Signup and Password Help

A. How do I get an account?
IMPORTANT: You must have an email account from the University of Memphis to set up an account on the Sona-system.
1. Go to http://memphis.sona-systems.com/
2. Click "Request an account here" link under the words "New User?" at the bottom left of the screen.
3. Fill in account information and select current classes.
- Make sure you select the **correct course number and section.**
- Select course(s) from the list provided (hold the Ctrl or Apple key and click for multiple courses).
4. Click "Request Account" button.
5. A random password will be generated and sent to the email address given. This password can be changed under "My Profile" after you log into the system.
6. If you have any problems with this process, email the Subject Pool Coordinator at psyc-spl@memphis.edu

   IMPORTANT: If you are retaking 1200 General Psychology and have signed up on the Sona-system during a previous semester, you need to have your account reactivated. Contact the Subject Pool Lifeguard (psyc-spl@memphis.edu) and request that your account be reactivated. Please provide all of the appropriate information: Name, UUID, and current class section (Example: Oliver1200 008 TT 9:40 to 11:05).

B. How do I log into the system?
1. Go to http://memphis.sona-systems.com/
2. Enter user id and password into the labeled boxes.
3. Click "Log In" box.
4. First time users:
a. If this is your first time to log in, you will have to read and agree to the IRB policies.
b. Click "Yes" at the bottom of the page to indicate that you agree after you have looked over the page.
C. I forgot my password. What Do I do now?
1. Go to http://memphis.sona-systems.com/
2. Click on "Click here to retrieve it!" under Lost your password in the bottom left part of the screen.
3. Enter your user id into the box provided.
4. An email will be sent to the email address on file.

Experiment signup and cancellation

D. How do I sign-up to an experiment?
1. Sign into system.
2. Click "Experiment Sign-Up" (beside the picture of the pen).
3. Review experiment information and restrictions for all experiments listed.
4. Click on experiment title for "experiment information page".
5. Click "View time slots for this experiment" at the bottom of the "experiment information page" for the experiment's available time slots.
6. Click "Sign Up" button beside the available time slot that you want to sign up for.

7. An email confirmation will be sent to you and the experimenter.

E. How do I cancel an experiment?

IMPORTANT: Please try to be courteous and if you must cancel your participation in an experiment, try to do so 24 hours prior to the scheduled experiment.
1. Sign into system.
2. Click "My Schedule and Credits" (beside the picture of the calendar organizer).
3. Find the experiment that you want to cancel in the list of experiments that you have signed up for.
4. Click "Cancel" button (note that there are time limits set by individual experimenters for how long before the experiment that you can safely cancel without getting negative credit).
5. Confirm cancellation by clicking "Yes I want to cancel" button.
6. An email confirmation will be sent to yourself and the experimenter after you cancel.

Schedule and Credit Information

F. How do I view my schedule of experiments that I have signed up for?
1. Sign into system.
2. Click "My Schedule and Credits" (beside the picture of the calendar organizer).
3. A list of the experiments you have signed up for will be listed under "Experiment Sign-Ups".
G. How do I find out how many credits I currently have?
1. Sign into system.
2. Click "My Schedule and Credits" (beside the picture of the calendar organizer).
3. Your total number of credits and credit requirements are listed under "Credit information" at the top of the page.

User Profile Information

H. How do I change my password?
1. Sign into system.
2. Click "My profile" (beside the picture of the eye).
3. Type your new password into the two boxes beside "New Password".
4. Click "Update" button at the bottom center of the page.
I. How do I change the course that I am signed up for?
1. Sign into system.
2. Click "My profile" (beside the picture of the eye).
3. Click "[Change Courses]" toward the bottom center of the screen.
4. Select new course(s) from the list provided (hold the Ctrl or Apple key and click for multiple courses).
5. Click "Save Changes" button at the bottom center of the screen.
6. If the course you need is not listed please contact the Subject Pool Coordinator at psyc-spl@memphis.edu.

Other

J. How to get back to the main menu page?
1. Click on the University of Memphis Department of Psychology banner at the top of the page. K. How do I log off?
1. Click "log off" in the top right corner of the browser window.
L. I signed up for an experiment and did not make it, what happens now?

1. You will not be awarded your credit if you do not arrive at the experiment with appropriate time to participate in the study. A "no-show" will not count towards your required extra-credit hours.

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