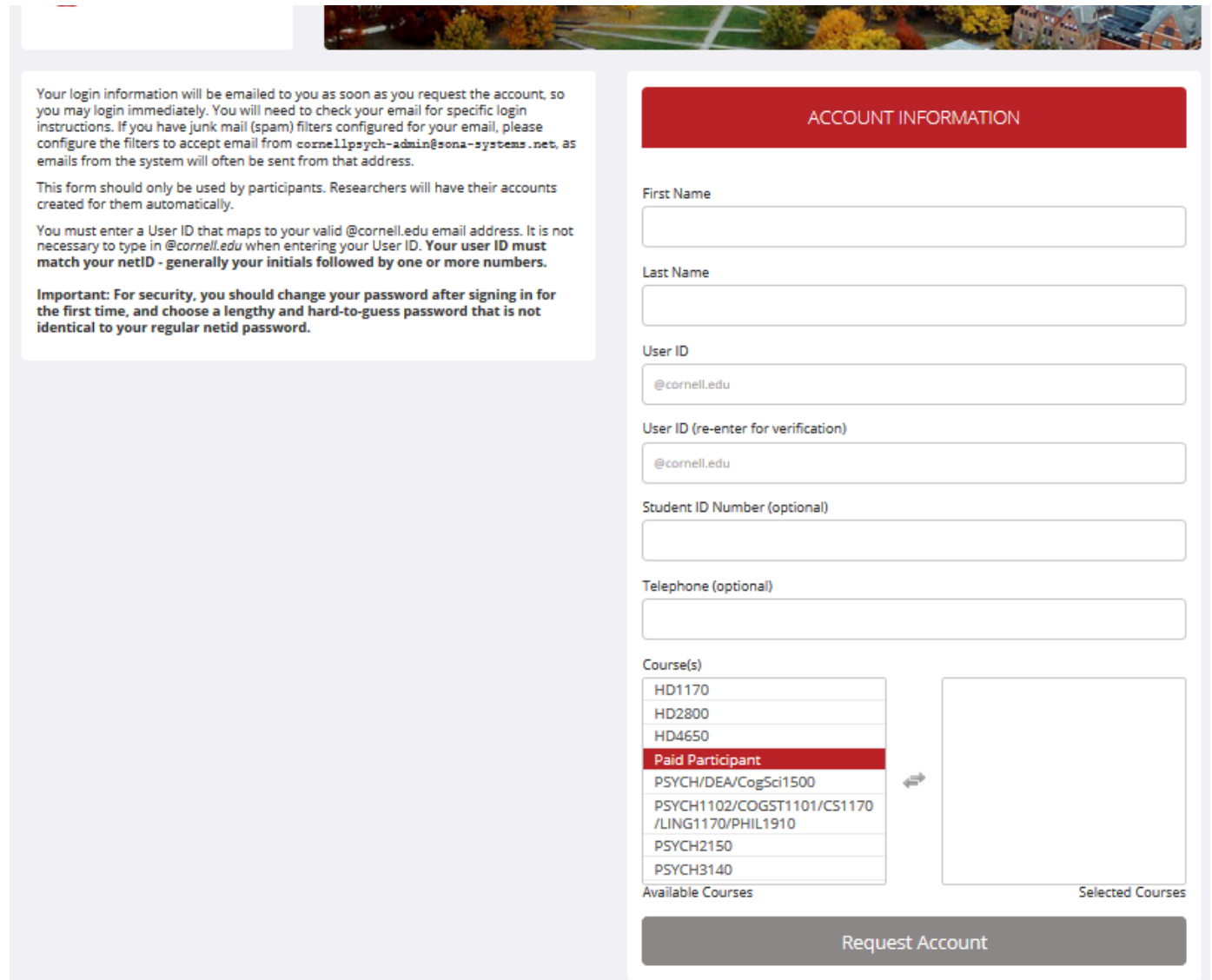
Visit the SONA website: <https://cornellpsych.sona-systems.com/>



The screenshot shows the Cornell University Psychology Department Psychology Experiment Sign-Up System website. The header includes the Cornell University logo and the text "Psychology Department Psychology Experiment Sign-Up System". The main content area is divided into two sections. The left section, titled "PSYCHOLOGY EXPERIMENT SIGN-UP SYSTEM", contains a "User ID" field with the placeholder "@cornell.edu", a "Password" field, and a green "Log In" button. The right section contains a red "Request Account" button and a grey "Forgot Password?" button.

Select "Request Account" in the top right of the page.

Fill out the account information.



Your login information will be emailed to you as soon as you request the account, so you may login immediately. You will need to check your email for specific login instructions. If you have junk mail (spam) filters configured for your email, please configure the filters to accept email from `cornellpsych-admin@sona-systems.net`, as emails from the system will often be sent from that address.

This form should only be used by participants. Researchers will have their accounts created for them automatically.

You must enter a User ID that maps to your valid `@cornell.edu` email address. It is not necessary to type in `@cornell.edu` when entering your User ID. **Your user ID must match your netID - generally your initials followed by one or more numbers.**

Important: For security, you should change your password after signing in for the first time, and choose a lengthy and hard-to-guess password that is not identical to your regular netid password.

ACCOUNT INFORMATION

First Name

Last Name

User ID

User ID (re-enter for verification)

Student ID Number (optional)

Telephone (optional)

Course(s)

HD1170
HD2800
HD4650
Paid Participant
PSYCH/DEA/CogSci1500
PSYCH1102/COGST1101/CS1170
/LING1170/PHIL1910
PSYCH2150
PSYCH3140

Available Courses

Selected Courses

Request Account

- Enter your first and last name. This is used to assign participation credits
- Enter in your NetID as your "User ID." *Only* NetIDs are accepted.
- Enter your Cornell ID number.
- Select all of the courses you are currently enrolled in, including Human Bonding.
- Select "Request an Account"
- A confirmation email will be sent to your Cornell email address containing a username and system-generated password. If you did not receive your login information, check your junk mail before contacting the administrator.
- Log into the SONA site using your NetID and system-generated email. You can change your password by going to the "My Profile" section.

Signing up for Studies

After you have logged in you will see the following menu:

The screenshot shows the user interface of the Psychology Department Psychology Experiment Sign-Up System. At the top left is the Cornell University logo. To its right is a banner image of a campus with the text "Psychology Department Psychology Experiment Sign-Up System". Below this is a navigation bar with links: Home, Studies, My Schedule/Credits, FAQ, My Profile, and Logout. The user's name, Brian Cash (Participant), is displayed on the right. A green system message bar states "System Message: Acknowledgment Confirmed." The main content area is divided into two columns. The left column contains sections for "Study Sign-Up" with a "VIEW AVAILABLE STUDIES" button, "My Schedule & Credits" with links to view appointments, participation history, and earned credits, "My Profile" with links to change password and contact information, and an "FAQ" section. The right column contains a "Credits Overview" section showing 0 Credits Earned and 0 Credits Pending, and an "Announcement" section with a note about course credit assignment and a warning about the importance of the personal identity code.

Psychology Department Psychology Experiment Sign-Up System

System Message: Acknowledgment Confirmed.

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

My Profile

- Change password
- Modify contact information

FAQ

Find answers to common questions

Credits Overview

0 Credits Earned

0 Credits Pending

Announcement

NOTE to students participating for course credit: Before signing up for studies, check the course list in the study description to make sure that the study is approved for credit in the course to which you wish to assign the credit. If you try to assign credits to ineligible courses, the system will periodically reassign them to eligible courses that you are enrolled in.

You cannot change the course to which credits are assigned yourself. You must email requests for changes to sona-admin@cornell.edu. Include the name of the study, the course you wish to move the credit from, and the course you wish to move the credit to. Make sure that the course you wish to move the credit to is listed as approved on the study's information page.

When you sign up for a study, the researchers of that study will not see your name or other personal information. Instead, they will know you only by a personal identity code that is randomly assigned to you when you create your account. **You should memorize your code number or bring it with you to your study appointments, because this number is the only way that researchers will be able to identify you.** If you need to contact researchers, you should provide them with your ID number. You can view your personal identity code on the "My Profile" page, under "Identity Code."

To find out what studies are available, go to the "View Available Studies" section.



Cornell University



Psychology Department Psychology Experiment Sign-Up System



Studies

My Schedule/Credits

FAQ

My Profile

Logout

Brian Cash (Participant)

Currently Viewing: **All Studies**

View studies with available timeslots on :




Monday, February 1, 2016

GO

Available?	Study Information	Eligibility
	Jury Trial Deliberations (10 Dollars) Make decisions about a legal case as a mock jury	18+
	Experiencing Tasks 5 (5 Dollars) Complete a computer task and answer questions	Ages 18+ Prior study restrictions
	Attention and Pictures 2 (Paid Study) (5\$ Dollars) Attend and respond to pictures	Ages 18+ Prior study restrictions
	Gender in the Workplace (Chance to win \$50 gift card) The purpose of this study is to understand how individuals interpret gender dynamics in the workplace.	Age 18 or older
Timeslots Available	Spatial Attention (2 Credits) Participants will respond to shapes on a computer screen	Ages 18+; No history of psychiatric/neurological illness; Not currently taking any psychoactive medications
	Smartphones, Video See-through Displays, & On-the-go Use (15 Dollars) This study intends to explore the ideal design of	Age 18+; You must be: familiar with using smartphones. You must NOT: have musculoskeletal issues that significantly affect your ability to walk or type, have significant experience typing on see-through displays (video or optical)

Studies that currently have available participation times will have “TIMESLOTS AVAILABLE” listed next to the name of the study. If no studies have available timeslots, you may want to login to the system a few days later to see if new timeslots have been added.

To sign up to participate in a study, click on the study name for more information.

Study Information	
Study Name	Experiencing Tasks 5
Study Type	 Standard (lab) study This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time.
Pay	5 Dollars
Duration	30 minutes
Sign-Up Restrictions	You must NOT have signed up or completed ANY of these studies: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Experiencing Tasks (Inactive) <input checked="" type="checkbox"/> Experiencing Tasks 4 (Inactive) <input checked="" type="checkbox"/> Experiencing Tasks 5 (credit) (Inactive) <input checked="" type="checkbox"/> Experiencing Tasks II (Inactive) <input checked="" type="checkbox"/> Experiencing Tasks III (Inactive) <input checked="" type="checkbox"/> Pictures and Search Study (Inactive) <input checked="" type="checkbox"/> Pictures and Search Study (Paid Study) (Inactive)
Abstract	Complete a computer task and answer questions
Description	Participants will complete a short computer task and will be asked to answer several questions about their experience. We ask that participants at least be on time for the experiment, and ideally be a couple of minutes early. If you are not on time, you may not be able to participate. Thank you. This study is eligible for PAY only. There is a credit version of the study called "Experiencing Tasks 5 (credit)"
Eligibility Requirements	Ages 18+
Researchers	Stav Atir  Sophie Strauss 
Deadlines	Sign-Up: 4 hour(s) before the appointment Cancellation: 4 hour(s) before the appointment
View Time Slots for This Study	

Eligibility Requirements. The study may have restrictions listed as Eligibility Requirements. If listed, you should only sign up for the study if you meet this restriction. If you sign up for the study and you do not meet the restrictions, you will likely not receive credit for the study, and could face a penalty.

Sign-Up Restrictions. You will see a list of any special restrictions or eligibility requirements. If the study has certain pre-requisites or disqualifiers (studies you must not have participated in to participate in this study), those will be listed, as well as a note about whether you meet those eligibility requirements.

Once you have determined you meet all the requirements, click on "View Timeslots for This Study."



Cornell University



[Studies](#)

[My Schedule/Credits](#)

[FAQ](#)

[My Profile](#)

[Logout](#)

Brian Cash (Participant)

Timeslots for Study

Date	Location	Sign Up?
Monday, February 1, 2016 4:00 PM - 5:00 PM	Human Ecology Building, Room 163	Sign Up
Wednesday, February 3, 2016 3:00 PM - 4:00 PM	Human Ecology Building, Room 163	Sign Up
Wednesday, February 3, 2016 4:00 PM - 5:00 PM	Human Ecology Building, Room 163	Sign Up
Thursday, February 4, 2016 11:00 AM - 12:00 PM	Human Ecology Building, Room 163	Sign Up
Friday, February 5, 2016 4:00 PM - 5:00 PM	Human Ecology Building, Room 163	Sign Up

Email questions to sona-admin@cornell.edu

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[Human Subjects/Privacy Policy](#)


(4:43 PM)




Choose a timeslot that is convenient for you and click Sign Up.

Canceling Timeslot Appointments

If you need to cancel a timeslot you have signed up for, select “My Schedule/Credits” from top toolbar.

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[Home](#) [Studies](#) [My Schedule/Credits](#) [FAQ](#) [My Profile](#) [Logout](#)

Brian Cash (Participant)

Credits

Overall Credits Earned: **0** Overall Credits Pending: **2** Overall Credits Requirements: **0**

Study Signups

NOTE: Researchers only know you by your identity code, which is **6103**, so please use that when corresponding with them.


Study	Time	Location	Credit Status	Course	Comments	Cancel?
Spatial Attention	February 5, 2016 4:00 PM - 5:00 PM	Human Ecology Building, Room 163	Awaiting action from researcher	Paid Participant		✕ Cancel?
Credits: 2 Credits						


Credits Earned Per Course

Course	Credits Earned
Paid Participant	0

Studies you have signed up for that you are allowed to cancel will have a Cancel button next to them. There is a time limit before the study is to occur, when it is too late to cancel. This restriction may be listed at the bottom of the page or can be found by clicking on the study name and viewing the study details.

Click Cancel and you will see a confirmation page.


Cornell University



Studies
My Schedule/Credits
FAQ
My Profile
Logout

Brian Cash (Participant)

System Message: Are you sure you want to cancel this sign-up?

Cancel Study Signup

IMPORTANT: You may cancel a study sign-up up to 12 hours before the study is scheduled to occur. If you decide to cancel, you will receive an email confirmation of the cancellation, for your records.

Study Name	Spatial Attention
Date	February 5, 2016 4:00 PM - 5:00 PM
Location	Human Ecology Building, Room 163
Researcher	Michelle Chiu Email: mc2554@cornell.edu

Would you like to cancel this sign-up?

Yes, I want to cancel
No, I do not want to cancel

Email questions to sona-admin@cornell.edu

Click “Yes” to cancel your sign-up. If you cancel the first part of a two-part study, the second part will also be canceled. **If you cancel the second part, the first part will not be canceled.** Contact the researcher to sign up for the second part again.

Managing Credits

You may track your progress at any time by choosing the My Schedule/Credits option from the top toolbar. If you belong to multiple courses, you may reassign a credit from one course to another by selecting “Reassign” under the course entry for each item in your progress listing. **You may not split a credit between two courses**, for example by assigning 2 credits of a 3-credit study to one course, and 1 credit from that study to another course.

If you have any questions about your credits or difficulty with the SONA website please email the SONA administrator (sona-admin@cornell.edu). If you have questions regarding the extra credit procedures for Human Bonding, please email the extra credit TA: Susanna Zheng (sz272@cornell.edu), Office Hours: Fridays: 10:15-11:15, Location: Uris Hall 231