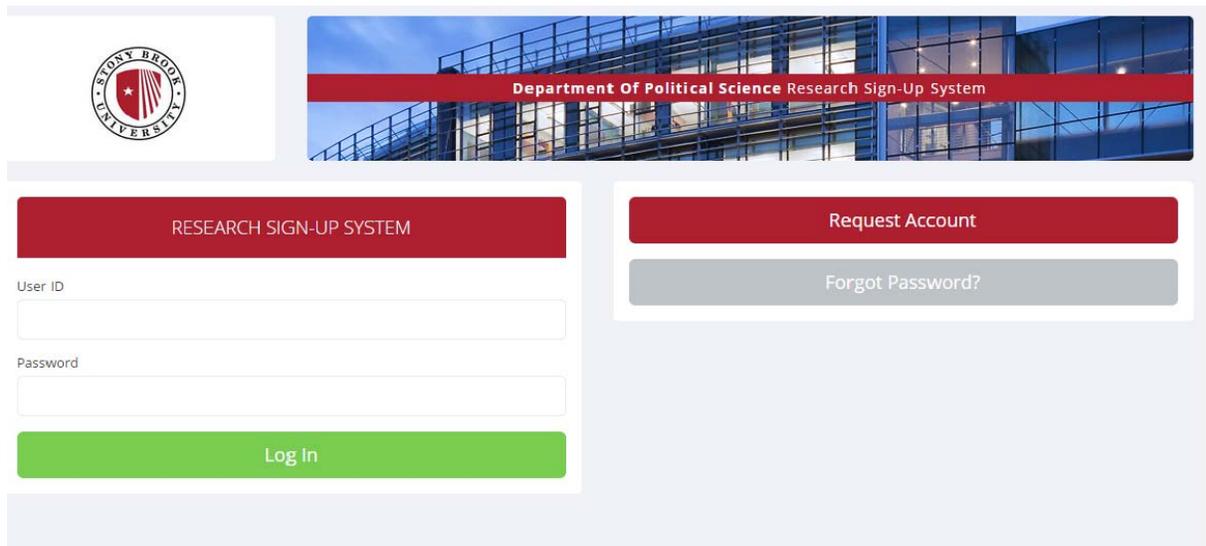


## Instructions for Creating an Account on the Research Sign-Up System (Version: September 2014)

In order to participate in a research study (and earn extra credit in your political science course), you must register on the Research Sign-Up System. This will allow you to choose a time and day to participate in the study (i.e., there are no “walk-ins”).

To get started, please go to <https://stonybrook-polsci.sona-systems.com/Default.aspx?ReturnUrl=%2f>

You will see a screen that looks like this:



The screenshot shows the login interface for the Research Sign-Up System. At the top left is the Stony Brook University logo. To its right is a banner image of a modern building with a red overlay containing the text "Department Of Political Science Research Sign-Up System". Below the logo is a red header bar with the text "RESEARCH SIGN-UP SYSTEM". The main content area is divided into two sections. On the left is a login form with two input fields labeled "User ID" and "Password", and a green "Log In" button below them. On the right is a vertical stack of buttons: a red "Request Account" button and a grey "Forgot Password?" button.

At the top right of the screen you will see an option to request an account. Click on that link and you will see the screen on the next page:

## ACCOUNT INFORMATION

First Name

Last Name

User ID

Email Address

Email Address (re-enter for verification)

Telephone (optional)

Course(s)

Decision Lab Paid Study Pool	▲
POL 101: World Politics (Smirnov)	
POL 102.1: American Government (Cover)	
POL 102.2: American Government (Lebo)	
POL 102.3: American Government (Ryan)	
POL 102.4: American Government (Garretson)	▼

Available Courses



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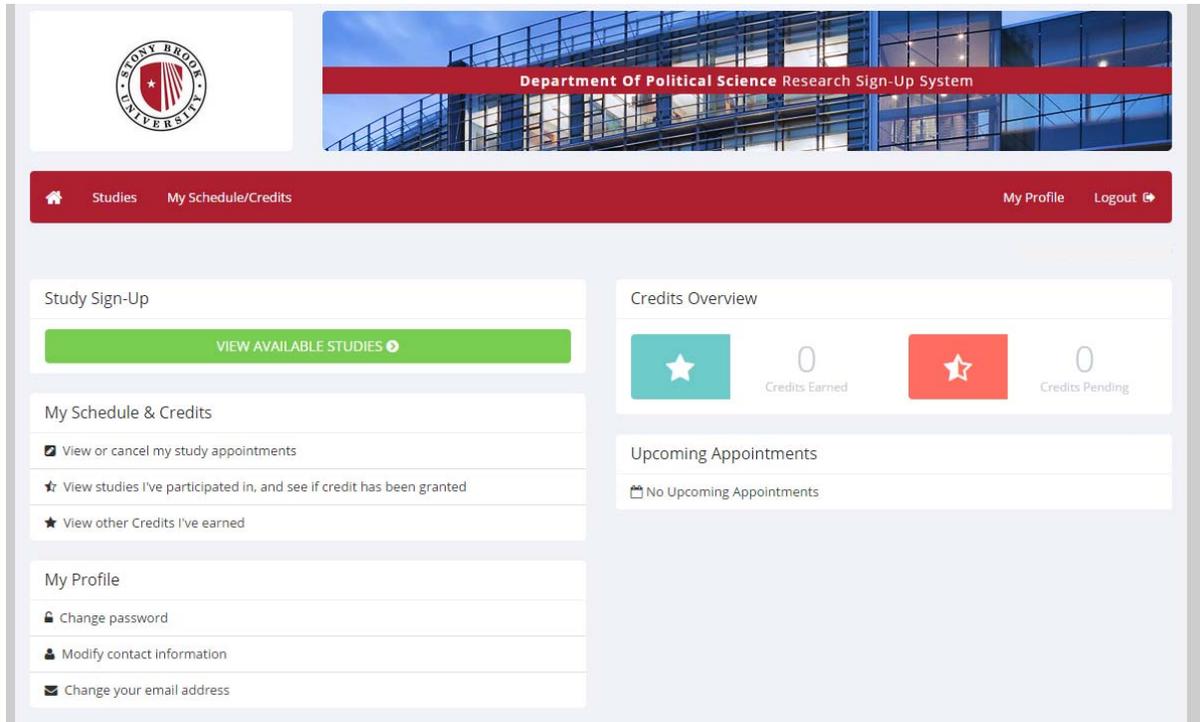
Selected Courses

Request Account

Enter your First name, Last name, and email address. Chose a “User ID” that you will later use to login to the system. Select a course in which to apply the extra credit. Click the “Request Account” button.

You will receive an email notification with your login information. The email notification will include login instructions for the system. You will be assigned a default password, which you may be allowed to change after your first login. The email will come from the administrator’s email address ([sbresearchstudy@gmail.com](mailto:sbresearchstudy@gmail.com)), so be sure to configure your junk mail filters to allow email from that address.

Now that you have an account, log on to the site with your login and password. You will see this screen:



Click “Study Sign-up,” to see what studies you are eligible to participate in.

You will see two links, one that describes the study and another that lists available time slots. Click on “Timeslots Available” link to view time slots for the study. This is where you will choose a date and time to participate in the study. The sign-up system will send you an email with the time and date of your appointment.

**IMPORTANT NOTE:** POL classes are assigned to different studies, so you may know about a particular study from a friend in a different class, but not be able to sign up for that study. Upon logging in, you will see a list of studies *which you are eligible to participate in this semester* (it may only be a single study). If you are in multiple POL classes, you may be able to participate in multiple studies. It all depends on whether your instructor is offering extra credit through the Research Sign-Up System (and not all POL instructors are doing this). If you have a question about which studies you can sign up for, contact [sbresearchstudy@gmail.com](mailto:sbresearchstudy@gmail.com).

Most importantly, please keep your appointment. Most research studies run only for a limited time. If you fail to show up for your appointment and the study ends, you will have lost your opportunity to earn extra credit.

If you have any questions, please email [sbresearchstudy@gmail.com](mailto:sbresearchstudy@gmail.com).

### Other Information

#### **Canceling a Sign-up**

If you need to cancel a timeslot you have signed up for, you can do this from the “My Schedule and Credits” part of the top toolbar. You will see listed all the studies you have signed up for. Studies you have signed up for that you are allowed to cancel will have a Cancel button next to them. There is a time limit before the study is to occur, when it is too late to cancel. This restriction may be listed at the bottom of the page, or can be found by clicking on the study name and viewing the study details.

#### **Retrieving a Lost Password**

If you have forgotten or do not have your password then you may choose to have your password emailed to you. You will see an option on the front login page.

#### **Changing Courses**

You may remove or add yourself to existing courses at any time. To do this, click on the “My Profile” part of the tool bar. Scroll down to the “Change Courses” option (listed in brackets, right below the list of courses you are in).

#### **Authentication Expired Message**

You will see this message if your web browser is not properly configured to accept cookies. If that occurs, you should turn on cookies in your web browser, use a different web browser (for example, try Firefox if you are currently using Internet Explorer), or try a different computer. Detailed instructions can be found if you go to the site and enter the url “cookie\_help.aspx” in place of “default.aspx” in the address bar of the browser, when you are on the front page of the site.