

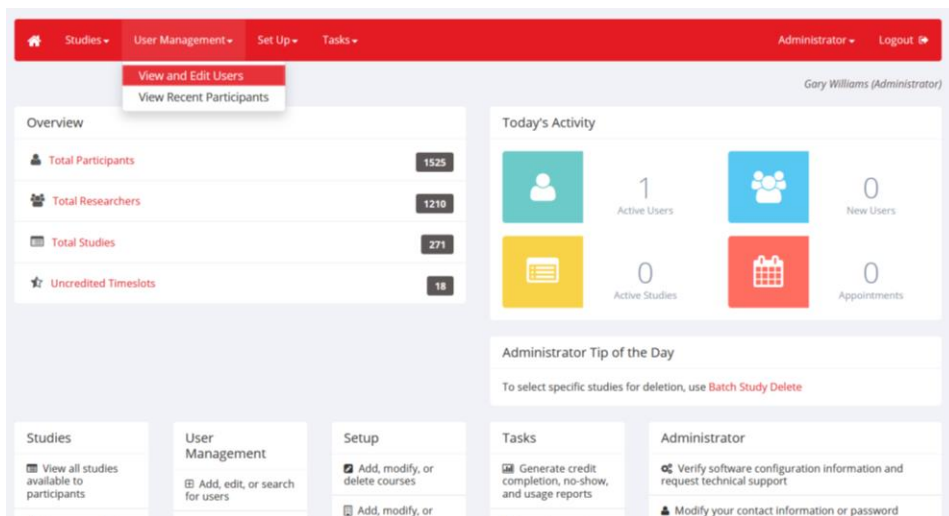
DEPARTMENT OF PSYCHOLOGY & CHILD DEVELOPMENT  
ONLINE PARTICIPANT MANAGEMENT SYSTEM (SONA)  
**INFORMATION FOR RESEARCHER SEMINAR INSTRUCTORS**  
*Creating Student Researcher Accounts on SONA*

**Student Researcher Accounts:**

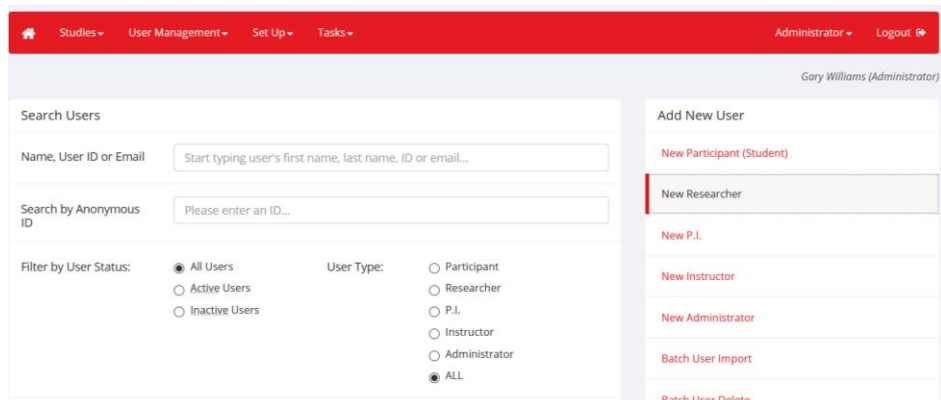
You need to create **researcher accounts** for student researchers in your class. You can choose to create researcher accounts for all students in your class. Alternatively, you can designate one person from each group to act as that group's SONA contact and create a researcher account for that student 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 ([gwilliams1@csustan.edu](mailto:gwilliams1@csustan.edu)) or AnaMarie Guichard ([aguichard@csustan.edu](mailto:aguichard@csustan.edu)).
2. **Add a new user:**
  - a. Under the "User Management" menu, select "View and Edit Users"




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



**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 import option if you would like to add many users at once from an import file.

 Data Import

All fields are required unless marked otherwise.

First Name	<input type="text"/>
Last Name	<input type="text"/>
User ID	<input type="text"/> @csustan.edu
Password	<input type="password"/> (leave blank for an auto-generated password)
Alternate Email Address (optional)	<input type="text"/> (if provided, list only one email address)
University ID Number (optional)	<input type="text"/>
Phone (optional)	<input type="text"/>

Office (Optional)	<input type="text"/>
Admin. Comments (optional, only visible to administrator)	<input type="text"/>
Active Status	Log in to System Allowed? <input checked="" type="radio"/> Yes - Active <input type="radio"/> 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?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Email user with their login information?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Save Changes"/>	

**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 <input checked="" type="button" value="Change Roles"/>
	<input type="button" value="Add and Remove Roles from this user"/>
Unexcused No-Shows	0



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

### Change User Roles

[Return to User](#)

You may add or remove roles for Angie Abellana below. If the user is not listed, you may add them.

Participant	Participant	ON	<a href="#">Remove Role</a>
Researcher	Researcher	ON	<a href="#">Remove Role</a>
Principal Investigator	Principal Investigator	OFF	<a href="#">Add Role</a>
Instructor	Instructor	OFF	<a href="#">Add Role</a>
Administrator	Administrator	OFF	<a href="#">Add Role</a>

- |  |  |
|--|--|
| Active Status  | <p>Log in to System Allowed?</p> <p><input checked="" type="radio"/> Yes - Active</p> <p><input type="radio"/> No - Inactive<br/>(Inactive accounts do not receive emails from the system, and cannot log in)</p>  |
| Should the system send a daily email reminder of the next day's studies? | <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No<br/>(Applies to studies where the user is a researcher)</p>  |
| Login Information Last Sent  | <p>November 5, 2019 10:02 AM</p> <p> Email User ID<br/>(this will send login information)</p> <p> Email User ID and New Password<br/>(this will reset password, and send User ID and new Password)</p> |
| Email user with their login information?                                 | <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>  |
| <div>Save Changes</div> <div>Delete User</div>                           |  |