

# SONA Research Participation System

## Access and Use for Participants

Welcome to SONA, the research participation system utilized by the Department of Marketing at Illinois State University. If you choose to participate in research projects, you must sign up for individual research sessions using the SONA Systems sign-up program. However, you will not be able to do so unless and until the instructor for your course requests that you be added to the SONA system. Students will be added to this system once and will be able to continue to use the same username and password for consecutive semesters. Your instructor will inform your class when the roster for a particular course has been uploaded to the system. Until that time, you will not be able to log in.

Once you have been added to a course in the SONA system, you will receive an email directly from the system that will provide your login information. Some email applications treat these messages as spam, so it is important to check your spam folders for this email if it does not appear that you have received it. *Only new SONA users will receive this login email.* If you were already in the system from a previous course, you may log in using your existing username and password. If you do not remember your password from a previous semester, you may re-set it using the password retrieval function on the SONA login page.

The 7 steps below provide guidance on how to log into your account on SONA and select to participate in research studies.

# Step 1



Marketing Department Research Participation System <ilstu-marketing-admin@sona-systems.net>

Wed 8/14/2019 4:43 PM  
McCullough, Heath ✓



[This message came from an external source. If suspicious, report to abuse@ilstu.edu <<mailto:abuse@ilstu.edu>>]

Your Participant login information for Marketing Department Research Participation System is listed below.

User ID: hemccu2  
Password: vAE7pgBr

Please go to <https://ilstu-marketing.sona-systems.com> to login to the system.  
If you have any questions, please email [glhunte@ilstu.edu](mailto:glhunte@ilstu.edu).

NOTE: You are only identified to researchers by your Identity Code: 3025 so be sure to use that when corresponding with researchers or participating in studies.

When you have received this email, **follow the instructions** to login to the system.

## Step 2

ILLINOIS STATE UNIVERSITY

Department of Marketing Marketing Department Research Participation System

MARKETING DEPARTMENT RESEARCH PARTICIPATION SYSTEM

User ID

@ilstu.edu

Password

Log In

Request Account

Forgot Password?

Once you have clicked on the link in the email, enter the user ID and Password that was provided in Step 1.

# Step 3

**ILLINOIS STATE UNIVERSITY**

Department of Marketing Marketing Department Research Participation System

[PRINT](#)

## Human Subjects/Privacy Policy

**Note:** You must read this policy and acknowledge it to continue using the system.

[Go to Acknowledgement](#)

### Important Human Subject and Privacy Policy Notice

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

This website complies with various privacy and data protection rules pertaining to human subjects research. Further, it is governed by U.S. Government laws, known as the Common Rule (45 CFR 46), and any pertinent local and/or institutional regulations. For example, your use of the site may also be subject to protections as indicated in the Health Insurance Portability and Accountability Act (HIPAA) (45 CFR 160-164), depending upon the policies of your institution. Please read the information below carefully. Contact the person listed in the [Contact Information](#) of this notice for other concerns.

### Use and Disclosure of Information

Your name, email address, and phone number (if provided) may be used to identify you on this website. This information will not be disclosed to third parties, or outside of the organization for which the information is being gathered. You will only be identified to researchers by a numeric identity code, not by your name.

Information about the studies you have chosen to participate in, as well as information about those studies, may be disclosed to researchers and others (designated privacy officers, regulatory affairs persons, compliance associates, etc.) in your institution.

In agreeing to be a human subject through this website, please know that you may be asked questions to determine your suitability to serve as a subject in any number of studies associated with the site.

The first screen you will see when logging in to the SONA system for the first time is the Human Subjects/Privacy Policy. Please Note: You must read this policy and acknowledge it to continue using the system. After you have read the policies, and if you agree to the terms, click on the **green “Yes” button**.

## Your Institution's Duties

Your institution is required by law to maintain the privacy of your protected health information, and provide you with notice of its legal duties and privacy practices with respect to this information.

Your institution is required by law to establish a human subjects' protections committee, often known as an IRB or Institutional Review Board.

Your institution is required by law to maintain the privacy of the data (surveys, recordings, specimens, etc.) you provide during the course of the study or investigation. You may ask about that.

Your institution is required to abide by the terms of this notice herein.

Your institution may apply a change in its privacy practice for protected health information, in accordance with 164.530(i)(2)(ii). Changes will be posted herein.

## Complaints

You may file a complaint with the institution, or with the Secretary of the U.S. Department of Health and Human Services if you believe your privacy rights have been violated. See the [Contact Information](#) below to file a complaint. You will not be retaliated against for filing a complaint.

## Effective Date

This notice is effective immediately.

## Contact Information

If you have any further questions about these rules, or your rights and responsibilities, please contact: [ghunte@ilstu.edu](mailto:ghunte@ilstu.edu)

You must acknowledge and agree to these terms before you may use the system. If you have any questions, you should contact the contact person listed above before you acknowledge the agreement.

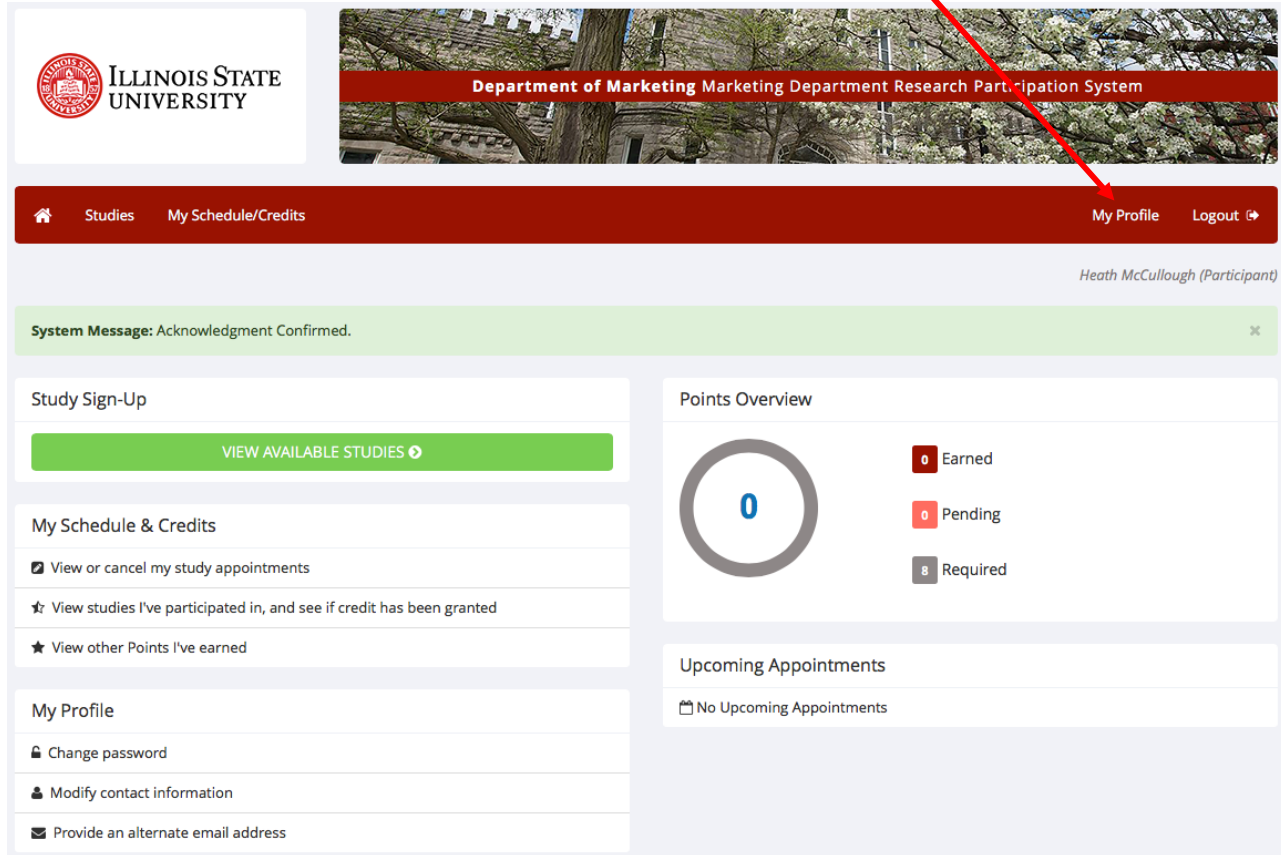
Have you read the policies above, and do you agree to the terms?

Yes

No

# Step 4

Your next step will be to change your password to something you can easily remember from one semester to the next. To do this, click on **Change Password** under **My Profile**.



The screenshot shows the user interface for the Marketing Department Research Participation System. At the top left is the Illinois State University logo. The header banner features a photograph of a building and trees, with the text "Department of Marketing Marketing Department Research Participation System" overlaid in a red bar. Below the banner is a dark red navigation bar with links for "Studies", "My Schedule/Credits", "My Profile", and "Logout". A red arrow points to the "My Profile" link. The user's name, "Heath McCullough (Participant)", is displayed in the top right. A green system message bar indicates "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 three links), and "My Profile" (with three links: "Change password", "Modify contact information", and "Provide an alternate email address"). The right column contains a "Points Overview" section with a circular progress indicator showing "0" and a legend for "Earned" (0), "Pending" (0), and "Required" (8). Below this is an "Upcoming Appointments" section showing "No Upcoming Appointments".

Enter your current password (the password that was automatically generated and sent to you in your original SONA login email) and your new password. Then click **Update**.

User ID	hemccu2@ilstu.edu
Alternate Email Address	<input type="text"/>
Optional. If provided, all emails sent to you from the system will be sent to this address.	<input type="text"/>
	(please enter twice for verification purposes)
Birthday:	<input type="text" value="Month"/> <input type="text" value="Day"/> <input type="text" value="Year"/>
	(optional)
Change Password	Enter your current password, then your new password twice, to change your password. Otherwise, leave blank.
	<input type="text"/>
	Current Password
	<input type="text"/>
	New Password
	<input type="text"/>
	New Password (confirm)
Student ID Number	<input type="text"/>
Phone Number (optional)	<input type="text"/>
Would you like to receive study invitation emails?	<input checked="" type="radio"/> Yes <input type="radio"/> No
	<input type="button" value="Update"/>

# Step 5

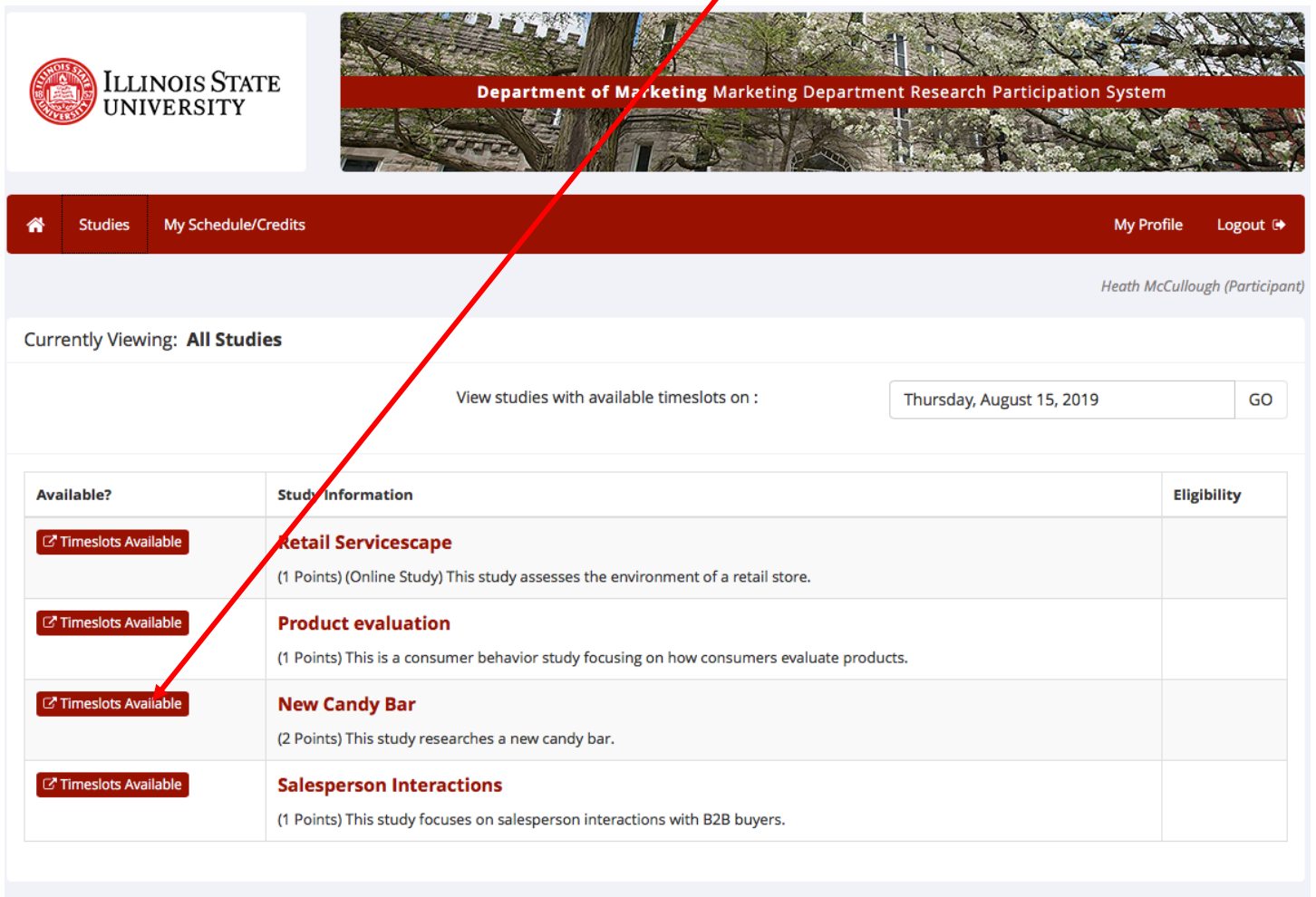
You are now ready to sign up and participate in research studies!

First, click on **View Available Studies** to see which studies are currently available for you to take part in. These may change throughout the semester and from one semester to the next.




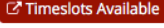
The screenshot shows the user interface of the Research Participation System. At the top left is the Illinois State University logo. The header banner features a photograph of a building and trees, with the text "Department of Marketing Marketing Department Research Participation System". Below the banner 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, "Heath McCullough (Participant)", is displayed in the top right corner. The main content area is divided into two columns. The left column contains three sections: "Study Sign-Up" with a prominent 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 Points I've earned"; and "My Profile" with three links: "Change password", "Modify contact information", and "Provide an alternate email address". The right column contains two sections: "Points Overview" showing a circular progress indicator with the number "0" and a legend for "0 Earned", "0 Pending", and "8 Required"; and "Upcoming Appointments" showing "No Upcoming Appointments". A red arrow points from the text above to the "VIEW AVAILABLE STUDIES" button.

# Step 6

You may then click on the **red button** next to each study to see what timeslots are available for each individual study.



The screenshot shows the user interface for the Marketing Department Research Participation System. At the top left is the Illinois State University logo. The header includes the text 'Department of Marketing Marketing Department Research Participation System'. A navigation bar contains 'Studies' and 'My Schedule/Credits' on the left, and 'My Profile' and 'Logout' on the right. The user is identified as 'Heath McCullough (Participant)'. Below this, it says 'Currently Viewing: All Studies'. A filter section allows viewing studies with available timeslots on 'Thursday, August 15, 2019'. A table lists four studies, each with a 'Timeslots Available' button. A red arrow points to the button for the 'New Candy Bar' study.

Available?	Study Information	Eligibility
	<b>Retail Servicescape</b> (1 Points) (Online Study) This study assesses the environment of a retail store.	
	<b>Product evaluation</b> (1 Points) This is a consumer behavior study focusing on how consumers evaluate products.	
	<b>New Candy Bar</b> (2 Points) This study researches a new candy bar.	
	<b>Salesperson Interactions</b> (1 Points) This study focuses on salesperson interactions with B2B buyers.	

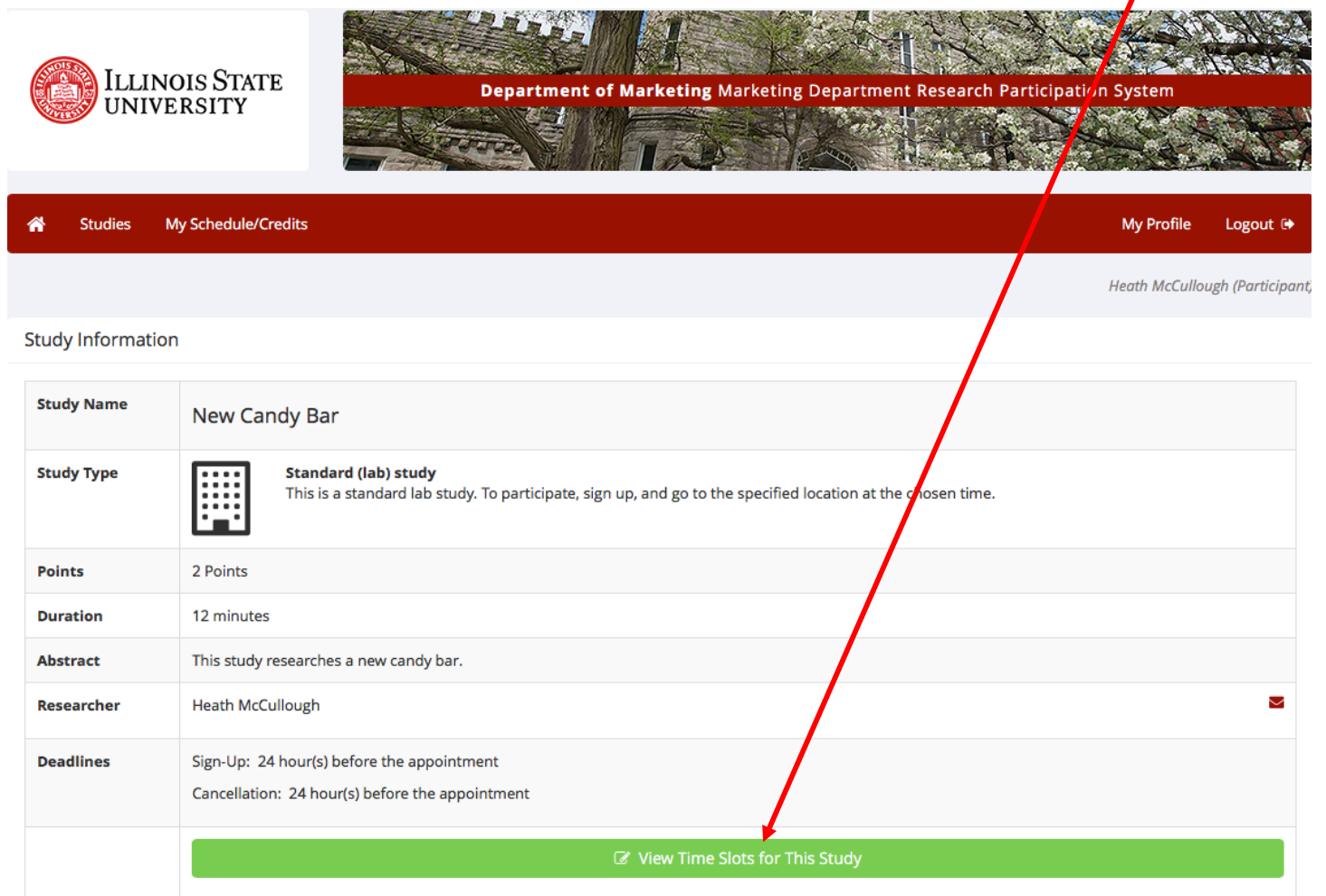


## Step 7

Some studies begin as an **online questionnaire** that you must complete as soon as you sign up for the study. Once you have completed the questionnaire, you will receive further instructions from the researcher. Please follow the researcher's instructions in order to complete the study and receive credit.



Other studies may be conducted 100% online. You must also follow all instructions listed to complete the study and receive credit.

A standard lab study will require that you make an appointment and go to the study location at your appointment time. In such case, you should click on **View Time Slots for this Study** at the bottom of the page.

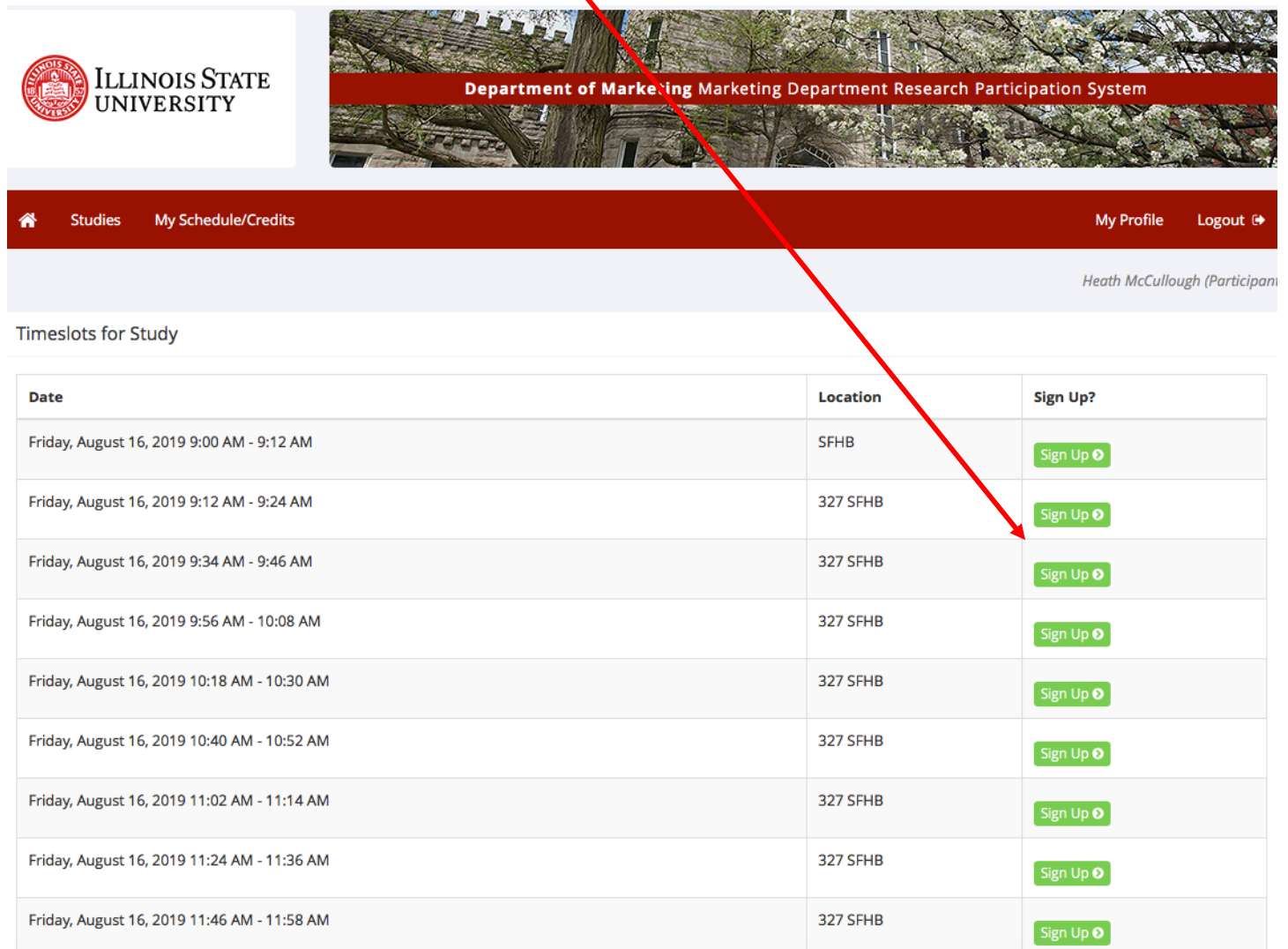


The screenshot shows the user interface for the Marketing Department Research Participation System. At the top left is the Illinois State University logo. The header includes the text 'Department of Marketing Marketing Department Research Participation System'. Below the header is a navigation bar with 'Studies' and 'My Schedule/Credits' on the left, and 'My Profile' and 'Logout' on the right. The user's name, 'Heath McCullough (Participant)', is displayed in the top right corner.

The main content area is titled 'Study Information' and contains a table with the following details:

<b>Study Name</b>	New Candy Bar
<b>Study Type</b>	 <b>Standard (lab) study</b> This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time.
<b>Points</b>	2 Points
<b>Duration</b>	12 minutes
<b>Abstract</b>	This study researches a new candy bar.
<b>Researcher</b>	Heath McCullough 
<b>Deadlines</b>	Sign-Up: 24 hour(s) before the appointment Cancellation: 24 hour(s) before the appointment
	<a href="#">View Time Slots for This Study</a>

Next, choose an available date and time that works for you and click the green **Sign Up** button for your chosen appointment.



The screenshot shows the Illinois State University Department of Marketing Research Participation System interface. The header includes the university logo and the text "Department of Marketing Marketing Department Research Participation System". The navigation bar contains "Studies", "My Schedule/Credits", "My Profile", and "Logout". The user's name "Heath McCullough (Participant)" is displayed. Below the navigation bar, the section "Timeslots for Study" contains a table with the following data:

Date	Location	Sign Up?
Friday, August 16, 2019 9:00 AM - 9:12 AM	SFHB	<a href="#">Sign Up</a>
Friday, August 16, 2019 9:12 AM - 9:24 AM	327 SFHB	<a href="#">Sign Up</a>
Friday, August 16, 2019 9:34 AM - 9:46 AM	327 SFHB	<a href="#">Sign Up</a>
Friday, August 16, 2019 9:56 AM - 10:08 AM	327 SFHB	<a href="#">Sign Up</a>
Friday, August 16, 2019 10:18 AM - 10:30 AM	327 SFHB	<a href="#">Sign Up</a>
Friday, August 16, 2019 10:40 AM - 10:52 AM	327 SFHB	<a href="#">Sign Up</a>
Friday, August 16, 2019 11:02 AM - 11:14 AM	327 SFHB	<a href="#">Sign Up</a>
Friday, August 16, 2019 11:24 AM - 11:36 AM	327 SFHB	<a href="#">Sign Up</a>
Friday, August 16, 2019 11:46 AM - 11:58 AM	327 SFHB	<a href="#">Sign Up</a>

### **\*Things to Remember**

Be sure to read and follow any additional instructions that you may be given for completing your chosen study in order to receive credit.

You will have access to your participation history for the semester, and will be allowed to manage the allocation of your credits to the courses that are allowing research participation credit. Following your participation, researchers will award you the appropriate credit for the study. You will receive an automated e-mail notification of their credit.

Various experiments are scheduled throughout the semester and are run until the last day of classes, but not during finals week. You should plan to complete your research participation before that date. Also, all alternate projects must be completed in by the deadline given to you.