

# Psychology Department LOC Sign-Up System

[muhlenberg.sona-systems.com](http://muhlenberg.sona-systems.com)

Use this system to sign-up for LOC research studies and keep track of your credits.

Note: a *generic* video tutorial is available: [https://www.youtube.com/watch?v=\\_1OnT2ZU6QQ](https://www.youtube.com/watch?v=_1OnT2ZU6QQ) (note: the tutorial covers options the Muhlenberg system is not using).

## Muhlenberg Psychology Instructions

### Account Set-Up

1. You will be asked to create an account at the start of each semester. Even if you have created an account in the past, you will need to create a NEW account each semester.
2. Go to [muhlenberg.sona-systems.com](http://muhlenberg.sona-systems.com)
  - a. Click the red button that says "Request Account."
  - b. Fill out the requested information. Please note:
    - i. Your USER ID **must be** the initial portion of your @muhlenberg.edu email address. Do not type in @muhlenberg.edu when entering your User ID.
    - ii. **Important:** Put the psychology course(s) you are taking into the system. If you skip this step, your course instructor will not know you have completed LOC credits. Select your course(s) from the menu. Be sure to select the correct section number (e.g., PSY 101-04). (You can also update this later from the "My Profile" page, click on "Change Courses.")
  - c. You should receive a confirmation message on the screen:

The screenshot shows the confirmation page of the Psychology Department LOC Sign-Up System. At the top left is the Muhlenberg College logo. A red banner across the top reads "Psychology Department Psychology LOC Sign-Up System". Below the banner is a green box containing a "System Message" stating that the request was processed and login information has been emailed. A red button labeled "PSYCHOLOGY LOC SIGN-UP SYSTEM" is visible. To the right, an "Announcement" section lists instructions: 1. Need an account? Click the "REQUEST ACCOUNT" button below. 2. Forgot your password? Click the "FORGOT PASSWORD" link below. 3. Your User ID is the beginning of your muhlenberg email address (just the part before "@muhlenberg.edu").

3. Next, you will receive an email from "Psychology Department LOC Sign-Up System."
  - a. This email will be sent to your @muhlenberg.edu account.
  - b. If you have not received the email within 24 hours of signing up, check your spam folder first. If an email isn't there, contact the system administrator (the name and email address is at the bottom of the muhlenberg.sona-systems.com page).

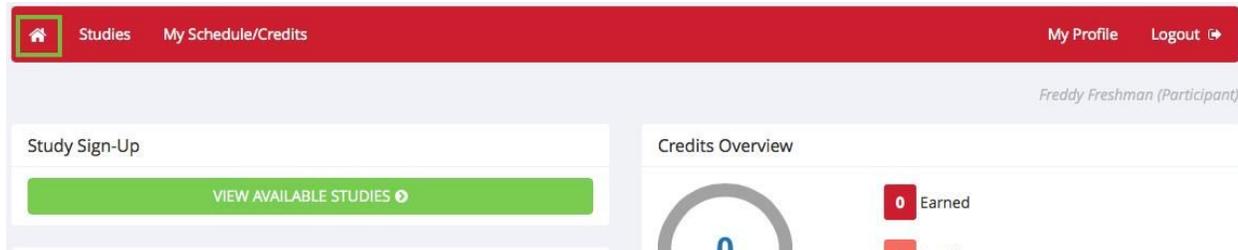
The screenshot shows an email received from "Psychology LOC Sign-Up System" <muhlenberg-admin@sona-systems.net> on Friday, September 12, 2014 at 11:15 AM. The subject is "Psychology LOC Sign-Up System Login Information". The body of the email states: "Your Participant login information for Psychology LOC Sign-Up System is listed below." It provides the User ID and Password: ENWwmmTu. It instructs the user to go to <https://muhlenberg.sona-systems.com> to login. A message from the administrator follows, stating that if the user is receiving this email, they are listed as a student enrolled in a class in the Psychology Department this semester, and if they have received this email in error, they should disregard it. A final note mentions that the course has an LOC-R requirement and that the user will read a "Terms of Use" notice upon login.

4. Return to [muhlenberg.sona-systems.com](http://muhlenberg.sona-systems.com)
  - a. Login with the User ID and password from the email.
  - b. You will be asked to change your password.
  - c. You will be asked to review and acknowledge a Human Subjects and Privacy Policy page.

Your account is now set up! Continue reading these instructions to find out how to sign up for studies.

## Signing Up for Studies

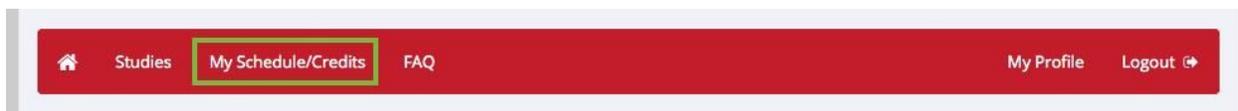
1. To see what studies are available, click on “View Available Studies” from your home page.



2. To learn more information about a study, click on Timeslots Available.
3. If you want to sign-up for the study, click the green “View Time Slots” button at the bottom of the page.
  - a. For Standard, in-person studies, select the day and time that work for you and click “sign-up.”
  - b. For Web studies, simply click “sign-up” and you will be given the link to the study. The date listed with Web studies is the deadline. You must complete the study prior to that deadline in order to receive LOC credit.
4. Note: when you click “sign-up” you are *immediately* signed-up. You will receive a confirmation email.

## Keeping Track of LOC Credits

To review the studies you have signed up for and the LOC credits you have been granted, click on “My Schedule/Credits.”



For more instructions about managing your account, begin watching this tutorial beginning at 7:45 minutes: [https://www.youtube.com/watch?v=\\_1OnT2ZU6QQ](https://www.youtube.com/watch?v=_1OnT2ZU6QQ) (note: the tutorial covers extra options you may not see on your screen).

## PSY 101 Students

To receive LOC credit, you must also complete an *LOC-R Assignment* for each study you participate in. The assignment is online at: [muhlenberg.edu/main/academics/psychology/learningoutsidetheclassroomloc](http://muhlenberg.edu/main/academics/psychology/learningoutsidetheclassroomloc)

## FAQ

*Why aren't there any studies listed?*

- Most studies begin around the middle of the semester, so if the list is empty, check back later. Most studies are completed three to four weeks before the last day of classes. If it is now past that date, ask the instructor about completing the alternative assignment. It is also possible studies are being conducted, but they do not have available sign-up slots at this time.

*Immediately after I login, as soon as I click on any menu option, I am taken back to the login page and I see a message that my authentication has expired. What does this mean?*

- Your web browser is not properly configured to accept cookies. You should turn on cookies in your web browser or use a different web browser (for example, try Firefox if you are currently using Internet Explorer). Another easy thing to try is simply to use another computer. Usually the computers in the college computer labs are configured correctly. Advice on how to set your browser to accept cookies is available at: <http://www.wikihow.com/Enable-Cookies-in-Your-Internet-Web-Browser>.

*Help!*

Contact your instructor or the system administrator for assistance. The name and email address of the system administrator is posted at the bottom of the login page: [muhlenberg.sona-systems.com](mailto:muhlenberg.sona-systems.com). A video tutorial is available at [https://www.youtube.com/watch?v=\\_1OnT2ZU6QQ](https://www.youtube.com/watch?v=_1OnT2ZU6QQ) (note: the tutorial mentions options/procedures the Muhlenberg system is not using).