

# How to use the Sona System study management software to take part in studies in psychology



The Sona System is a study management software aiming at facilitating the participation to studies in psychology and help advance scientific research in psychology.  
**You can access the Sona System from browser on your computer or from a mobile App.**

Note that the Sona System is not è restricted to psychology students.

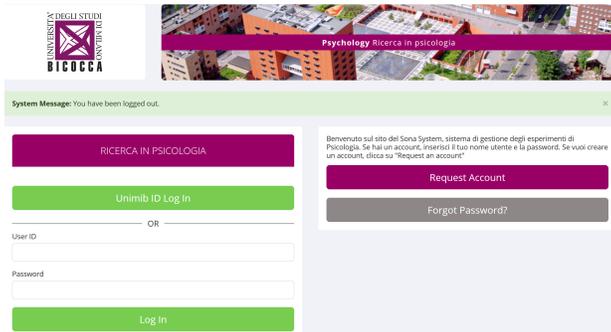
The System allows:

- To receive notifications by email of studies (in lab or online) that are looking for participants
- To register to studies taking place in labs by booking timeslots for appointments or to select and be directed to studies taking place online and have your participation automatically registered by the system.

For some studies, a monetary compensation may also be offered.

The registration to the system is in accordance with privacy regulations and you can cancel your account any time you want.

## A. REGISTER IN THE STUDY MANAGEMENT SYSTEM THROUGH COMPUTER OR SMARTPHONE



Through browser, go to:

<http://milano-bicocca.sona-systems.com/>

Click on **Request Account** or **Unimib ID Log In** to login with your Unimib credentials (for students in psychology this is the recommended option)

On Play Store or App Store,

- Look for *Sona Systems*
- Install and open the App
- Input the following URL:

<http://milano-bicocca.sona-systems.com/>

Click on *Continue*

Input:

- First Name;
- Last Name;
- User ID;
- Email address (2 times);
- Student ID Number or initials + date of birth for non-students;
- Telephone number (optional);
- Course

Click on *Request Account*

On the next login:

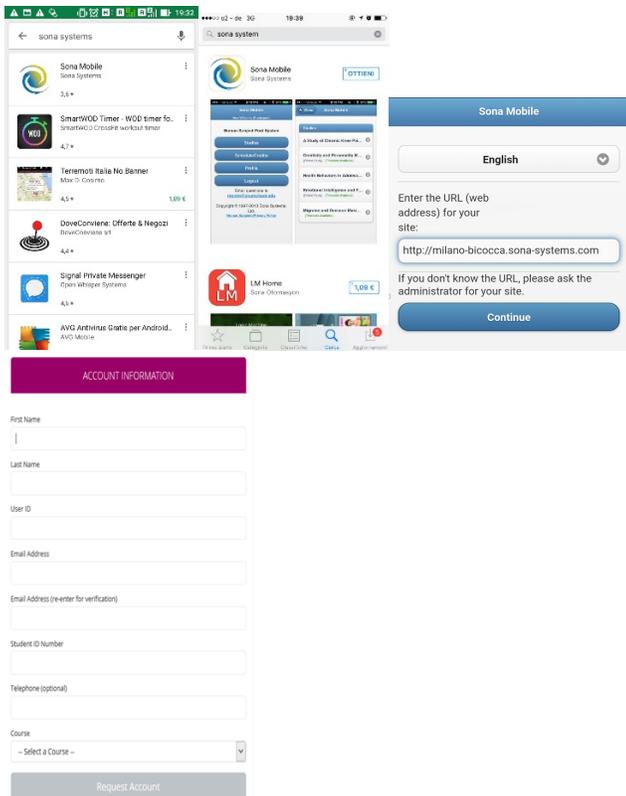
- You can access directly through *Unimib ID Log In*, if you have unimib credentials;
- Or you will receive an email with a password associated with your User ID to access the system (through *Log In*).

In case of problems, write to the system administrator [luca.pancani@unimib.it](mailto:luca.pancani@unimib.it)

Before you can register to studies, you will have to complete a brief survey aimed at providing some basic info on users that may be used to select specific samples for certain studies.

To begin the survey, click on *Start Prescreen*

After completing the survey, click on *Record responses*



Verify your data are correct and then click on *Save Prescreen*

System Message: Response saved

A summary of your responses is below. If you would like to change any of your responses, this is your only opportunity to do so. After you save the Prescreen, you may not change any of your responses. Click on the response to change your response. If you are satisfied with your responses, you may save the Prescreen now.

[Save Prescreen](#)

Response Summary

- Section 1
  - 1. Quanti anni hai?
    - Your Response: 39
  - 2. Tra sé?
    - Your Response: Femmina
  - 3. La tua personalità è stabile?
    - Your Response: Certo
  - 4. La tua memoria è (per non tuo) di un livello medio-inferiore di qualità?
    - Your Response: SÌ/NO
  - 5. La tua depressione attuale è?
    - Your Response: Certo
  - 6. Soffri di crisi epilettiche o di some casi di epilessia nel tuo/loro familiare?
    - Your Response: No

Click on *Continue* to exit the survey

System Message: Information saved. Please read the following text, and choose the CONTINUE link at the bottom of the page.

The Prescreen is now complete and all responses have been saved. Please read the following information, then use the link to continue using the [CONTINUE](#) link.

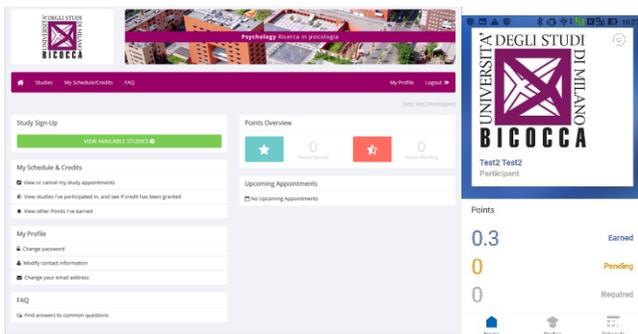
Adesso, puoi ritornare al menu principale cliccando su CONTINUE.

[Continue](#)

**You will be sometimes notified by email about new studies looking for participants, but it is advisable to also periodically check the available studies on the system.**

- **in the lab:** through the system you can set up appointments to participate in an experiment taking place in a particular lab
- **online:** the system will direct you to the selected study taking place online and it will automatically register your participation

## B. HOW TO PARTICIPATE IN LABORATORY STUDIES



To register for studies, you have to click on *View Available Studies*

Study prior restriction significa che devi verificare se puoi fare questo studio cliccando su "Timetable Available" e vendendo se è scritto OK in verde davanti agli studi precedenti.

Currently Viewing: All Studies

View studies with available timeslots on: Monday, 29 September 2014 GO

Available?	Study Information	Eligibility
<a href="#">Timetable Available</a>	Correlati fisiologici della stimolazione olfattiva	
<a href="#">Timetable Available</a>	"L'Intervento vien parlando": variabili sociali e interazione naturale	
<a href="#">Timetable Available</a>	Interazione Cerebrale Gustativa: Studio D	Prior study restrictions
<a href="#">Timetable Available</a>	Studio Attaggiamenti 1 (Online Study)	Prior study restrictions
<a href="#">Timetable Available</a>	... e la mia voce ti accompagnerà. Introduzione all'Induzione Iperestesia in questo studio metteremo alla prova la forza della tua immaginazione. Ti chiederemo di pensare a cose, eventi o immagini come se fossi un'AI, e ti chiederemo poi di raccontarci la tua esperienza.	Esperienze precedenti con l'ipnosi sono molto gradite, così come un sincero interesse nell'approfondire le capacità della propria mente.
<a href="#">Timetable Available</a>	Uomini e donne - Questionari di opinione 2	Prior study restrictions
<a href="#">Timetable Available</a>	Uomini e donne - Questionari di opinione 1	Prior study restrictions
<a href="#">Timetable Available</a>	Quelli, case e cellulari	Prior study restrictions
<a href="#">Timetable Available</a>	Uomini e donne - Questionari di opinione	Prior study restrictions
<a href="#">Timetable Available</a>	Quale legge preferisci?	Prior study restrictions
<a href="#">Timetable Available</a>	Indagine sulle esperienze passate, 1 (Online Study)	Prior study restrictions
<a href="#">Timetable Available</a>	Studio Attaggiamenti 3 (Online Study)	Prior study restrictions

Browse the list of ongoing studies at the selected date (which you can change on the top right drop down menu)

By clicking on the name of the study you can look at some info about the study

Study Information

**Study Name** Quale logo preferisci?

**Study Type** Standard lab study  
This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time.

**Points** 0.1 Points

**Duration** 30 minutes

**Sign-Up Restrictions** You must NOT have signed up or completed ANY of these studies:  
 Atteggiamenti verso (Eco-brand) (inactive)  
 Memoria visiva (inactive)  
 Memoria visiva 2 (inactive)  
 Studio sull'attenzione (inactive)  
 Valutazione di brani e prodotti (inactive)

**Description** Ai partecipanti verrà chiesto di scegliere dei compiti di categorizzazione e di rispondere ad una serie di questionari. L'esperimento sarà amministrato interamente via computer. La sessione si svolgerà nell'edificio U6, 3° piano, stanza 3110(A6). PsychSciCope

**Researchers** Isana Barbò

**Principal Investigator** Juliette Rothstein

**Deadlines** Sign-Up: 0 hours before the appointment  
Cancellation: 0 hours before the appointment

[View Time Slots for This Study](#)

**Detail**

**Restrictions** Eligibility Requirements - Volontari desiderati, età 18-35, NON musicisti professionisti. Non dattiloscrittori, senza disturbi di movimento. Cronici di esclusione: presenza di patologie neurologiche, psichiatriche o cardiache; trauma cranico, pregresso, epilessia, gravidanza.

**Abstract** Studio sull'apprendimento musicale "interattivo" in soggetti non esperti. Due sessioni sperimentali in due giorni consecutivi presso il Dipartimento di Psicologia.

**Description:**

The page of the study provides a series of information: duration, CFUs, researchers' names, deadlines to sign-up or cancel the appointment, etc.

Click on *View Time Slots* to see the available timeslots.

Timeslots for Study

Date	Location	Sign Up?
Tuesday, 30 September 2014 8:30 - 9:00	3110_B (U6)	<a href="#">Sign Up</a>
Tuesday, 30 September 2014 9:00 - 9:30	3110_B (U6)	<a href="#">Sign Up</a>
Tuesday, 30 September 2014 9:30 - 10:00	3110_B (U6)	<a href="#">Sign Up</a>
Tuesday, 30 September 2014 10:00 - 10:30	3110_B (U6)	<a href="#">Sign Up</a>
Tuesday, 30 September 2014 10:30 - 11:00	3110_B (U6)	<a href="#">Sign Up</a>
Tuesday, 30 September 2014 11:00 - 11:30	3110_B (U6)	<a href="#">Sign Up</a>
Tuesday, 30 September 2014 11:30 - 12:00	3110_B (U6)	<a href="#">Sign Up</a>
Tuesday, 30 September 2014 12:00 - 12:30	3110_B (U6)	<a href="#">Sign Up</a>

NOTE: This is a 2-part study. Please select a suitable time below for the first part, and you will then be shown the list of eligible times for the other parts, which you must also sign up for now.

Timeslot full  
Monday, 28 October 2019  
09:00 - 10:00  
3105\_A (U6)

Timeslot full  
Monday, 28 October 2019  
10:15 - 11:15  
3105\_A (U6)

Monday, 28 October 2019  
11:00 - 11:15  
3105\_A (U6)

You will see the available timeslots as well as the place where the study will take place.

You can choose the timeslot by clicking on *Sign Up*. You will then receive a confirmation email right away, and another email will be sent the day before to remind you of your appointment.

**WARNING:** We remind you that you should always cancel your appointment (see “*participant cancellation deadline*” among the study information) and/or notify the experiment manager in case you are not able to attend on the due date.

Repeated (four) “No-Shows” without notification may result in being removed from the system.

## C. HOW TO PARTICIPATE TO ONLINE STUDIES

Available?	Study Information	Eligibility
<a href="#">Timeslots Available</a>	<b>studio sulle dinamiche di gruppo online</b> L'obiettivo dello studio è valutare l'esperienza di interazione online su piattaforme di webconference (e.g., Zoom) (ITALIAN LANGUAGE ONLY)	
<a href="#">Timeslots Available</a>	<b>Esplorando il tuo quartiere</b> (Online Study) Studio disponibile solo in italiano - Study available in Italian only	
<a href="#">Timeslots Available</a>	<b>AI e riconoscimento vocale</b> (2-Part Study) Lo scopo del presente studio è quello di validare l'accuratezza di modelli automatizzati di apprendimento nel riconoscimento di emozioni nella popolazione generale. ITALIAN LANGUAGE ONLY	
<a href="#">Timeslots Available</a>	<b>tSMS...effetti su attenzione e fluency verbale</b> (Online Study) Con questo studio (in 3 sessioni, ciascuna da 45 minuti) vogliamo conoscere gli effetti della stimolazione magnetica statica transcranica (tSMS) su un compito di fluency verbale e di attenzione visuospatiale. ITALIAN LANGUAGE ONLY	Madrelingua italiani. Assenza di: epilessia; gravidanza; emicrania con aura; traumi cranici; inserti metallici in testa; cardiopatie. Per dubbi scrivetecci!

Click on *View Available Studies*

Online studies are signaled with the label (Online Study) under the study name

Study Information

**Study Name** Studio Atteggiamenti 3

**Study Type** Web Study  
This is an online study. To participate, sign up, then go to the website listed below to participate.

**Points** 0.1 Points

**Duration** 30 minutes

**Sign-Up Restrictions** You must NOT have signed up or completed ANY of these studies:  
Studio Atteggiamenti 1

**Description** In questo studio chiediamo ai partecipanti di esprimere il loro grado di accordo/disaccordo su una serie di scale. Lo studio si svolge on-line, al partecipante verrà chiesto di rispondere a delle domande a risposta chiusa. Per ritirare il certificato cartaceo dai crediti formativi, per chi completa l'indagine entro il 31 ottobre (giornata della relativa timeslot del 31 ottobre), presentarsi il giorno 4 novembre 2014 dalle ore 10:30 alle ore 12:00 nella stanza 3122 (perzo piano ed. U6 - ed. Paolo Riva).

**Website** You may not view the website until you sign up for this study.

**Researcher** Paolo Riva

**Principal Investigator** Leonor Romero

[View Time Slots for This Study](#)

The page of the study provides a series of information: duration, CFUs, researchers' names, etc.

Click on *View Time Slots for this Study* to see deadlines to sign-up

## Timeslots for Study

**NOTE:** This is an online study. Sign up below, and then participate on the study website at any time before the participation deadline that is listed.

Participation Deadline	Sign Up?
Friday, 31 October 2014 18:00	<a href="#">Sign Up</a>

**System Message:** Sign-up Successful

Your signup has been completed. You have signed up for an online study. You should go to the website listed below to participate. You have until the Participation Deadline date to participate, though most participants participate immediately after signing up. Please copy down the following information.

### Signup Information

<b>Study Name</b>	Studio Attaggiamenti 3
<b>Participation Deadline</b>	31 October 2014 18:00
<b>Website</b>	<a href="#">Click Complete Survey Now</a>
<b>Detailed Description</b>	In questo studio chiediamo ai partecipanti di esprimere il loro grado di accordo/disaccordo su una serie di scale. Lo studio si svolge on-line, al partecipante verrà chiesto di rispondere a delle domande a risposta chiusa. Per ritirare il certificato cartaceo dei crediti formativi, per chi completa l'indagine entro il 31 ottobre (partecipando alla relativa timeslot del 31 ottobre), presentarsi il giorno 4 novembre 2014 dalle ore 10:00 alle ore 12:00 nella stanza 3122 (terzo piano ed. US - dott. Paolo Riva).
<b>Researcher</b>	Paolo Riva Email: <a href="mailto:paolo.riva1@unimib.it">paolo.riva1@unimib.it</a>
<b>Principal Investigator</b>	Leonor Romero

Click on *Sign Up*

Click on *Complete Survey Now* to begin the study

## D. HOW TO SEE THE STUDIES YOU PARTICIPATED IN

Click on *My Schedule/Credits*

This page contains the list of studies to participated in and the acquired credits (CFUs). “*Points Earned*” are the acquired CFUs and already assigned, while “*Points Pending*” are the CFUs not yet confirmed by the study managers (the procedure is not automatic and it may take some time; if too much time passes and you need your CFUs assigned, please contact the study managers).

**Warning:** Do not click on “*Cancel*” unless you want to cancel an appointment for a lab study. By clicking on “*Cancel*” for an online study, your participation will be canceled and the CFUs will not be assigned.

## E. CANCEL AN APPOINTMENT

Click on *My Schedule/Credits*

Click on *Cancel*

Some studies have time limitations for cancellation of appointments. In this case you missed the deadline for cancellation, to cancel your appointment, you will need to contact via mail or phone the experiment manager.

## F. VALIDAZIONE PARTECIPAZIONE CON CFU

The acquirement of CFUs from participation to studies is available only for students enrolled in courses of the **Psychology Department**. The CFUs registration can only be done through the Sona System. Sometimes, this is automatically done right after your participation, while other times it takes some days or some weeks. In case of doubt, please contact the study manager (not the Sona System administrator).

**If you are enrolled in SPC or PC** and you have included the acquirement of CFUs through participation to studies in your study plan, once you will have acquired the necessary CFUs (1 CFU for SPC; 2 CFU for PC) you will have to send a written request for their official validation at the didactic secretariat.

written request: [https://www.unimib.it/sites/default/files/2023-10/Esposto%20MOD\\_2023.pdf](https://www.unimib.it/sites/default/files/2023-10/Esposto%20MOD_2023.pdf)

didactic secretariat: [segr.studenti.psicologia@unimib.it](mailto:segr.studenti.psicologia@unimib.it)

**If you have enrolled in STP**

- **In A.Y. 2023/24 or before**, you have to attend the laboratory class “*Esperienza di Metodologia della Ricerca*” to get your 2 CFU from participation to studies recognized.
- **From A.Y. 2024/25 on**, you have to obtain 2 CFU through participation in studies.

**If you are enrolled in PSED or NPNC**, the Methodology Laboratory requires the participation in studies corresponding to 2 CFU.

**If you are enrolled in AEPS**, you have to complete 10 hours of participation in experimental studies to access the final exam (dissertation).

This information may not be updated. We therefore advise to check the students’ guide for any detail pertaining to your degree course.

