<div align="center">

Participant Pool Research Participation
Sign-Up Instructions – Fall 2018

</div>

Additional instructions may be provided by your instructors.

1. **The Sona for credit pool opens for use on September 10, 2018. The pool closes on December 10, 2018.** If you choose Sona for your research requirement, students in Psy 1 are required to complete 6 hours of research. Students enrolled in Psy 31 are required to complete 4 hours of research.

2. **If you do not already have a SONA account go to http://tufts.sona-systems.com and click on the "New Participant?" link on the bottom left.** Make sure to use your tufts.edu email address when you register. You will receive your username and password via email within 10 minutes. If your email program has a mail filter, be sure to add sona-systems.net to your safe/unblocked list.

3. **If you already have a SONA account on tufts.sona-systems.com,** your account may have been deactivated. You will need to reactivate your account. Send an email to Psych_ResearchAdmin@tufts.edu to request reactivation.

4. **Log in and complete the pre-test questionnaire. Everyone will have to complete the pre-screening questionnaire before being allowed to sign up for experiments.** When you log in for the first time, you will immediately be taken to the pre-test questionnaire. This is a 20-minute on-line questionnaire used to determine eligibility for studies during the semester. You do not have to complete it immediately, but you will not be able to search and sign up for studies until you do. You must complete the questionnaire in one sitting—you cannot save your work and come back to it another time—so make sure not to start the questionnaire without setting aside enough time to finish it. The *deadline for completing this pre-test questionnaire is Tuesday September 25, 2018*. For any question, you may check the box that reads "I prefer not to provide an answer." You must answer the question or click this box for each question to complete it. Keep in mind that the more questions you answer, the more studies for which you will likely be eligible to sign up during the semester.

5. **Go to "My Profile."** Use this option to change your password or to add a secondary, non-Tufts email address at which you would like to receive messages. If at any time you forget your password, follow the appropriate link on the main page of the site.

6. **Note your participant identity code.** After your name, the next item of information listed at the top of "my profile" is your randomly assigned identity code. In order to preserve your anonymity as a research participant, you will only be known to researchers by this unique numeric ID code. This ID code should also appear in all emails you receive from the system. Please make a note of this number as you will need to bring it with you to all studies (and anytime you communicate with researchers about a study). You should, however, use your normal log-in username to log in to the website.

7. **You are now ready to sign up for experiments.** Each experiment has a randomly assigned name used to identify it. Keep in mind that some experiments list specific requirements, such as "must not have previously participated in "(study name)". The website will simply not let you sign up for a study for which you are not eligible.

8. Consistent with departmental policy, the site will not allow you to cancel a session for which you have signed up less than 24 hours ahead of time. Remember, if you fail to show up for two of the studies for which you sign up, the system will send you a warning. *If you fail to show up for three studies, the system will permanently lock you out and you will not be able to sign up for additional studies this semester.*

9. **Within 24 hours of participating in a study, your account should be updated to reflect the credit you earned.** If it has been 24 hours and you do not see a credit posted for a study you were in, you should get in touch with the contact person for that study.

10. If you would like to participate in studies for payment you can sign up via tuftspaid-sona-systems.com. Please note that you will have to set up a new user profile on this system, and complete the pre-screening questionnaire for this system. Please also note that any studies completed on the Tufts Paid site, will not count towards your course research requirement. Only studies posted on the tufts.sona-systems.com site are valid towards your course research requirement.

11. The last day to complete studies for credit is the last day of classes, December 10, 2018. Please note that availability of appointments will vary throughout the semester and therefore we strongly encourage you to complete study credits as early in the semester as possible.