

Instructions for creating or updating a SonaSystems account

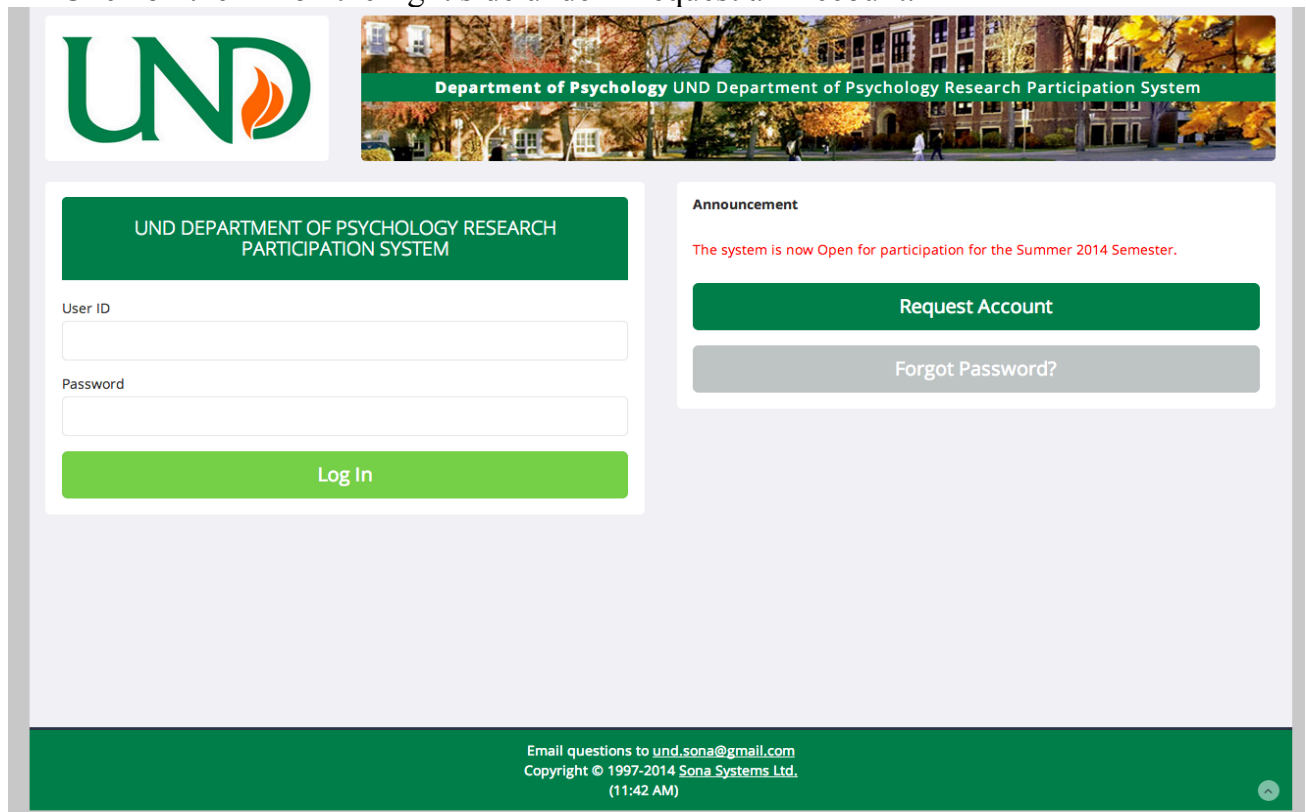
On this page you can find instructions to:

- 1) Create an account
- 2) Change your email address
- 3) Retrieve your login information

1. Creating an Account on the UND Sona System

If you already have an account from a prior semester, skip this section and review the information provided in sections 2 and 3.

- Go to the UND Sona System Website at <https://undpsych.sona-systems.com/>
Click on the ink on the right side under “Request an Account.”



The screenshot shows the website interface for the UND Department of Psychology Research Participation System. At the top left is the UND logo. To its right is a banner image of a building with trees, overlaid with the text "Department of Psychology UND Department of Psychology Research Participation System". Below the banner is a green header with the text "UND DEPARTMENT OF PSYCHOLOGY RESEARCH PARTICIPATION SYSTEM". The main content area is divided into two columns. The left column contains a login form with two input fields labeled "User ID" and "Password", and a green "Log In" button. The right column contains an "Announcement" section with the text "The system is now Open for participation for the Summer 2014 Semester." and two buttons: a green "Request Account" button and a grey "Forgot Password?" button. At the bottom of the page is a green footer with the text "Email questions to und.sona@gmail.com
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(11:42 AM)" and a small circular icon in the bottom right corner.

- Enter your personal information on the next page. To be sure that you are given credit for all of your research participation, enter your student ID number in the appropriate line. Next, select each of the courses that you want to be able to assign your credits to. Be sure that you are selecting courses in the proper semester and with the proper instructor. Please verify this step for accuracy.
- To select a course or multiple courses simple click on the course on the list of available courses (bottom right, **only selected the courses you are enrolled in**). The course(s) that you select will then appear in the selected courses section. Then request the account.



Your login information will be emailed to you as soon as you request the account, so you may login immediately. You will need to check your email for specific login instructions. If you have junk mail (spam) filters configured for your email, please configure the filters to accept email from undpsych-admin@sona-systems.net, as emails from the system will often be sent from that address.

You must choose a user ID that is not already in use, and also specify an email address that is not already registered in the system. User IDs may be up to 30 characters in length and contain letters and numbers. This form should only be used by participants. Researchers will have their accounts created for them automatically.

ACCOUNT INFORMATION

First Name

Last Name

User ID

Email Address

Email Address (re-enter for verification)

Student ID Number

Telephone

Course(s)

Psyc 111 Bradley Online	⇌	<input type="text"/>
Psyc 111 Derenne Online		
Psyc 270 King Online		
Psyc 355 Ferraro Online		

Available Courses Selected Courses

- Click on “Request Account” and wait to for an email to be sent to the email address you entered.

2. How to change your Email Address in the System

- If you have created a SONA account and know your user ID and password, log in and go to “My Profile” to make sure all of your information is up-to-date. In particular, please make sure that your email address is accurate so that you will receive important updates and reminders. Also take a moment to update your courses for this semester.

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

User ID

Email Address

(please enter twice for verification purposes)

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)

University ID Number
(optional)

Phone Number
(optional)

Office
(optional)

Daily Reminder Yes
Should the system send a reminder of your upcoming studies the day before? No

3. Retrieving your login information

- If you have created a SONA account and cannot remember your login or password, please select “Forgot Password?” and then enter your user **ID or Email Address associated with your Sona Account**.
- If you do not receive your login information within 24 hours, contact the administrator at und.sona@gmail.com. Once you receive your login information, please update your courses under “My Profile”.
- **If your account was associated with a previous UND email that has been deactivated, the only way to receive new login information is to contact the administrator to update your email address.** Once you receive your login information, please update your courses under “My Profile”.