

**Koraleski CABLab Research Participation Program**

**CABLAB BASED STUDIES**

**IMPORTANT DATES FALL 2018**

**Immediately:** Sign-up for an account now: [http://unocablab.sona-systems.com](http://unocablab.sona-systems.com/)

**September 4:** Prescreen survey and initial studies available

**November 30:** Last day to complete studies

**November 30:** Last day to turn in research brief to unocablab@unomaha.edu

December 4 **:** Deadline for resolving all Research Participation Requirement issues

**TO SIGN UP FOR A NEW CBA SONA ACCOUNT**

* Visit [http://unocablab.sona-systems.com](http://unocablab.sona-systems.com/). This is the CBA SONA account. (The Psych department uses a separate SONA system.)
* Click **Request Account**.
* Complete Account information. Please use your UNO email address.
* Add your courses that have assigned Research Participation. (You can access the course listing by going to “My Profile”, select the “change courses”—red button) You must add/update courses to see all of the studies that you are eligible to complete.
* Complete Prescreen with demographic information. This completes the account sign up.
* See directions for “HOW TO SIGN UP FOR A LAB BASED STUDY”.
* Notes:
	+ Save the email from SONA confirming your **USER NAME** and **PASSWORD** information. This confidential information will be needed to sign into your SONA account. Suggest you also re-set your system assigned password.
	+ You will be assigned a **SONA IDENTITY CODE**  (typically 4-5 digit number that is unique to you). This number is used to register and complete studies. The SONA IDENTITY CODE will be referenced in the confirmation emails when you sign up for studies. This is the number that identifies you in the system for course credit. DO NOT USE YOUR NAME OR UNIVERSITY ID NUMBER.

**IF YOU ALREADY HAVE AN EXISTING CBA SONA ACCOUNT**

* Log in with your **USER NAME** and **PASSWORD**. [http://unocablab.sona-systems.com](http://unocablab.sona-systems.com/).
* If you forgot your password, select the “forgot password”. A new password will be sent via email.
* Add your courses that have assigned Research Participation. (You can access the course listing by going to “My Profile”, select the “change courses”—red button) You must add/update courses to see all of the studies that you are eligible to complete. “My Profile”: You must also enter your birthday information.
* See directions for “HOW TO SIGN UP FOR A LAB BASED STUDY”.

**Koraleski CABLab, MH 3rd floor, Room 320:** **unocablab@unomaha.edu** **402-554-2224**

**Debbie O’Malley: Koraleski CABLab Manager**

**Joel Elson, Alexis d’Amato: Graduate Assistants**

**RJ Dechow, Zach Tabor, Connor Carson: Lab Assistants**

**Koraleski CABLab website:** [**cba.unomaha.edu/cablab**](http://cba.unomaha.edu/cablab) Student Guidebook located on Student Tab

 As of 8/1/18



**HOW TO SIGN UP FOR A LAB BASED STUDY**

**TO BE COMPLETED IN THE KORALESKI CAB LAB**

**1. The first study to complete is “Individual Characteristics”.** This must be completed 1 time per school calendar year to be eligible to complete other studies. You will need your **SONA IDENTITY CODE** (To locate go to SONA, “My Profile”, and the SONA IDENTITY CODE is indicated below your name.) *If you have already completed this study in the fall, select another study to complete and skip to point c below.*

 a. Click on “View Available Studies” (green bar).

b. Select “Individual Characteristics CABLab Based carrel study to Sign- up for appmt to complete in the lab. (Red bar on left shows studies that timeslots are available).

 c. Click on “View Time Slots for This Study” (green bar located at the bottom of the screen).

 d. Timeslots for Study tab, assign the “course to receive credit” by clicking on the drop down box.

e. Click on “Sign Up” (green bar) Select an appointment time to come to the Koraleski CABLab to complete your study.

f. You will receive an email confirming the date/time for your appointment.

g. On the date of your appointment, please arrive at the Koraleski CABLab 5-10 minutes prior and bring your SONA IDENTITY CODE for check in.

h. Important that you enter your SONA IDENTITY CODE when prompted both for the check in process and when completing the study (Do not enter your name or your university ID number.)

 i. After you have completed the study you will earn the units of credit associated with that study.

**2. To sign up for additional studies.** Select a study, and start with step c above and repeat. You will need your SONA IDENTITY CODE (To locate go to SONA, “My Profile”, and the SONA IDENTITY CODE is indicated below your name.)

Things to remember……..

a. Lab Based studies require an appointment and are completed in the Koraleski CABLab. If you are unable to keep your appointment time, please contact the CABLab via email 24 hours prior to your study. NO SHOWS will lose privileges to sign up for future studies.

c. Complete your research participation requirements early in the semester as studies may close.

d. Contact the Koraleski CABLab if you have questions. Please include your SONA IDENTITY CODE.

**3. Students Responsibility to verify their CBA SONA account is correct by checking “My Profile” and “My Schedule & Credits”.**

a. Correct course numbers and sections.

b. Earned credits are assigned to the correct course. If you assign the wrong course/section number, your instructor will not receive the correct information about your earned credit participation.

Thank you for your participation in the Koraleski CABLab Research Program!

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