

## Department of Psychology's Research Participation System Researcher Account Instructions

STEP 1: Either you or the faculty member with whom you are working must send an email to the Research Management Coordinator ([sona-admin@csusb.edu](mailto:sona-admin@csusb.edu)) and request that a "Researcher Account" be established in your name. 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: Once your account has been created, an email will be sent to your campus 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 "\_r" to distinguish your role as a researcher. For example, Robert Cupp's email address is [rcupp@csusb.edu](mailto:rcupp@csusb.edu). Her researcher User Id is "rcupp\_r".

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.

STEP 5: After a Researcher Account has been established in your name, you should request your faculty advisor to designate you as a Researcher on the study you plan to conduct. Please note that a Researcher WON'T HAVE ACCESS TO ANY STUDY INFORMATION UNTIL THEY ARE 1) GRANTED AN ACCOUNT BY THE COORDINATOR, AND 2) ASSIGNED TO THIS STUDY BY THE FACULTY PRINCIPLE INVESTIGATOR.

**\*\*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))\*\***