

Department of Psychology's Research Participation System Student Account Instructions

STEP 1: Go to: <http://csusb.sona-systems.com/>

STEP 2: In the bottom left, click on: "New Participant? Request an account here."

STEP 3: Enter your...

- 1) name
- 2) User ID (your User ID is whatever comes before the "@csusb.edu" in your CSUSB e-mail address)
- 3) and select your course from the list (i.e., the course in which you would like to have your participation credits applied).
 - a. NOTE: If you are enrolled in more than one course that offers research participation extra credit, be sure to select these other courses as well. To select more than one course, hold down the "Ctrl" or Apple key and use the mouse to select your courses.

****When creating your account, it is ESSENTIAL that you enter whatever comes before the "@csusb.edu" in your CSUSB e-mail address as your User ID...otherwise you will not receive your temporary password and you will not be registered in the system correctly. You can always add an alternative email address later, once you are registered on SONA. ****

STEP 4: Look for the email that contains your temporary password. This will be sent to your campus email account ("@csusb.edu"). If you do not receive this email within 24 hours of setting up your account, request assistance by sending an e-mail to the Research Management Coordinator: kdean@csusb.edu.

STEP 5: After logging in to SONA for the first time, go to "My Profile" and change your password to one that is easy to remember and confirm that your information is correct.

STEP 6: Also in the "My Profile" section, you can designate an alternative email address if you want all correspondence from SONA to be sent to a non-CSUSB email address.

If you have any questions and/or difficulties, please send an e-mail to the Research Management Coordinator: kdean@csusb.edu

****All emails sent to the Research Management Coordinator MUST include your name and student ID#****