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 message 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-mark
eting-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.

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

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

Step 3

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.**

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.**

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.**

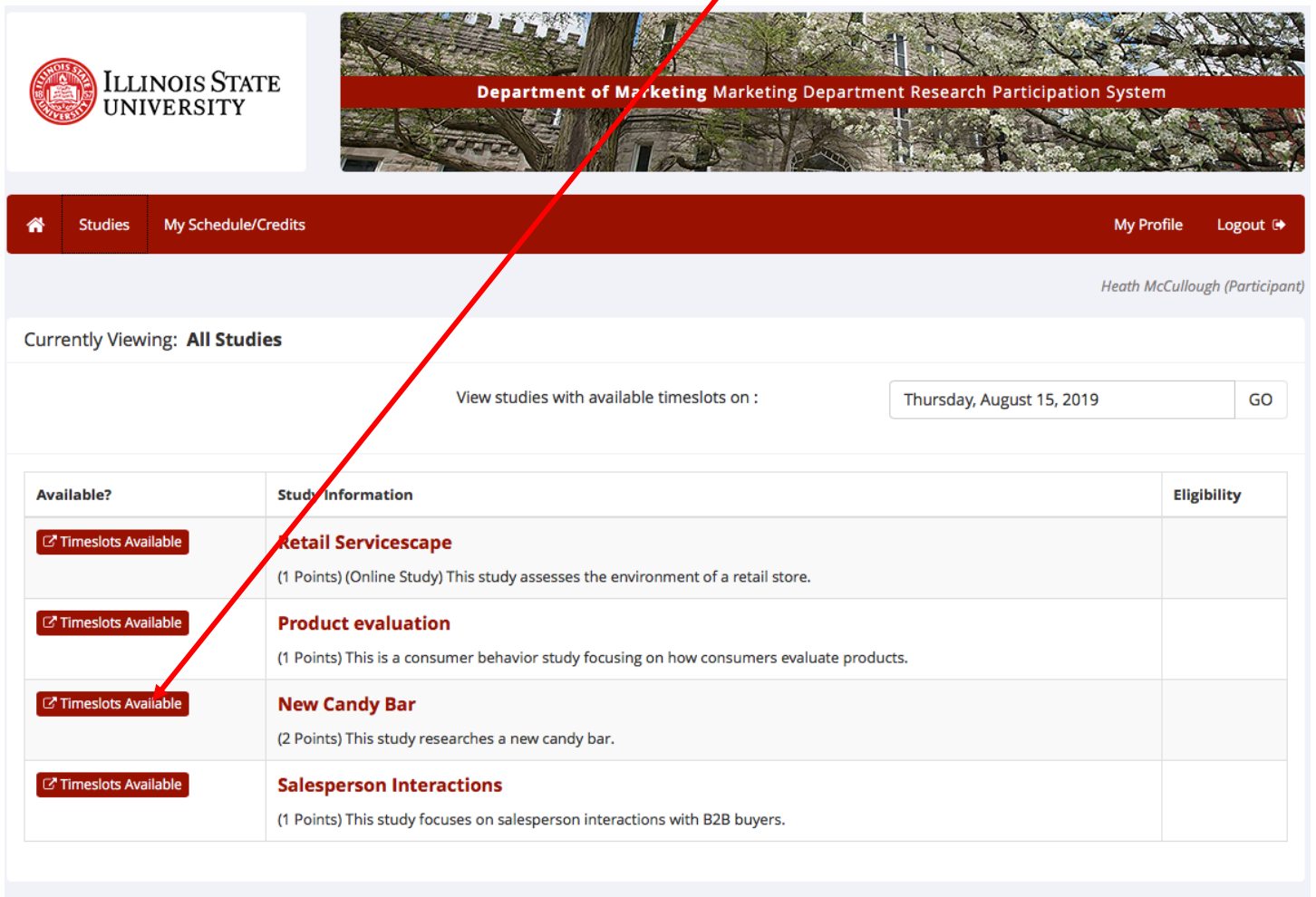|	
User ID	hemccu2@ilstu.edu
Alternate Email Address Optional. If provided, all emails sent to you from the system will be sent to this address.	(please enter twice for verification purposes)
Birthday:	Month ▲▼ Day Year (optional)
Change Password	Enter your current password, then your new password twice, to change your password. Otherwise, leave blank. Current Password New Password New Password (confirm)
Student ID Number	
Phone Number (optional)	
Would you like to receive study invitation emails?	● Yes ○ No
	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.
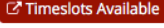
Step 6

You may then click on the **red button** next to each study to see what timeslots are available for each individual study.
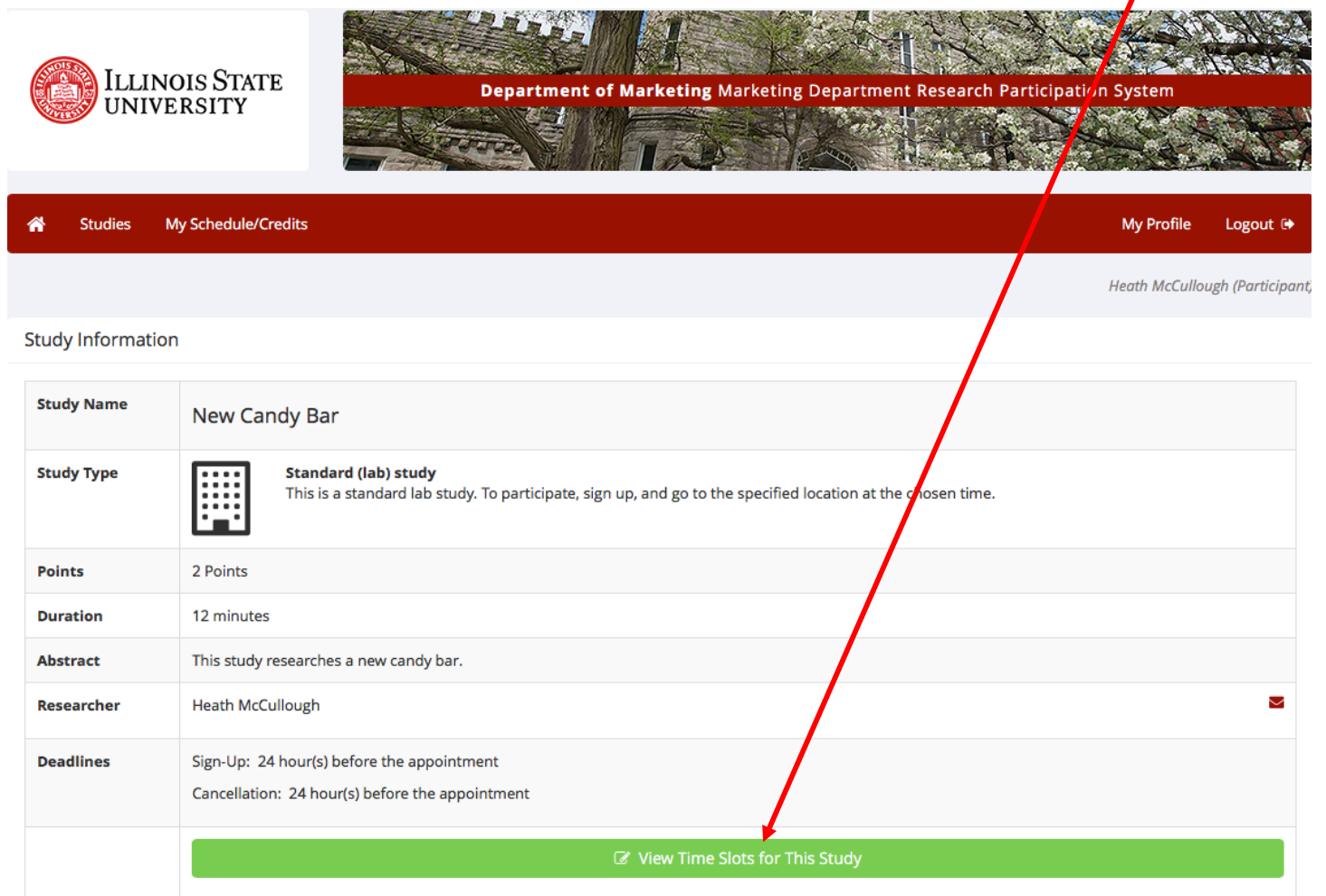
Step 7

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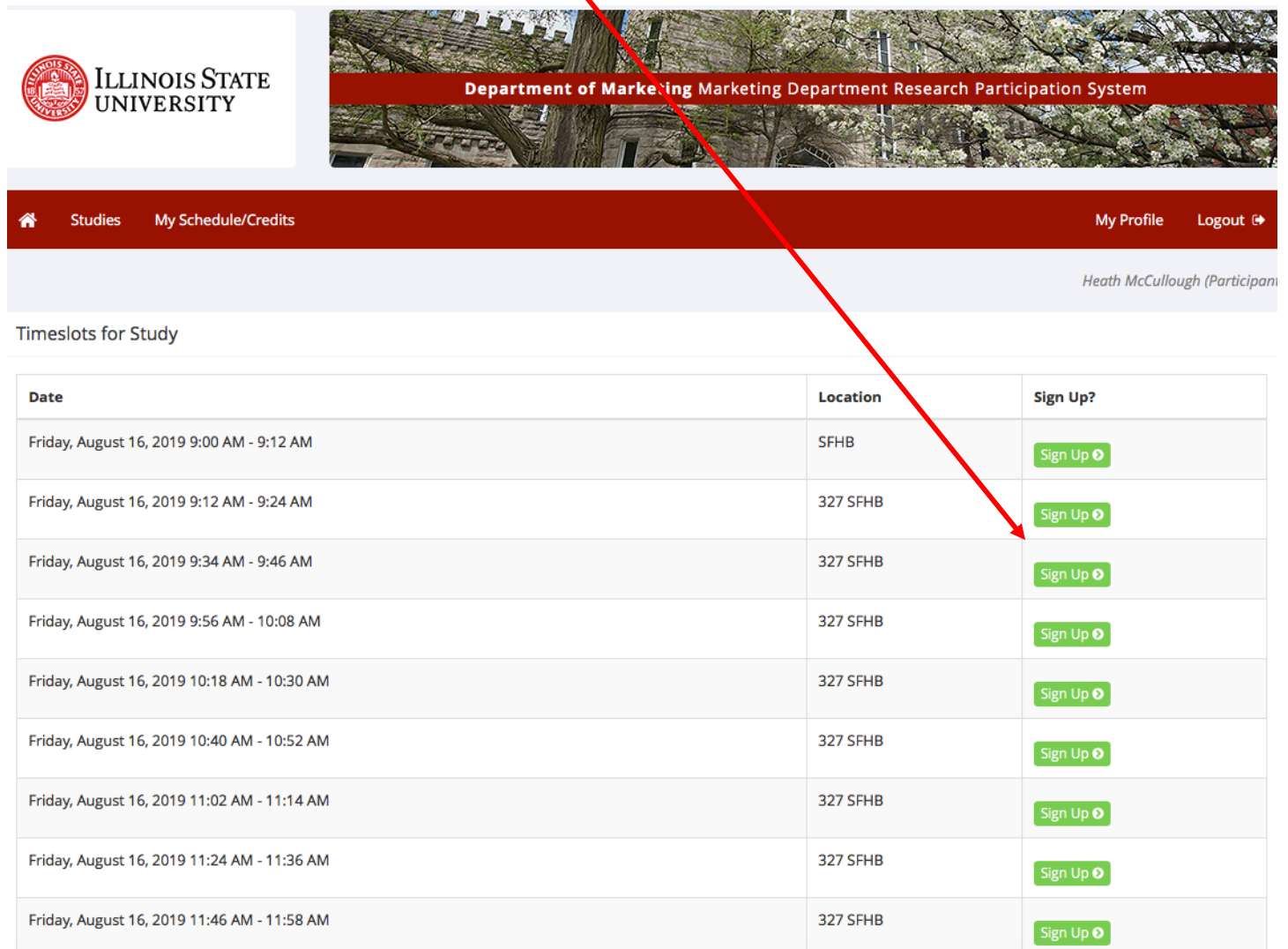
Next, choose an available date and time that works for you and click the green **Sign Up** button for your chosen appointment.

Date	Location	Sign Up?
Friday, August 16, 2019 9:00 AM - 9:12 AM	SFHB	Sign Up ❯
Friday, August 16, 2019 9:12 AM - 9:24 AM	327 SFHB	Sign Up ❯
Friday, August 16, 2019 9:34 AM - 9:46 AM	327 SFHB	Sign Up ❯
Friday, August 16, 2019 9:56 AM - 10:08 AM	327 SFHB	Sign Up ❯
Friday, August 16, 2019 10:18 AM - 10:30 AM	327 SFHB	Sign Up ❯
Friday, August 16, 2019 10:40 AM - 10:52 AM	327 SFHB	Sign Up ❯
Friday, August 16, 2019 11:02 AM - 11:14 AM	327 SFHB	Sign Up ❯
Friday, August 16, 2019 11:24 AM - 11:36 AM	327 SFHB	Sign Up ❯
Friday, August 16, 2019 11:46 AM - 11:58 AM	327 SFHB	Sign Up ❯

*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.