

Research Participant Sign-up Instructions

Thank you for participating in College of Business research. This document details the steps to sign up for a study. To participate, you will need to create an account in the Research Sign-Up System. This system will allow you to sign up for the study approved by your instructor. After participating, your instructor will be notified and you will be given the appropriate amount of credit.

Step 1: Create an account on the Research Sign-Up System.

To create a new account, go to the Research Login in page (<http://colostate-marketing.sona-systems.com>). Click on Request an account here under New Participant? in the lower left-hand corner of the screen.



You will be taken to a page where you will enter your account information. Enter the required information and click Request Account. Note that the Student ID and Telephone fields can be left blank. Make sure to select the course(s) for which you are obtaining credit by participating in research.

After completing the Account Information form you will be sent back the login page, which will display a message stating “Your request was processed, and your login information (username and password) has been emailed to you. Please check your email for your login information so you may login to the system.”



Step 2: Retrieve login information from your email account and login.

Open your email account and find your User ID and password. Go back to the login page and login using the given User ID and password.

Step 3: Select study and sign up.

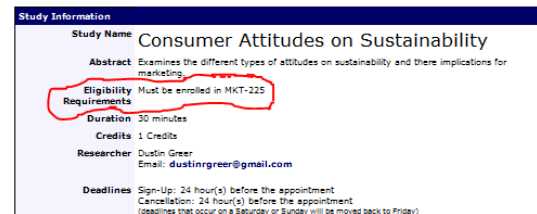
After logging in, click on the Study Sign-Up icon



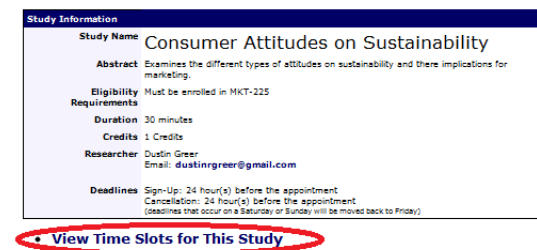
Find the study in which you will participate. Click on Timeslots Available to the left of the Study Information. This will take you to the Study Information page for the study you select.



On the Study Information page, review the information and make sure you meet the Eligibility Requirements. Make sure you are in one of the classes that are listed under this category.



If you meet the eligibility requirements, click on View Time Slots for This Study.



After clicking on View Time Slots for This Study, you will see the time slots available for the study. Select a given time by clicking Sign Up on the right hand side. Be sure you are available for the duration of the time listed for that study.



After signing up, you will be taken to a confirmation page that will say "Signup Successful". You will be sent a confirmation email as well as a reminder email. Double-check to make sure that you are available at the time of the study. If you need to cancel an appointment, you will need to do so at least 24 hours in advance. Please report to the College of Business Research Lab, across from Rockwell Hall, at the scheduled time. If you do not show up on time, you may be ineligible to participate, in which case you will not receive credit. There is a map at the bottom of this page. If you have any questions or problems, please contact the College of Business Research Lab Director at researchadministrator@business.colostate.edu.



The COB Research Lab is located in the Rockwell Hall North Building at:

- Northeast corner of Laurel & Sherwood intersection
- 638 S Sherwood St
Fort Collins, CO 80521