

## Department of Psychology's Research Participation System Principle Investigator Instructions

### SETTING UP YOUR SONA PI ACCOUNT

STEP 1: Request a "Principle Investigator Account" sending an email to the Research Management Coordinator ([sona-admin@csusb.edu](mailto:sona-admin@csusb.edu)). Please make sure your email includes ALL of the following:

- a. Your name
- b. Your CSUSB email address
- c. An alternative email address (optional)

STEP 2: email account ("@csusb.edu"). This email will include your User ID and temporary password. Your User ID will be whatever comes before "@csusb.edu", plus "\_pi" to distinguish your role as a PI. For example, Robert Cupp's email address is [rcupp@csusb.edu](mailto:rcupp@csusb.edu). His PI User Id is "rcupp\_pi".

STEP 3: 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 4: 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.

### SETTING UP ACCOUNTS FOR YOUR RESEARCHERS

STEP 1: If you will have a student (either undergraduate or graduate) conducting a study, these students must request "Researcher Accounts". Give them a copy of the "Researcher Account Instructions" document and ask them to request an account.

STEP 2: After the RA's account has been established, you can then designate them as a Researcher when adding a new study or editing the information that pertains to an existing study. Please note that the Researcher WON'T HAVE ACCESS TO ANY INFORMATION REGARDING THIS STUDY UNTIL THEY ARE 1) GRANTED AN ACCOUNT BY THE COORDINATOR, AND 2) ASSIGNED TO THIS STUDY BY YOU.

**\*\*A separate document has been prepared to assist you as you create a new study. If you do not already have this document, you can request a copy from the Research Management Coordinator ([sona-admin@csusb.edu](mailto:sona-admin@csusb.edu)). \*\***

**\*\*If you have any questions and/or difficulties, please send an email to the Research Management Coordinator ([sona-admin@csusb.edu](mailto:sona-admin@csusb.edu))\*\***