

**Getting Started:**

To use Sona, create a research participation account following these steps:

1. Go to <https://uvic.sona-systems.com/> and, if you don't already have a Sona account, click on the "Request Account" button.
2. Fill out the required fields. Input

**FAQ:****I have checked the web site, but no time slots are available. When will more time slots be posted?**

Time slots become available as researchers post them. There is no fixed schedule for posting. When no time slots are available for a given study, that study doesn't show up on the list of potential studies. Time slots will continue to become available until the end of the term. There usually is high demand early in the term so time slots fill quickly, but demand likely will wane later in the term and more and more studies will become available. If you are having trouble finding time slots, be patient and check the site when it is convenient for you to do so. It is possible that there will not be enough studies to allow every student who wishes to earn the maximum number of extra credits to do so.

**How do I contact the experimenter for a study for which I have signed up?**

Log on to your Sona account and go to the "My Schedule & Credits" section. Click on the name of the study for which you've signed up and the contact information for the experimenter running

When you next sign up for a study, you may assign its credit to any of the courses you have selected.

To reassign earned credit to a different course, even after the credit is earned, you can do the following. Go to “My Schedule/Credits” where you will see a list of each study in which you have earned credit. To reassign credit for a given study to a different course, click “Reassign” for that study then select the desired course from the pull-down list that appears on the next screen. Note that only those courses you selected in the earlier step will appear on this list. Finally, click on the “Reassign Credit” button.

**I have assigned credit earned in a study to the wrong course. How can I reassign that credit to the correct course?**

To reassign earned credit to a different course, even after the credit is earned, you can do the following. Go to “My Schedule/Credits” where you will see a list of each study in which you have earned credit. To reassign credit for a given study to a different course, click “Reassign” for that study then select the desired course from the pull-down list that appears on the next screen. Note that only those courses you selected in the earlier step will appear on this list. Finally, click on the “Reassign Credit” button.

**My account shows all the studies I participated in during a previous term, but I don't see any credit earned from those studies.**