PARTICIPANT BASIC INSTRUCTIONS

*If upon reading this documentation you still have questions, please read the complete system instruction document available at:
http://business.ucf.edu/wp-content/uploads/2015/08/Behavioral-Lab-Student-Manual.pdf

Getting Started - Requesting an Account

Please go to: https://ucf-marketing.sona-systems.com
And click the "Request Account" link on the right hand side.

Once you fill in the form, your ID and Password will be automatically sent to your email address.
You can then go to https://ucf-marketing.sona-systems.com and login.

You can change your default password once you log in (see complete system documentation for details).

THERE IS AN APP! Download it by searching for Sona Systems on your phone.

Signing up for Studies

Once you log in for the first time, you need to indicate ALL relevant courses you are participating in this semester. Registration renews each semester, so please indicate only courses you are in THIS semester. On the list you will only see courses that are offering credit for study participation, therefore, not all courses you are in will appear. Only those that offer credit will appear. Select all that are relevant for you.

Once your profile is complete, you can click the "Study Sign Up" button to sign up for studies.

Studies available on the system that you are eligible to complete will be visible.

Click the link to any study to see the time slots available, and click the "Sign Up" button next to the study, date, and time you'd like to sign up for.

PLEASE READ THE STUDY INTRO/INFO AND PAY ATTENTION TO ANY RESTRICTIONS NOTED ON THE STUDY TO MAKE SURE YOU QUALIFY BEFORE SIGNING UP

You will indicate what course you want the credit to go to when signing up. *THIS CHIOCE CANNOT BE CHANGED AFTER THE FACT so be sure to select the correct course.*

Viewing my Schedule, Credits, and Canceling a Sign-Up

To view your schedule and credits click the link for "My schedule/Credits".

You will receive an automatic email the night before the study to remind you of your participation.

If you need to cancel a timeslot you have registered for click the link for "My Schedule/Credits" and click on that study/timeslot. Click the "Cancel" button if available.

SOME STUDIES MAY HAVE A TIMELINE RESTRICTION WHERE YOU CAN ONLY MAKE CHANGES TO YOUR PARTICIPATION (SIGN UP/CANCEL) WITHIN A GIVEN TIMEFRAME, E.G., 24 HOURS BEFORE THE STUDY