LSU Psychology Research Participation System

SONA Participant Instructions – Spring 2026

General information

- Website: https://lsuhumanresearch.sona-systems.com/
- System administrator contact: psycexp@lsu.edu
- **Mid-term deadline** (to complete *half* of your required credits): Tuesday, 2/24/2026
- **Final deadline for Spring 2026 Research Participation**: Tuesday, 4/28/2026
- **Final deadline for credit reassignment**: Tuesday, 4/28/2026
- **You must be 18 years of age or older to participate in studies through SONA. Please do not register to participate in studies prior to being 18.**

Logging in

- The system uses SSO (single sign-on) which requires users to log in with their myLSU credentials
- If you have an existing account in the research participation system, you should be able to log in using your myLSU credentials
    - *Note: If you have issues logging in, contact the system administrator at the email address listed above*
- If you have not used the research participation system before, you will need to set-up your account
    - Go to research participation website listed above and click the myLSU Log In button
    - After entering in your information, you will be redirected back to the research participation system where you can finalize setting up your account
        - *Note: Your name and email address will be automatically populated*

Beginning of semester requirements

- Choose the psychology course(s) you are enrolled in for the current semester - this will allow any extra credit earned to be applied to the appropriate course(s)
    - If you are enrolled in multiple PSYC courses, credits earned can be reassigned from one course to another; however, ***credits can only be reapplied up to the final participation deadline noted above (4/28/2026) and can only be reapplied by the SONA administrator!***
    - ***Credits earned in previous semesters CANNOT be applied to the current semester, nor can credits be rolled over to future semesters.***
- You may have to review and acknowledge the human subject and privacy policy for research - this is needed every 6 months.
- Complete the prescreening questions. This helps researchers identify participants that may be eligible for their studies.

Signing up for experiments

- To view a list of experiments, click on "Studies" from the top toolbar
  - A brief description of each experiment will be listed
  - Experiments that have available participation timeslots will have "TIMESLOTS AVAILABLE" listed next to the name of the experiment
  - If no experiments have available timeslots, log in to the system a few days later to see if new timeslots have been added
- To sign up for an experiment, click on the experiment name to view more information
  - Click on View Timeslots for this experiment. You will see a list of available timeslots and a drop-down box "Courses to Credit" which lists the PSYC courses that you are registered for
  - Choose a timeslot that is convenient for you
  - Choose the course that you want the credits to count towards and then click Sign Up
  - After you click Sign Up, you will see information displayed confirming the time and location of the experiment you plan to participate in. You will receive an email confirmation as well. You are now signed up for the experiment.
  - You will also receive an email reminder the day before the experiment, reminding you of the location and time of the experiment

Canceling a sign-up

- To cancel a timeslot, you have signed up for, click on My Schedule/Credits option from the toolbar
  - You will see a listing of all the experiments you have signed up for, as well as those you have completed
  - Experiments you have signed up for but not completed will have a Cancel button next to them
  - Click Cancel to cancel your sign-up. You will see a confirmation page. Click "Yes" to cancel your sign-up, and the sign-up will be canceled immediately.
    - ***Note: There is a time limit before the experiment is to occur when it is too late to cancel - see description for each individual experiment***

Tracking your credit progress

- To track your progress, choose My Schedule/Credits option from the toolbar
  - You will see the experiments that you have signed up for and the credit status for each, including how many credits you have earned for each course
  - After you complete an experiment, wait a week for the credit to be granted in the system. If the credit for the experiment does not appear within a week, email the researcher managing that experiment or the Sona administrator
  - ***It is your responsibility to make sure credits earned have been applied to the proper course, so please remember that credits cannot be reapplied after the final participation deadline. Be sure to check your totals before the final participation deadline and request the Sona administrator to make any necessary changes.***

- Please note that the mid-term and final deadlines are for research *participation*. Researchers typically have 1 additional day to grant any additional credits before credit reports are sent to instructors. If you have any concerns about missing credits, contact the research team (contact information can be found on each study's page on SONA).

Tips and important reminders

- Before you sign up for an experiment, carefully read the information that is posted for the experiment. It is your responsibility to be aware of any rules or regulations for an experiment you sign up for
- If you realize you will be unable to attend an experiment you are registered for after the allowed cancellation period has elapsed, email the researcher managing the experiment regarding your cancellation. It is important you do this BEFORE the start of the experiment, otherwise you may be penalized for your absence
  - *If you miss <u>two or more</u> of your experiment sessions without contacting the researchers for that experiment with an acceptable excuse, you will be blocked from the registration system. You will not be able to sign up for any new experiment sessions for the remainder of the semester.*
  - *Please note that this includes online survey studies which often have timeslots set up for the midterm deadline. Failure to complete an online study before the timeslot deadline will also count as an unexcused no show.*
- *The research participation is shared with the Department of Communication Studies however you can only earn credits for your psychology courses by participating in psychology studies!*
- Any user/participant who experiences difficulty/barrier due to disability may contact the SONA Administrator at psycexp@lsu.edu. They may also contact the Chair of the Psychology Department, Dr. Katie Cherry at pskatie@lsu.edu.
- Contact the system administrator at the email above for any issues with the research participation system.