

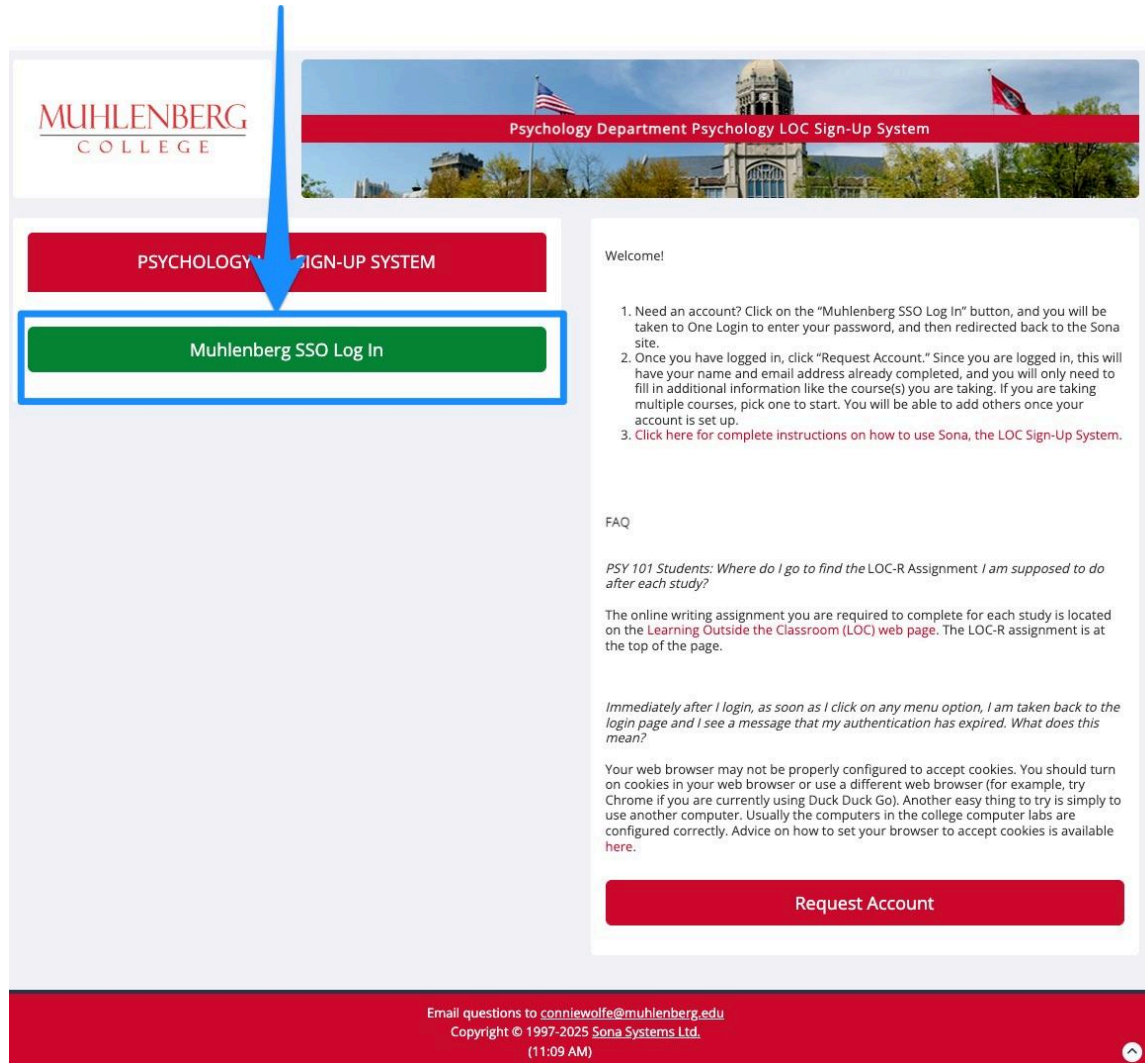
Psychology Department LOC Sign-Up System

muhlenberg.sona-systems.com

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

Account Set-Up

1. 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
 - a. Sona is now integrated with One-Login. Click on the “SSO Log In” button, and you will be taken to One Login to enter your password, and then redirected back to the Sona site. If you are already logged in, go to the next step.

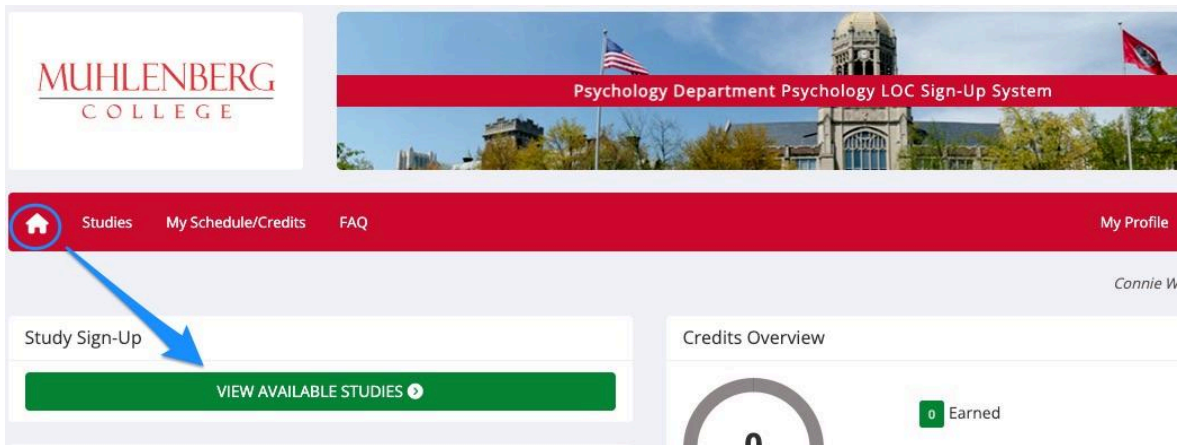


- b. Once you have logged in, click “Request Account”. Since you are logged in, this will have your name and email address already completed, and you will only need to select the course(s) you are taking from the menu. Please note:
 - i. **You must put the psychology course(s) you are taking into the system.** If you skip this step, your course instructor will not know you have completed LOC credits.
 - ii. Be sure to select the correct section number (e.g., PSY 101-04).
 - iii. If you make a mistake or need to add more courses, you can update this from the “My Profile” page > click on “Change Courses.”
- 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.



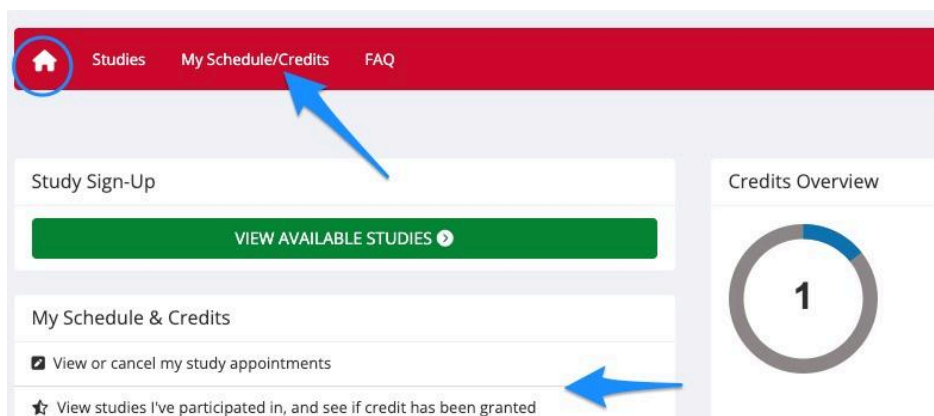
2. To learn more information about a study, click on the study Title or the Timeslots Available.
3. If you want to sign-up for the study, click the green “Sign Up” button at the bottom of the page.
 - a. For Standard, in-person studies, select the day and time that work for you and click “sign-up.”
 - b. For Web studies, simply click “sign-up” and you will be given the link to the study. There is a Participation Deadline listed: you must complete the study before that date - OR by the deadline your course professor has given - in order to receive LOC credit. Click the red “Complete Survey Now” button when you are ready to start the study.
 - c. Note: when you click “sign-up” you are *immediately* signed-up. You will receive a confirmation email.

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 here](#).

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.”



Credits

Overall Credits Earned: 0 Overall Credits Pending: 1 Overall Credits Requirements: 4

FAQ: What is a "pending" credit?

- For a Standard (in-person) study, the researcher must grant you credit. This is usually done within 48 hours after you have still not received credit, contact the researcher.
- For an online study, you should click on the study link from here (in SONA). Once you complete the study, click on the credit button to receive credit automatically.

FAQ: Can I choose which study credits count toward which psychology courses?

- Yes. If you are enrolled in more than one psychology course, you should reassign study credits to the courses in your account.

Study Signups

Study	Time	Location
Beyond Accommodations: Belonging	October 31, 2025 11:59 PM (Participation Deadline)	View Study Website

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

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 two to three 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. Advice on how to set your browser to accept cookies is available at: <http://www.wikihow.com/Enable-Cookies-in-Your-Internet-Web-Browser>. Alternatively, use a different web browser (for example, try Firefox if you are currently using Chrome). Another easy thing to try is simply to use another computer. Usually the computers in the college computer labs are configured correctly.

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.

A video tutorial is available at https://www.youtube.com/watch?v=_1OnT2ZU6QQ (note: the tutorial mentions options/procedures the Muhlenberg system is not using).