

# Subject Pool Participation System

## Participant Information

### Introduction

The Holy Family University Subject Pool (research participation system) provides an easy method for you to sign up for studies, and to track your progress throughout the semester. Everything is done through the software's web-based interface, so you can access the system at any time, from any computer, with a standard web browser (<https://holyfamily.sona-systems.com/>)

### Getting Started

After you log in to the system, you can view a list of available studies and any restrictions, sign up for studies that interest you, and track your progress throughout the semester. The system will track when you receive credits for a study, so you can view this online as well.

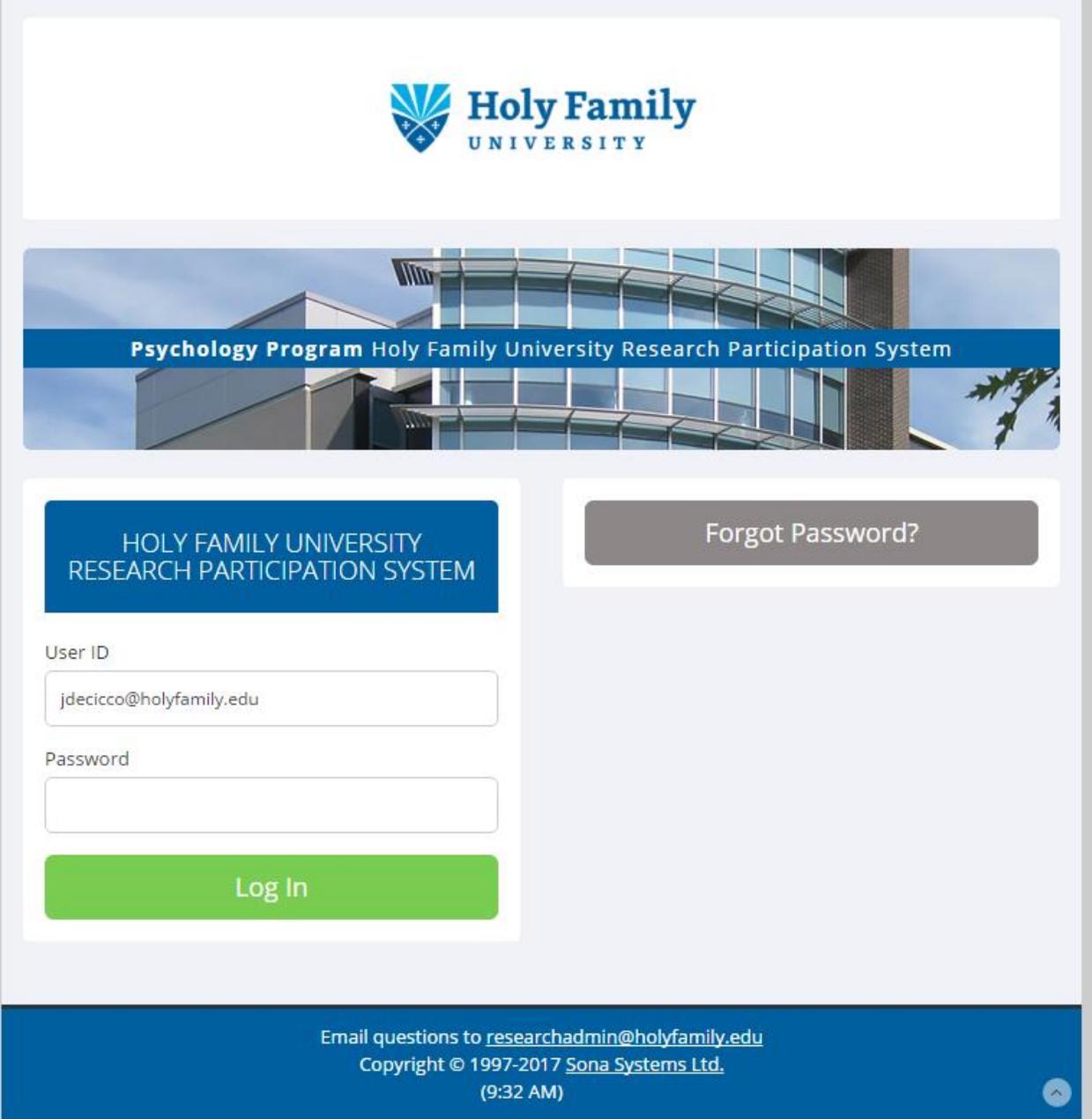
This documentation assumes you have a basic knowledge of how to use the web. On this system, it is not necessary to use the Back button. You can always use the toolbar on the top of every screen to navigate anywhere on the site.

### Your User Account

You will receive an email notification with your login information at the end of the drop/add period for the semester. The email notification will include login instructions for the system. The email will come from the administrator's email address ([researchadmin@holyfamily.edu](mailto:researchadmin@holyfamily.edu)). All correspondence and accessibility to Holy Family University's SONA site will be done using your Holy Family email address.

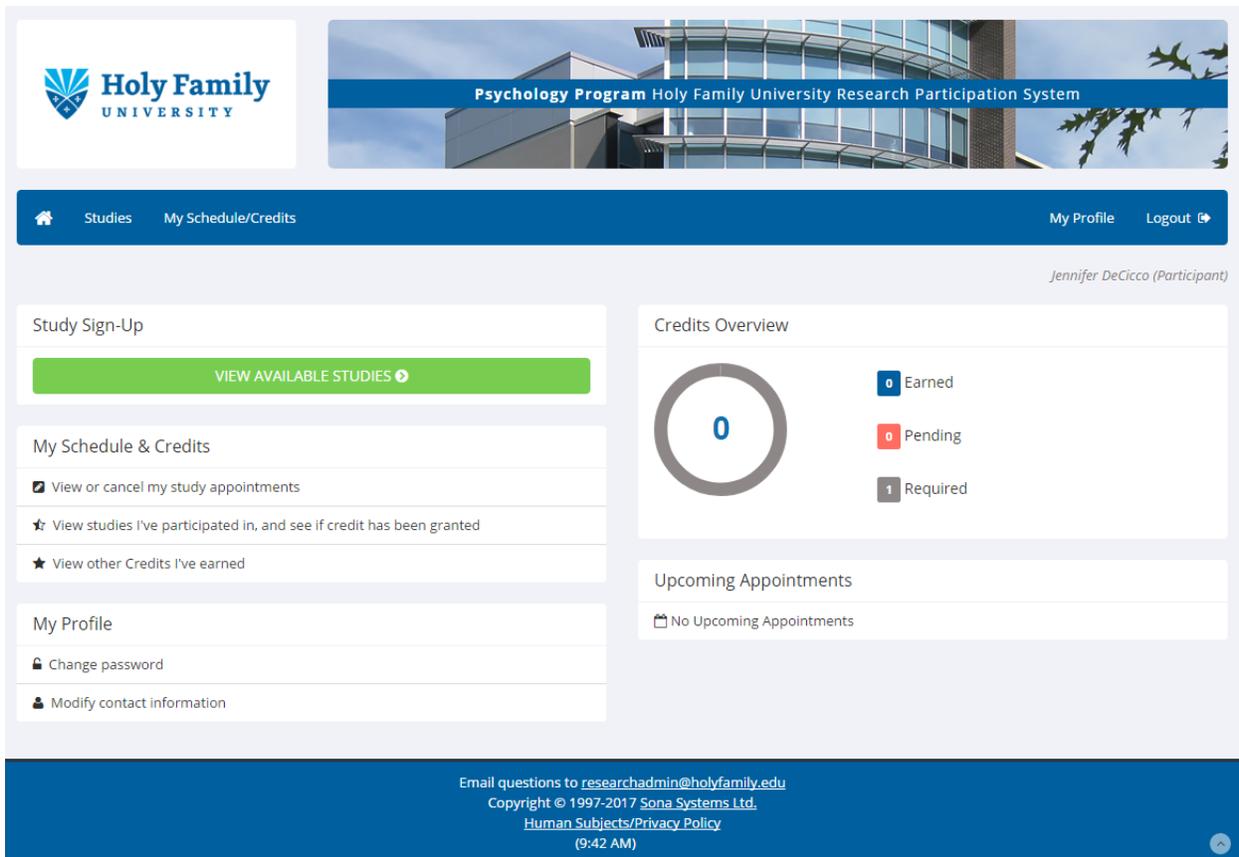
If you do not receive the e-mail or delete is accidentally, you can go to the website <https://holyfamily.sona-systems.com>, click on "Forgot Password?" (see Figure 1) and type in the first part of your e-mail address (everything before the @holyfamily.edu) in the User ID window. You will receive an e-mail at your Holy Family address with a link to reset your password. Click on that link and a new, randomly-generated password will be sent to your Holy Family email address. Use that password to log-in and you will then be prompted to change your password before entering the main system.

If you are not able to log-in using either of these methods, please contact the administrator [researchadmin@holyfamily.edu](mailto:researchadmin@holyfamily.edu).



**Figure 1. Login Screen**

After logging in, you will be directed to the Main Menu (see Figure 2).



**Figure 2. Main Menu**

Your login (also known as a session) will expire after a certain period of inactivity, usually 20 minutes. This is done for security purposes. If this happens, you can always log in again. When you are done using the system, it is better to explicitly log out, to prevent any problems that may arise if someone uses your computer before the session expires. This is especially important if you are using a public computer lab.

### **Retrieving a Lost Password**

Click on “Forgot Password?” (see Figure 1) and type in the first part of your e-mail address (everything before the @holyfamily.edu) in the User ID window. You will receive an e-mail at your Holy Family address with a link to reset your password. Click on that link and a new, randomly-generated password will be sent to your Holy Family email address. Use that password to log-in and you will then be prompted to change your password before entering the main system.

### **Logging Out**

When you are done using the system, click “Logout” at the top right of the toolbar. You are now logged out. It is always a good security measure to close all your browser windows as well, especially if you are using a computer that is shared by others.

## **Changing Your Password and Other Information**

If you would like to change your password or other information about yourself, choose My Profile from the top toolbar. If you would like to change your password, type your new password (twice, for confirmation) in the provided boxes. If you would *not* like to change your password, simply leave these boxes empty.

If you change your password, please be sure to select a password you do not use on any other systems or websites. This is good computing practice, and especially important as in some cases, your password may be sent over email.

## **Email Address Options**

There are certain events in the system that will cause an email notification to be sent to you. Most often, these are notifications that you have received credit for a study, or a confirmation that you have signed up for a study. Your email address is also displayed for researchers when they view who has signed up for their studies, in the event they need to contact you.

You have two choices for your email address. When you update your profile, you will see a box where you may provide an alternate email address. If you provide such an address (this could be a Gmail account, for instance), this is the address where any notifications will be sent, and this is also the address that will be displayed to researchers.

**Holy Family UNIVERSITY**

**Psychology Program Holy Family University Research Participation System**

Studies My Schedule/Credits My Profile Logout

Jennifer DeCicco (Participant)

**My Profile**

You may use this page to change your password and update other information about yourself. All fields are required unless marked otherwise.

Name Jennifer DeCicco

User ID jdecicco@Holyfamily.edu

Alternate Email Address jdecicco@holyfamily.edu (contact the administrator if you would like this value changed or removed)  
Optional. If provided, all emails sent to you from the system will be sent to this address.

Change Password Enter your current password, then your new password twice, to change your password. Otherwise, leave blank.

Current Password

New Password

New Password (confirm)

Phone Number (optional)

Update

**Credits**

Credits Earned: 0 Credits Required: 1

Course(s)	Prescreen Status
PSYC 101: General Psychology	Not Completed

**Figure 3. Updating Your Profile**

## Studies

With the system, you may view studies and sign up for those that interest you and where you meet any special eligibility restrictions. You may cancel your sign-up through the system as well. You may see some studies that are online studies. You should read the details of these studies closely, but generally you may participate in them online.

### Viewing Studies

To view a list of studies, click on Studies from top toolbar. You will see a list of studies and speakers. A brief description of each study and each speaker will be listed, as well as any special

requirements that may restrict your eligibility to participate in the study.

The screenshot displays the user interface of the Holy Family University Research Participation System. At the top left is the Holy Family University logo. The header banner features a building image and the text "Psychology Program Holy Family University Research Participation System". A navigation bar includes links for "Studies", "My Schedule/Credits", "My Profile", and "Logout". The user is identified as "Jennifer DeCicco (Participant)". The main content area shows "Currently Viewing: All Studies" and a filter for "View studies with available timeslots on:" set to "Wednesday, May 24, 2017". A table lists available studies:

Available?	Study Information	Eligibility
<a href="#">Timeslots Available</a>	<b>Attention and Memory</b> This study will require participants to complete an attention task and answer questionnaires	

The footer contains contact information: "Email questions to [researchadmin@holyfamily.edu](mailto:researchadmin@holyfamily.edu)", "Copyright © 1997-2017 [Sona Systems Ltd.](#)", "[Human Subjects/Privacy Policy](#)", and the time "(9:48 AM)".

#### Figure 4. Viewing Studies

Studies that currently have available participation times (timeslots) will have “TIMESLOTS AVAILABLE” listed next to the name of the study. If no studies have available timeslots, you may want to logon to the system a few days later to see if new timeslots have been added. You may also select a specific date to view studies with available timeslots on that date. To view more information about a study, click on the name of the study.

#### **Two-Part Studies**

Some studies are two-part studies, where you must sign up for both parts of the study at once, and the two parts must be scheduled a certain number of days apart. These studies will be clearly marked.

#### **Online Survey Studies**

Some studies may be online survey studies that are administered in the system. If you sign up for one of these studies, you will be taken immediately to the survey. As soon as you complete the survey, you will receive credit.

#### **Signing Up**

To sign up to participate in a study, find the study you would like to participate in (see Viewing

Studies in this documentation). Click on the study name for more information. You will see a list of any special restrictions or eligibility requirements, as well as a contact person if you have questions about the study, which is typically the researcher. You can click his or her name to view full contact details.

Some restrictions are automatically enforced by the system. If the study has certain pre-requisites or disqualifiers (studies you must *not* have participated in to participate in this study), those will be listed, as well as a note about whether you meet those eligibility requirements. If you have signed up for a study with another study listed as a disqualifier study, then you will be prevented from signing up for the other study, since it is a disqualifier for a study you are currently signed up for.

The screenshot displays the user interface of the Holy Family University Research Participation System. At the top left is the Holy Family University logo. A blue banner across the top reads "Psychology Program Holy Family University Research Participation System". Below this is a navigation bar with "Studies" and "My Schedule/Credits" on the left, and "My Profile" and "Logout" on the right. The user's name, "Jennifer DeCicco (Participant)", is shown in the top right corner. The main content area is titled "Study Information" and contains a table with the following details:

Study Name	Attention and Memory
Study Type	 <b>Standard (lab) study</b> This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time.
Credits	1 Credits
Duration	30 minutes
Abstract	This study will require participants to complete an attention task and answer questionnaires
Researcher	Jennifer DeCicco 
Deadlines	Sign-Up: 24 hour(s) before the appointment Cancellation: 24 hour(s) before the appointment

At the bottom of the table is a green button with a checkmark icon and the text "View Time Slots for This Study". A footer bar at the bottom of the page contains the text "Email questions to [researchadmin@holyfamily.edu](mailto:researchadmin@holyfamily.edu)".

**Figure 5. Study Information**

The study may have other restrictions listed as Eligibility Requirements. An example of an eligibility requirement is “Left-handed people only.” If listed, then the system does *not* enforce this restriction, but you should only sign up for the study if you meet this restriction. If you sign up for the study and you do not meet the restrictions, you will not receive credit for the study. If the study is not an online study, then the sign-up and cancellation deadlines for the study will

be listed, and those are based on the date of each timeslot.

Some studies require a special password (known as an Invitation Code) to sign up. If this is the case, it will be noted. The researcher should have given you this invitation code. It is *not* the same as the password you use to login to the system. You will need to enter the invitation code just before you click the Sign Up button to sign up for a timeslot.

You may only sign up for a timeslot up until a certain time before that timeslot is scheduled to occur. The system will not show a Sign Up button for timeslots where it is too late to sign up. If you sign up for a timeslot and you already have another sign up in the system that conflicts with that appointment time, the system will warn you of the scheduling conflict (though it will not prevent the sign-up).

The screenshot displays the 'Psychology Program Holy Family University Research Participation System' interface. At the top left is the Holy Family University logo. A navigation bar includes 'Studies', 'My Schedule/Credits', 'My Profile', and 'Logout'. The user is identified as 'Jennifer DeCicco (Participant)'. The main content area is titled 'Timeslots for Study' and contains a table with the following data:

Date	Location	Sign Up?
Wednesday, July 12, 2017 9:00 AM - 9:30 AM	ETC100	<a href="#">Sign Up</a>
Wednesday, July 12, 2017 9:30 AM - 10:00 AM	ETC100	<a href="#">Sign Up</a>
Wednesday, July 12, 2017 10:00 AM - 10:30 AM	ETC100	<a href="#">Sign Up</a>
Wednesday, July 12, 2017 10:30 AM - 11:00 AM	ETC100	<a href="#">Sign Up</a>
Wednesday, July 12, 2017 11:00 AM - 11:30 AM	ETC100	<a href="#">Sign Up</a>
Wednesday, July 12, 2017 11:30 AM - 12:00 PM	ETC100	<a href="#">Sign Up</a>
Wednesday, July 12, 2017 12:00 PM - 12:30 PM	ETC100	<a href="#">Sign Up</a>
Wednesday, July 12, 2017 12:30 PM - 1:00 PM	ETC100	<a href="#">Sign Up</a>
Wednesday, July 12, 2017 1:00 PM - 1:30 PM	ETC100	<a href="#">Sign Up</a>
Wednesday, July 12, 2017 1:30 PM - 2:00 PM	ETC100	<a href="#">Sign Up</a>

At the bottom of the page, there is contact information: 'Email questions to [researchadmin@holyfamily.edu](mailto:researchadmin@holyfamily.edu)', 'Copyright © 1997-2017 Sona Systems Ltd.', and a link to the 'Human Subjects/Privacy Policy'. The time is shown as (9:52 AM).

**Figure 6. Study Timeslots**

Once you have determined you meet all the requirements, click on View Timeslots for This Study and you will see a list of available timeslots. Choose a timeslot that is convenient for you, and click Sign Up.

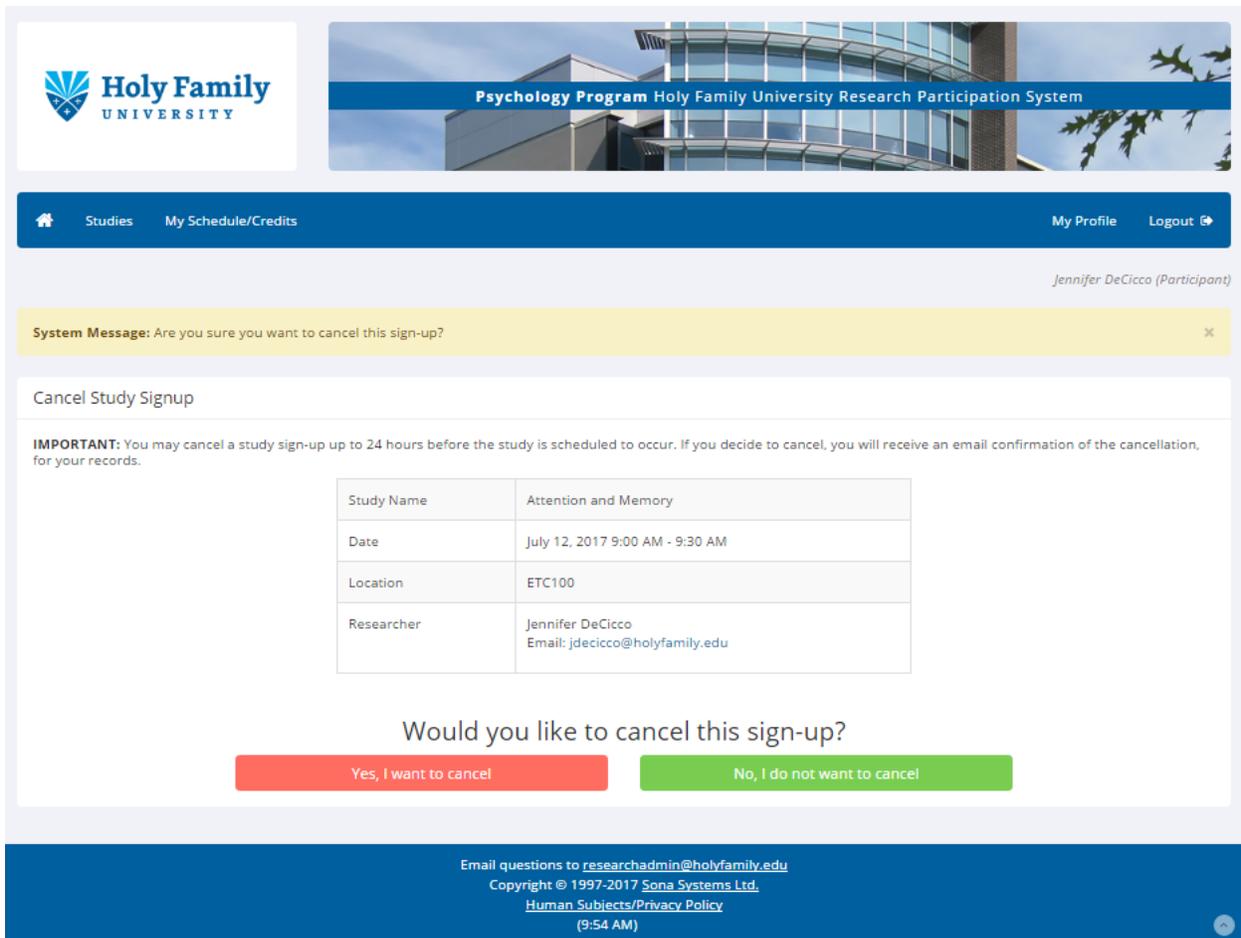
After you click Sign Up, you will see information displayed confirming the time and location of the study you plan to participate in. You will receive an email confirmation as well. You are now signed up for the study. To cancel your sign-up, see Cancelling a Sign-Up below.

## Canceling a Sign-Up

If you need to cancel a timeslot you have signed up for, you can do this from the My Schedule/Credits page. Choose the My Schedule/Credits option from top toolbar.

You will see listed all the studies you have signed up for, as well as those you have completed (see the Tracking Your Progress section of this documentation for more information).

Studies you have signed up for that you are allowed to cancel will have a Cancel button next to them. There is a time limit before the study is to occur, when it is too late to cancel. This restriction may be listed at the bottom of the page, or can be found by clicking on the study name and viewing the study details.



The screenshot displays the 'Psychology Program Holy Family University Research Participation System' interface. At the top left is the Holy Family University logo. The navigation bar includes 'Studies', 'My Schedule/Credits', 'My Profile', and 'Logout'. The user is identified as 'Jennifer DeCicco (Participant)'. A yellow system message asks, 'Are you sure you want to cancel this sign-up?'. Below this is the 'Cancel Study Signup' section, which includes an important notice: 'You may cancel a study sign-up up to 24 hours before the study is scheduled to occur. If you decide to cancel, you will receive an email confirmation of the cancellation, for your records.' A table provides details for the study to be cancelled:

Study Name	Attention and Memory
Date	July 12, 2017 9:00 AM - 9:30 AM
Location	ETC100
Researcher	Jennifer DeCicco Email: jdecicco@holysfamily.edu

Below the table, the question 'Would you like to cancel this sign-up?' is posed, with two buttons: 'Yes, I want to cancel' (red) and 'No, I do not want to cancel' (green). The footer contains contact information: 'Email questions to [researchadmin@holysfamily.edu](mailto:researchadmin@holysfamily.edu)', 'Copyright © 1997-2017 Sona Systems Ltd.', and a link to the 'Human Subjects/Privacy Policy'. The time is shown as (9:54 AM).

**Figure 7. Sign-up Cancellation**

Once you click Cancel to cancel your sign-up, you will see a confirmation page. You will also be warned if your cancellation might affect your ability to participate in other studies you have signed up for, due to pre-requisite restrictions. If the cancellation will affect your ability to participate in another study you are signed up for, it is *your* responsibility to deal with this issue (usually by canceling the depending study as well). The system will warn you, but will not block the cancellation.

Click Yes to cancel your sign-up, and the sign-up will be cancelled immediately.

If you cancel the first part of a two-part study, the second part will also be cancelled. If you cancel the second part of a two-part study, the first part will *not* be cancelled, but you will need to ask the researcher to sign you up for the second part again, if you would like to participate in it at a later date.

## **Tracking Your Progress**

You may track your progress at any time by choosing the My Schedule/Credits option from the top toolbar.

When you view this page, you will see at the top a list of the number of credits you have already earned, how many credits you are currently signed-up for, and how many you are required to earn. This page will also display how many credits you have earned for each course. Above that, if you have signed up for any studies, those are listed as well. In the list of studies, you will see information about your credit status.

**Holy Family UNIVERSITY**

Psychology Program Holy Family University Research Participation System

Studies My Schedule/Credits My Profile Logout

Jennifer DeCicco (Participant)

Credits

Overall Credits Earned: 0 Overall Credits Pending: 1 Overall Credits Requirements: 1

Study Signups

NOTE: Researchers only know you by your identity code, which is 3022, so please use that when corresponding with them.

Study	Time	Location	Credit Status	Course	Comments	Cancel?
Attention and Memory	July 12, 2017 9:00 AM - 9:30 AM	ETC100	Awaiting action from researcher	PSYC 101: General Psychology		Cancel?

Credits: 1 Credits

Credits Earned by Course

Course	Credits Earned
PSYC 101: General Psychology	0

Email questions to [researchadmin@holyfamily.edu](mailto:researchadmin@holyfamily.edu)  
 Copyright © 1997-2017 Sona Systems Ltd.  
[Human Subjects/Privacy Policy](#)  
 (9:56 AM)

**Figure 8. Viewing Your Progress**

Next to each credit, you can also see any comments the researcher left regarding the study and your credit for it.

## Frequently Asked Questions

***Immediately after I login, as soon as I click on any menu option, I am taken back to the login page and I see a message that my authentication has expired. What does this mean?***

Your web browser is not properly configured to accept cookies. You should turn on cookies in your web browser, use a different web browser (for example, try Firefox if you are currently using Internet Explorer), or try a different computer. Detailed instructions can be found if you go to the site and enter the url “cookie\_help.asp” in place of “default.asp” in the address bar of the browser, when you are on the front page of the site.

Another easy thing to try is simply to use another computer. Usually the computers in college computer labs are configured correctly.

***How do I change the email address where email notifications from the system are sent?***

Provide an Alternate Email address and notifications will be sent there. See the Email Address Options section of this documentation for more information.

***I participated in a study, but I have yet to receive credit. How do I receive credit?***

The researcher must grant you credit. This is usually done shortly after your participation. If it has been some time and you have still not received credit, contact the researcher or the administrator.

***Who can see the information about my sign-ups? I don't want everyone to know which studies I signed up for.***

Only the researcher of the study may see that you have signed up for it, along with the administrator. No other users, including other researchers or your instructor, may see this information.

***I noticed that with a few studies, I can sign up for them again even if I participated before, while most others don't allow for this. Why is this?***

Researchers can choose if their studies allow you to participate more than once. Only special studies allow you to participate more than once.

***I attempted to sign up for a study, and I was prevented from doing so because the study I was trying to sign up for is a disqualifier for another study I am scheduled to participate in. Why is this?***

If you have signed up for a study that has disqualifiers (studies you must *not* have participated in to participate in that study), you may not then sign up for the studies that are listed as the disqualifier studies. This is typically because the studies are similar and participating in one would influence your behaviors/responses in the other.