DEPARTMENT OF PSYCHOLOGY & CHILD DEVELOPMENT ONLINE PARTICIPANT MANAGEMENT SYSTEM (SONA)

INFORMATION FOR RESEARCHER SEMINAR INSTRUCTORS Creating Student Researcher Accounts on SONA

Student Researcher Accounts:

You need to create **researcher accounts** for student researchers in your class. You can choose to create researcher accounts for all students in your class. Alternatively, you can designate one person from each group to act as that group's SONA contact and create a researcher account for that student only.

To create an account:

1. Log into SONA as an administrator:

Use your administrator role to log in to SONA. If you do not have an administrator account, contact Gary Williams (<u>gwilliams1@csustan.edu</u>) or AnaMarie Guichard (<u>aguichard@csustan.edu</u>).

2. Add a new user:

a. Under the "User Management" menu, select "View and Edit Users"

🛃 Studies 🗸 Use	er Management + Set Up +	Tasks +		Adm	iinistrator 🗕 Logout 🕞
Vii	ew and Edit Users ew Recent Participants				Gary Williams (Administrator)
Overview			Today's Activity		
Total Participants Total Researchers		1525	Ad	1 Ne Users	0 New Users
■ Total Studies 271 ☆ Uncredited Timeslots 16		Activ	O ve Studies	O Appointments	
			Administrator Tip of t	he Day	
			To select specific studies in	or deletion, use batch study beleti	2
Studies	User	Setup	Tasks	Administrator	
View all studies available to participants	Add, edit, or search for users	Add, modify, or delete courses	Generate credit completion, no-show, and usage reports	Of Verify software configuration request technical support	ition information and
		Add, modify, or		Modify your contact infor	mation or password

b. Select "New Researcher" in the "Add New User" options on the right.

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				Gary Williams (Administrat	
Search Users				Add New User	
Name, User ID or Email	O or Email Start typing user's first name, last name, ID or email			New Participant (Student)	
Search by Anonymous ID	Please enter an ID			New Researcher	
Filter by User Status:	Status: All Users User Type: Active Users	Participant Researcher	New Instructor		
	 Inactive Users 		O P.I.	New Administrator	
			Administrator ALL	Batch User Import	
				Batch User Delete	

3. Enter the student's information:

- a. Enter the student's first and last names.
- b. In the "User ID" field, enter the student's CSUStan email. (Note: "_researcher" is no longer needed)
- c. Select "Yes" for the "email user with their login information?"
- d. All other fields and options can be left blank or kept on the default setting.
- e. Click "Save Changes."

You may also use the data i from an import file.	mport option if you would like to add many users at once
Office (Optional)	
Admin. Comments (optional, only visible to administrator)	
Active Status	Log in to System Allowed? • Yes - Active • No - Inactive (Inactive accounts do not receive emails from the system, and cannot log in)
Should the system send a daily email reminder of the next day's studies?	 Yes No
Email user with their login information?	Yes No
	Save Changes
Phone (optional)	

- 4. If the student already has a SONA participant account, you can add a researcher role to that account.
 - a. While viewing the student's participant account, click on "change roles."

Last Login	December 4, 2020	
Login Days	10 (number of unique days user has logged in)	
Roles	Participant C Change Roles Add and Remove Poler from this user	
Unexcused No-Shows	0	

b. Select "add role" next to the "Researcher" role. Then, select "Return to User."

Change User Roles			
Actumn to User You may add or remove roles instead.	from Angie Abe	llana below. If the u	iser has another acc
Participant	ON	* Remove Role	Participant has 17
Researcher	OFF	✔ Add Role	
Principal Investigator	OFF	✔ Add Role	
Instructor	OFF	✓ Add Role	
Administrator	OFF	✓ Add Role	

Change User Roles		
Return to User You may add or remove ro instead.	les from Angie	Abellana below. If the u
Participant	ON	Remove Role
Researcher	ON	X Remove Role
Principal Investigator	OFF	✓ Add Role
Instructor	OFF	Add Dala

c. Make sure the "Active Status" is set to "Yes." You can also select "Yes" for "Email user with their login information?". Click on "Save Changes.

Active Status	Log in to System Allowed? Yes - Active No - Inactive (Inactive accounts do not receive emails from the system, and cannot log in)
Should the system send a daily email reminder of the next day's studies?	 Yes No (Applies to studies where the user is a researcher)
Login Information Last Sent	November 5, 2019 10:02 AM
Email user with their login information?	○ Yes● No
	Save Changes
	Delete User