

INSTRUCTIONS FOR USING THE VANDERBILT PSYCHOLOGY Research Sign-Up System

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Introduction

The **Vanderbilt Psychology Research Sign-Up System** provides an easy method for you to sign up for studies, and track your progress through the semester. Everything is done through the software's web-based interface, so you can access the system at any time, from any computer, with a standard web browser.

Getting Started

Using a web-browser (such as Internet Explorer, Netscape, Firefox or Safari), go to:

<http://vanderbilt.sona-systems.com/>

Note: The system works best if you use a web browser that is reasonably up to date. It works well with Internet Explorer version 4 and above, and Netscape version 4 and above. It will work with other web browsers, and with older version of Internet Explorer and Netscape, however the layout may not be as clean.

Requesting an Account

On the right side of the main login screen is a link for new users to request an account).

The screenshot shows the login interface for the Psychology Department Research Sign-Up System. At the top, it says 'VANDERBILT UNIVERSITY'. Below that is a banner image of a building with the text 'Psychology Department Psychology Research Sign-Up System'. The main content area is divided into two columns. The left column has a black header 'PSYCHOLOGY RESEARCH SIGN-UP SYSTEM', followed by 'User ID' and 'Password' input fields with red eye icons, and a green 'Log In' button. The right column contains text about the department's research studies, a 'NEW USERS' section with instructions, a 'Detailed Instructions & Maps' link with a URL, and two buttons: 'Request Account' and 'Forgot Password?'. At the bottom of the right column, there is a paragraph of text explaining the registration process.

Click the Link. You will be asked to provide some information.

Please enter your first and last name as it appears on your Vanderbilt ID card. Make sure to provide a valid email address. You can use a non Vanderbilt email address, but it is preferable to use your Vanderbilt email address. The telephone number is optional, but highly recommended in case of last minute cancellations. You should select all psychology classes that you are currently enrolled in. You can change your course selection at a later time if needed. If you would like to participate in some studies for pay, you can also select **PAID** as a course option. After you complete the form, you will receive an email notification immediately with your login information. You will be assigned a default password, which you can change after your first login.

Logging In

Once you have your login information, go back to the login screen at <http://vanderbilt.sona-systems.com/> and enter your user ID and password to login.

Retrieving a Lost Password

If you ever forget your password, there is an option on the bottom left of the front login screen to have the password sent to the email address that you have entered in the system.

First Login & Prescreen

The first time you log in, you will be asked to participate in a prescreen that asks for information that helps to determine which studies you qualify for. The prescreen includes some questions about your health history. You may choose not to answer certain prescreen questions, but this may limit the number of studies that you can participate in. The information from the prescreen is stored in a confidential database. In order to protect your privacy, the information is coded with a unique identifier instead of your name. The database is stored on a firewall protected server, and the only individual who can access this information is the website administrator (who still cannot directly link a name to the pretest answer). The information is maintained in strictest confidence and is not accessible by any of the researchers, your instructors, or any other members of the Vanderbilt community. The prescreen information is only used to determine which studies you qualify for. The Research Sign-up system will only display for you studies that you qualify for in order to prevent you from wasting time showing up to studies that you cannot participate in. At the end of the prescreen you will have a chance to review and change any of your responses. You only need to complete this prescreen once. The system is set up so that once you have saved the prescreen, you cannot modify it again during the semester, so answer the prescreen carefully. If you have questions or concerns about the prescreen, or if for some reason you feel like you need to change a prescreen response after having saved it, please contact ([Mitchell Verdel - mitchell.verdel@vanderbilt.edu](mailto:mitchell.verdel@vanderbilt.edu)).

The Main Screen

After you have completed the pretest and acknowledged the human subjects policy, you will see a main screen that will allow you to view and signup for studies (experiments), examine what studies you have scheduled and completed, and manage your profile on the system. This is the first screen that you will see whenever you log back into the system.

Changing Your Password and Other Information

If you would like to change your password or other information about yourself, choose **My Profile** from the top toolbar. If you would like to change your password, type your new password (twice, for confirmation) in the provided boxes. If you do not want to change your password, simply leave these boxes empty.

Logging Out

*For security purposes, when you are done using the system make sure to logout by clicking on **logout** at the right side of the top menu bar.* This is particularly important if you are accessing the site from a public computer.

Viewing Studies

To view a list of studies, click on **Studies** from top toolbar or **Experiment Signup** from the main page. You will see a list of studies, a brief description of each study, as well as any special requirements that may restrict your eligibility to participate in the study. To view more information about a study, click on the name of that study.

Studies		
Available?	Study Information	Restrictions
Timeslots Available	Face Parts Matching face parts.	18-45 years, with normal or corrected-to-normal vision Sign-up restrictions (study prerequisites or disqualifiers).
	Visual memory for colored bars (wilson 627)	
	Visual memory and cueing (Room 627 Wilson)	normal, corrected normal
	Color Word and Patch Experiment Reading color words and naming color patches	native English speaker, normal color vision, normal or corrected-to-normal vision
Timeslots Available	PAID STUDY: Car Parts 6 (2-Part Study) Matching car tops and bottoms	8-35 years and have normal or corrected-to-normal vision, ability to remember rapidly presented stimuli and has not participated in any other car parts matching experiments in our lab.

Studies that currently have available participation times (timeslots) will have “**TIMESLOTS AVAILABLE**” listed on the left side of the screen. If no studies have available timeslots, you may want to logon to the system a few days later to see if new timeslots have been added.

Signing Up For Studies

Study Information	
Study Name	Psychology Rocks
Abstract	Listen to Rock Music
Description	This study examines whether listening to Pink Floyd improves your mood.
Duration	75 minutes
Pay	\$25
Researcher	Email: PinkFloyd@vanderbilt.edu
Principal Investigator	Mr. Floyd

. View Time Slots for This Study

To sign up to participate in a study, find the study you would like to participate in, click on the study name for more information. You will see a description of the study, the number of credits or pay offered, as well as a contact person if you have questions about the study. You may also see a URL for the study.

You may also see a list of any special restrictions or eligibility requirements. Some restrictions are automatically enforced by the system. 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.

The study may have other restrictions listed as **Subject Restrictions**. If listed, then the system does *not* enforce this restriction, but you should only sign up for the study if you meet these requirements. If you sign up for the study and you do not meet the restrictions, you will likely not receive credit for the study.

Once you have determined you meet all the requirements, click on **View Timeslots for This Study** and you will see a list of available timeslots. Remember that if a study is entitled "PAID" and/or the compensation is described as \$x.xx, you will not receive credit for participation. **Selecting a course other than "PAID" in the drop-down list when signing up for paid studies does NOT mean you will be receiving credit.** Choose a timeslot that is convenient for you, and click **Sign Up**.

Timeslots

NOTE: This is a 2-part study. Please select a suitable time below for the first part, and you will then be shown the list of eligible times for the second part, which you must also sign up for now.

Date	Location	Course	Sign Up?
Thursday, November 17, 2011 9:00 AM - 10:30 AM	Wilson 220	PAID STUDIES	<input type="button" value="Sign Up"/>
Thursday, November 17, 2011 10:30 AM - 12:00 PM	Wilson 220		<input type="button" value="Sign Up"/>
Thursday, November 17, 2011 2:30 PM - 4:00 PM	Wilson 220	PSY101-1: General Psychology [Fall]	Timeslot full.
Friday, November 18, 2011 12:30 PM - 2:00 PM	Wilson 220	PSY101-1: General Psychology [Fall]	<input type="button" value="Sign Up"/>
Friday, November 18, 2011 4:00 PM - 5:30 PM	Wilson 220	PAID STUDIES	<input type="button" value="Sign Up"/>

After you click **Sign Up**, you will see information displayed confirming the time and location of the study you plan to participate in. You will receive an email confirmation. You are now signed up for the study.

Some studies require a special password to sign up. If this is the case, it will be noted. The researcher should have given you this special password. It is *not* the same as the password you use to login to the system. You will need to enter the special sign-up password just before you click the **Sign Up** button to sign up for a timeslot.

You may only sign up for a timeslot up until a certain time before that timeslot is scheduled to occur. The system will not show a **Sign-Up** button for timeslots where it is too late to sign up.

Canceling a Sign-up

If you need to cancel a timeslot you have signed up for, you can do this from the **My Schedule and Credits** page. Choose the **My Schedule/Credits** option from the top toolbar. You will see listed all the studies you have signed up for, as well as those you have completed. Studies you have signed up for that you are allowed to cancel will have a **Cancel** button next to them.

My Schedule and Credits

Credit Information

You have earned **0 credits** out of the **0 credits** you must earn.

Study Sign-Ups

Sign-Ups						
Study	Time	Location	Credit Status	Course	Comments	Cancel?
Oral Cooling(2) (\$25)	August 19, 2004 3:15 PM - 4:30 PM	219 Wilson Hall	Awaiting action from researcher.	PAID		<input type="button" value="Cancel"/>

There is a time limit (deadline) before the study is to occur, when it is too late to cancel. This restriction is listed at the bottom of the page. There is no penalty associated with canceling a study prior to the cancellation deadline. However, after the deadline, you cannot cancel the appointment through the system. It is your responsibility to directly contact the researcher if you cannot come to a scheduled study, but did not cancel it before the time deadline. The researchers are instructed to assign a penalty of 1 research credit if you cancel after the deadline or fail to show for a study. Under extenuating circumstances a researcher may cancel your appointment without penalizing you. However, this is only reserved for extreme circumstances, and you should assume that you will get penalized if you fail to cancel your appointment prior to the deadline.

Once you click **Cancel** to cancel your sign-up, you will see a confirmation page. You will also be warned if your cancellation might affect your ability to participate in other studies you have signed up for, due to pre-requisite restrictions. Click **Yes** to cancel your sign-up, and the sign-up will be cancelled.

Multipart-Part Studies

Some studies involve multiple sessions. Depending upon the laboratory, the researcher may list these as separate studies and only allow you to sign up for the second part of the study after you have completed the first part. Other studies are set up where you must sign up for two parts of a study at once, with the two parts scheduled a certain number of days apart. These studies will be clearly marked as two-part studies. If you cancel the first part of a two-part study, the second part will also be cancelled. If you cancel the second part of a two-part study, the first part will *not* be cancelled, but you will need to ask the researcher to sign you up for the second part again, if you would like to participate in it at a later date.

Tracking Your Progress

You may track your progress at any time by choosing the **My Schedule/Credits** option from the top toolbar. When you view this page, you will see at the top a list of the number of credits you are required to earn and how many you have earned so far. Below that, if you have signed up for any studies, those are listed as well. In the list of studies, you will see information about your credit status.

If you fail to appear for a study without canceling it, you will be assessed a 1 credit penalty. Penalties will be displayed in your progress, and the penalty will increase the number of credits you must earn.

Reassigning Credits

It is critical that you assign credits to the proper course. Failure to do this will prevent you from properly receiving credit. If you belong to multiple courses, you may reassign a credit from one course to another. To do this, simply use the **Reassign** link that appears when you view your progress. The link appears under the

course entry for each item in your progress listing.

Problems and Caveats

Previous requirement fulfillment & assigning credits to multiple courses: Credits earned within the last 24 months are maintained in the system. Since the Sona system does not provide a way to apply credits to multiple courses, you will need to print out your previous credit completion history & present that to your current instructor.

If you believe that you should have received credit for an experiment that you did not, or if you feel you were wrongly penalized, contact the researcher for the study in question. There is an email link for researchers within the study description. If you are unable to resolve the problem, contact the system administrator ([Mitchell Verdel - mitchell.verdel@vanderbilt.edu](mailto:mitchell.verdel@vanderbilt.edu)).

You will only see & be able to sign up for studies for which they are eligible based on the following:

- prescreen responses
- course selection
- study restrictions
- available timeslots at any given time
- limitations due to previous unexcused failures to show for experiments

Different participants are not likely to see the same list of studies for which they are eligible.

If the current responses to your prescreening are correct & you are seeing nothing listed in the studies page, then there are no current studies with open timeslots for which you are eligible.

For instance, the Sona System may have no studies that have approval to work with minors [less than 18 years old]. If you are required to participate in studies for which you are ineligible for a course, contact your instructor for an alternative method of earning credits.

Invitation-only studies are managed by those studies' researchers & require an invitation code. They may contact participants directly in a number of ways; one of which is through the Sona System based on your prescreen responses. If you update your prescreening after an invitation is sent out through the Sona System, you will only see an invitation the next time researchers are soliciting participants for studies for which you are eligible.