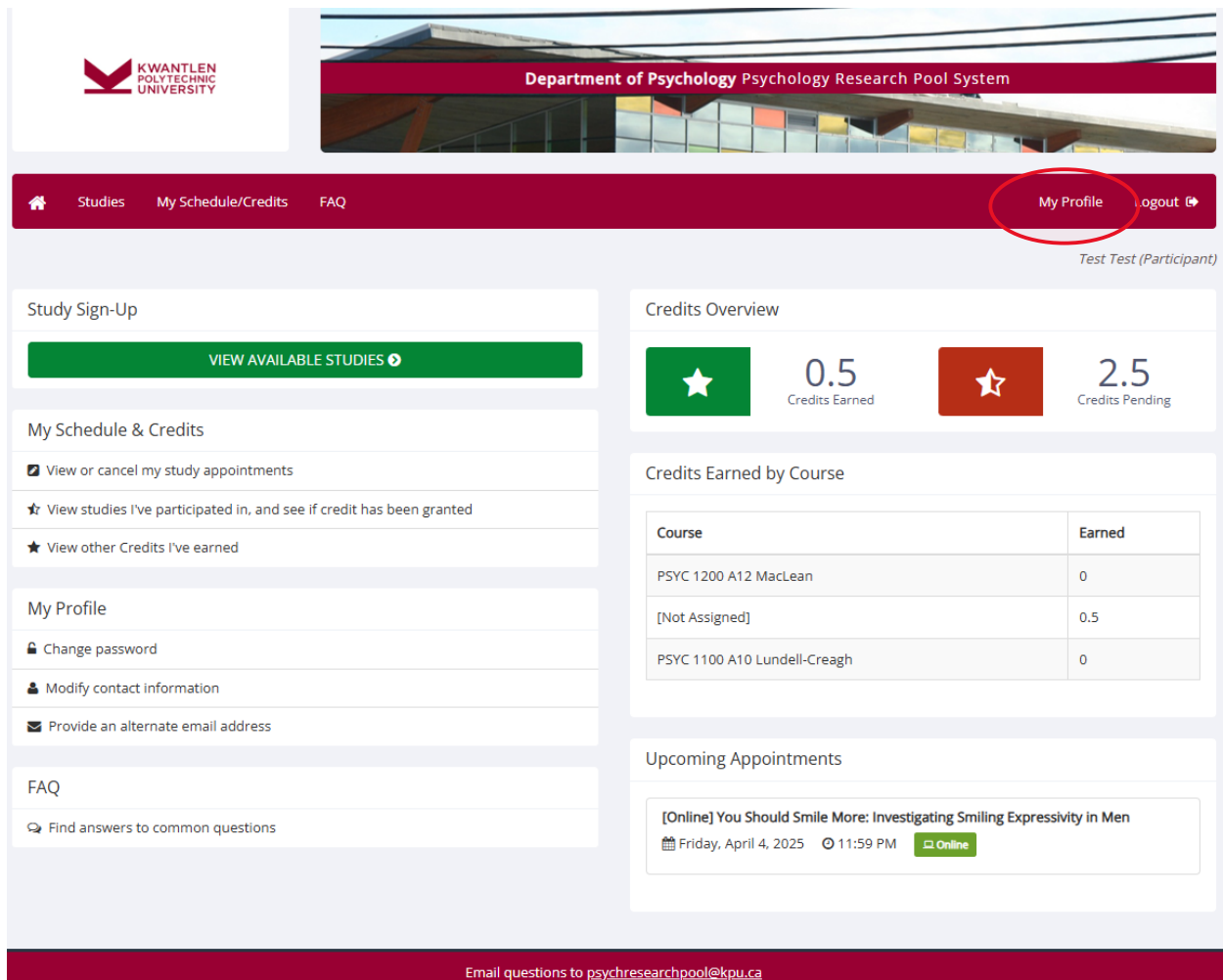


**Note:** Make sure you have added the courses needed to your SONA profile before making any changes (refer to “How to Add Your Courses to Your Research Pool Account”). Once you have all the courses you need, then you can follow the "How to Reassign Credits" instructions.

## How to Add Your Courses to Your Research Pool Account

Step 1: Log into the Sona System: <https://kwantlen.sona-systems.com/>

Step 2: Once you reach the homepage, click “My Profile” as shown below



**KWANTLEN POLYTECHNIC UNIVERSITY**

**Department of Psychology Psychology Research Pool System**

[Home](#) [Studies](#) [My Schedule/Credits](#) [FAQ](#) [My Profile](#) [Logout](#)

*Test Test (Participant)*

### Study Sign-Up

[VIEW AVAILABLE STUDIES](#)

### My Schedule & Credits

- ☒ View or cancel my study appointments
- ★ View studies I've participated in, and see if credit has been granted
- ★ View other Credits I've earned

### My Profile

- Change password
- Modify contact information
- Provide an alternate email address

### FAQ

Find answers to common questions

### Credits Overview

0.5 Credits Earned

2.5 Credits Pending

### Credits Earned by Course

Course	Earned
PSYC 1200 A12 MacLean	0
[Not Assigned]	0.5
PSYC 1100 A10 Lundell-Creagh	0


### Upcoming Appointments

[Online] You Should Smile More: Investigating Smiling Expressivity in Men

Friday, April 4, 2025 11:59 PM [Online](#)


Email questions to [psychresearchpool@kpu.ca](mailto:psychresearchpool@kpu.ca)

Step 2: You will then be directed to the page below and select “Add Courses” or “Change Courses”

 [Studies](#)

[My Schedule/Credits](#)

[FAQ](#)

[My Profile](#) [Logout](#) 

Test Test (Participant)

My Profile

You may use this page to change your password and update other information about yourself. All fields are required unless marked otherwise.

Name

Test Test

User ID

test@student.kpu.ca

Alternate Email Address

spsychlab@kpu.ca

Optional. If provided,

Credits


Credits Earned: 0.50

Credits Required: 0.00

Course(s)

PSYC 1100 A10 Lundell-Creagh

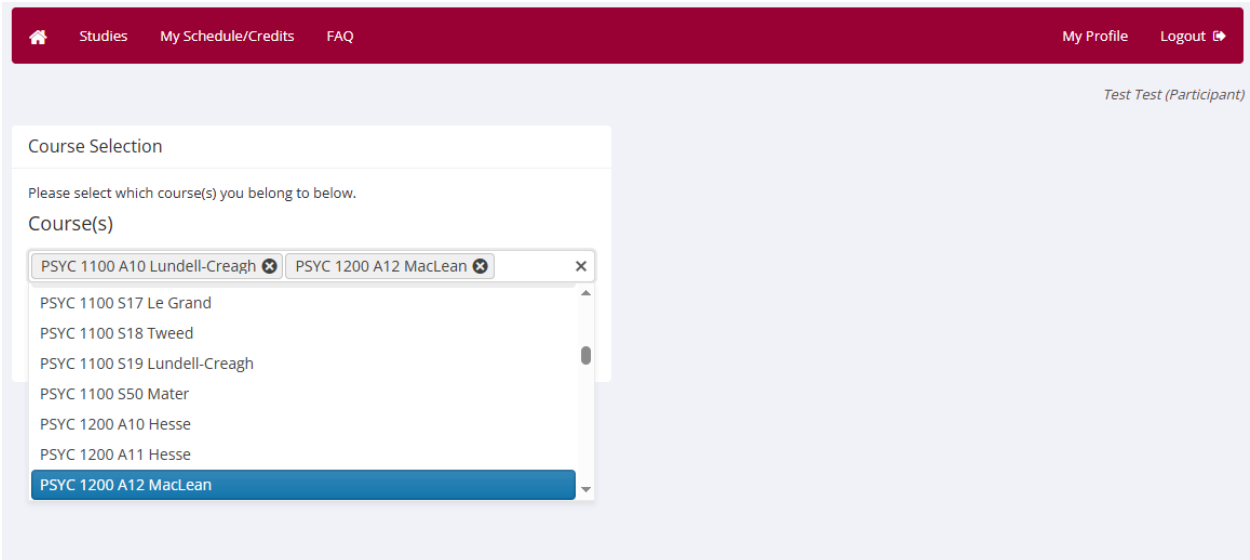
PSYC 1200 A12 MacLean

 Change Courses

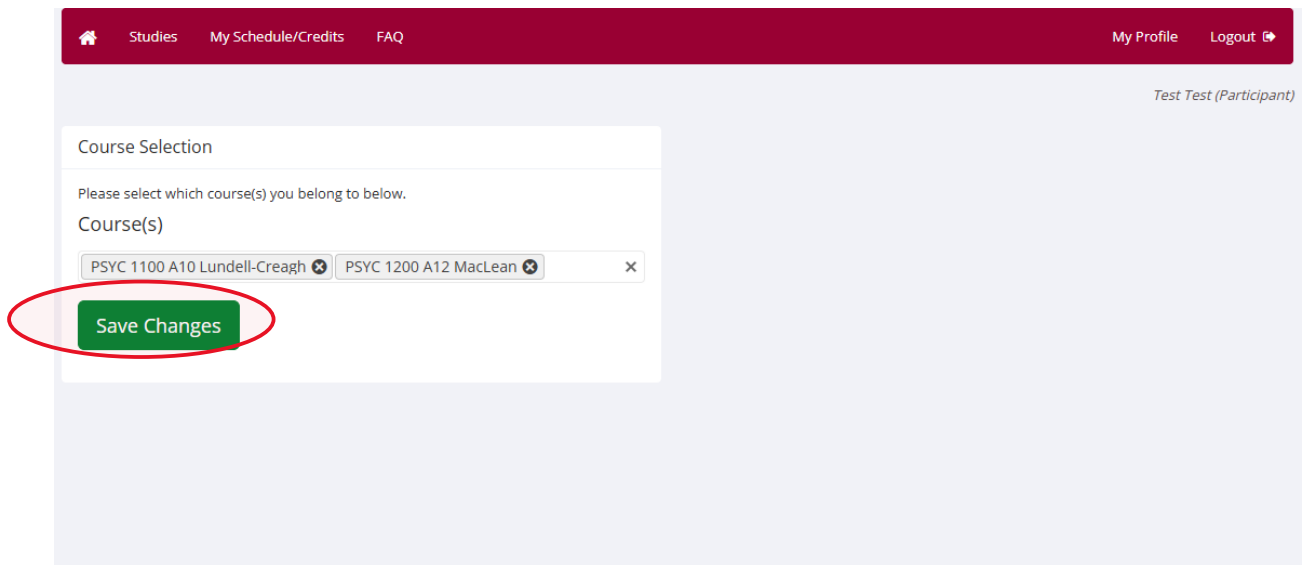
Prescreen Status

Completed

Step 3: You can then add or change your courses as necessary and then save your changes.



The screenshot shows a web application interface with a dark red header bar. The header contains navigation links: a home icon, "Studies", "My Schedule/Credits", "FAQ", "My Profile", and "Logout" with an external link icon. On the right side of the header, the text "Test Test (Participant)" is displayed. Below the header, the main content area has a light blue background. A white box titled "Course Selection" is centered. Inside this box, the text "Please select which course(s) you belong to below." is followed by the label "Course(s)". Below the label is a multi-select dropdown menu. The menu is open, showing a list of course options: "PSYC 1100 A10 Lundell-Creagh", "PSYC 1200 A12 MacLean", "PSYC 1100 S17 Le Grand", "PSYC 1100 S18 Tweed", "PSYC 1100 S19 Lundell-Creagh", "PSYC 1100 S50 Mater", "PSYC 1200 A10 Hesse", "PSYC 1200 A11 Hesse", and "PSYC 1200 A12 MacLean". The "PSYC 1200 A12 MacLean" option is highlighted in blue. The dropdown menu has a close button (X) on the right.



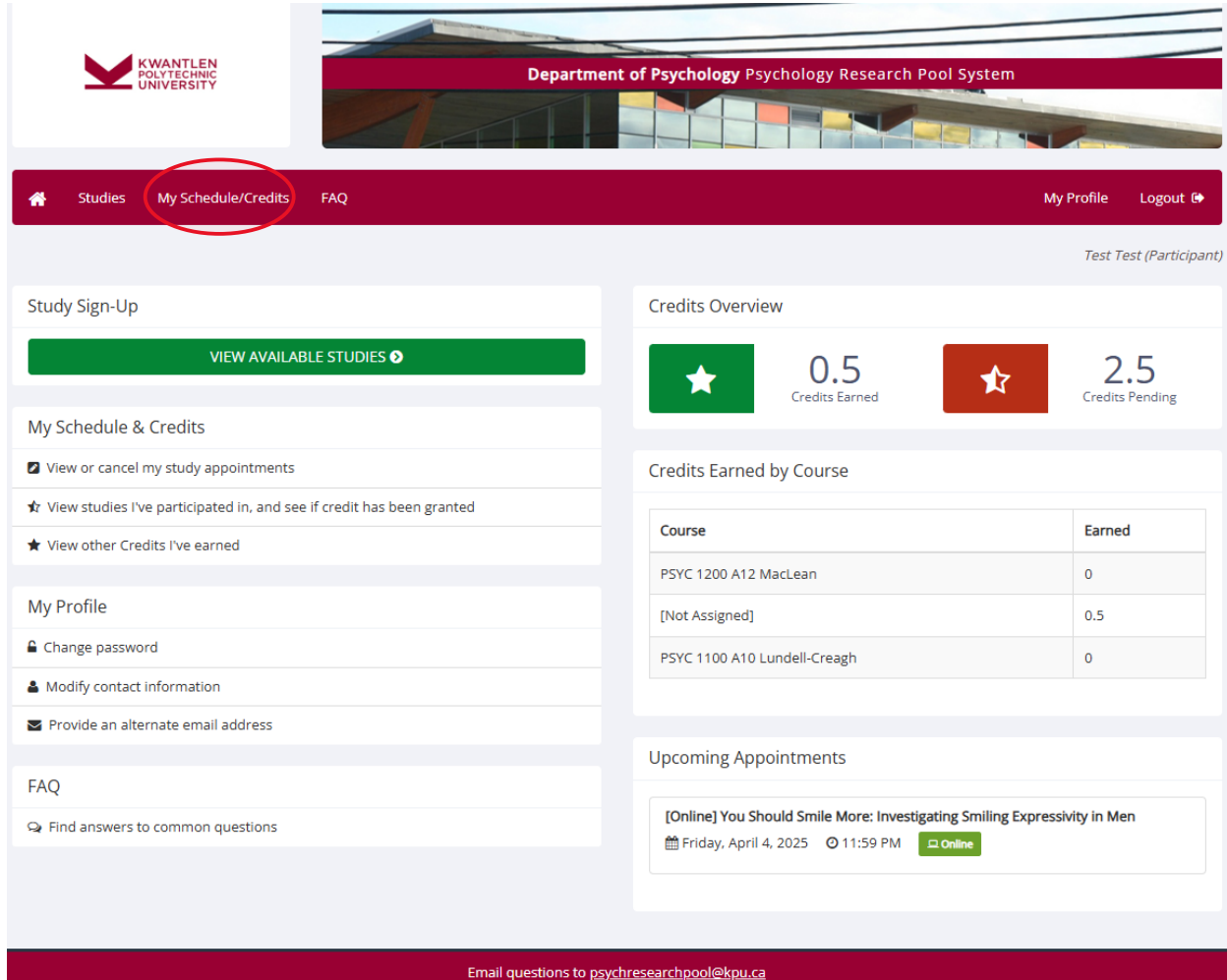
This screenshot shows the same "Course Selection" form as the previous one. The dropdown menu is now closed, and the selected courses, "PSYC 1100 A10 Lundell-Creagh" and "PSYC 1200 A12 MacLean", are displayed as tags in the input field. A green button labeled "Save Changes" is located at the bottom of the form and is circled in red. The rest of the interface, including the header and participant name, remains the same.

Then you are done! On the next page, you can see how to reassign your credits.

## How to Reassign Credits

Step 1: Log into the Sona System: <https://kwantlen.sona-systems.com/>

Step 2: Once you reach the homepage, click “My Schedule/Credits” as shown below



The screenshot shows the homepage of the Kwantlen Polytechnic University Psychology Research Pool System. The navigation bar at the top includes links for Home, Studies, My Schedule/Credits (circled in red), and FAQ. The main content area is divided into several sections:

- Study Sign-Up:** A green button labeled "VIEW AVAILABLE STUDIES" with a right arrow.
- My Schedule & Credits:** A section with three links: "View or cancel my study appointments", "View studies I've participated in, and see if credit has been granted", and "View other Credits I've earned".
- My Profile:** A section with three links: "Change password", "Modify contact information", and "Provide an alternate email address".
- FAQ:** A section with a link: "Find answers to common questions".
- Credits Overview:** A section showing "0.5 Credits Earned" (green star icon) and "2.5 Credits Pending" (red star icon).
- Credits Earned by Course:** A table with two columns: "Course" and "Earned".
- Upcoming Appointments:** A section showing an appointment for "You Should Smile More: Investigating Smiling Expressivity in Men" on Friday, April 4, 2025, at 11:59 PM, with an "Online" button.

The footer contains the email address: [psychresearchpool@kpu.ca](mailto:psychresearchpool@kpu.ca).

Step 3: You will be directed to all the studies you have signed up for or already participated in. Select the study you would like to reassign your credits for and click the “Reassign” button as shown below.

[Home](#) [Studies](#) [My Schedule/Credits](#) [FAQ](#) [My Profile](#) [Logout](#)

Test Test (Participant)

Credits [Credits Earned by Course](#) [Download](#)

Overall Credits Earned: 0.5 Overall Credits Pending: 2.5 Overall Credits Requirements: 0

The research pool management team is not responsible for any errors that students do not report by the last day of classes for the semester.

Study Signups

Study	Time	Location	Status	Course	Comments	Cancel?
<b>[Richmond] Social media usage effect on students</b>  Credits: 0.5 Credits	November 22, 2016 3:00 PM - 3:15 PM	psych lab room 2400	0 Credits granted on November 28, 2016.	None <a href="#">Reassign</a>	0.50 Credits archived record PSYC 1100 S14 Matsuba (M/W 11:30-12:50)	
<b>[location] sample -not a real study</b>  Credits: 0.5 Credits	February 18, 2017 10:00 AM - 10:30 AM	Surrey Psych Lab (Fir 214)	0 Credits granted on October 24, 2019.	None <a href="#">Reassign</a>	0.50 Credits archived record Community Participant - NON PSYC	
<b>[Richmond] Multiple Reserach Studies from PSYC 2400</b>  Credits: 1.5 Credits	March 27, 2017 1:00 PM - 1:45 PM	Richmond Room 1420	0 Credits granted on October 24, 2018.	None <a href="#">Reassign</a>	1.50 Credits archived record PSYC 1200 S10 Adebayo (10-12:50)	
<b>[location] sample only -not a real study</b>  Credits: 0.5 Credits	June 10, 2017 9:00 AM - 9:30 AM	no real	0 Credits granted on October 24, 2018.	None <a href="#">Reassign</a>	0.50 Credits archived record	

Step 4: You will then be directed to the page below and select the course you would like to reassign credit for.

[Home](#)[Studies](#)[My Schedule/Credits](#)[FAQ](#)

[My Profile](#)[Logout](#)

Test Test (Participant)

Credit Reassignment

You may reassign this credit to a different course. Please choose the course below.

Course for Credit Assignment

PSYC 1100 A10 Lundell-Creagh

Reassign Credit

Email questions to [psychresearchpool@kpu.ca](mailto:psychresearchpool@kpu.ca)

[Home](#)[Studies](#)[My Schedule/Credits](#)[FAQ](#)

[My Profile](#)[Logout](#)

Test Test (Participant)

Credit Reassignment

You may reassign this credit to a different course. Please choose the course below.

Course for Credit Assignment

PSYC 1100 A10 Lundell-Creagh

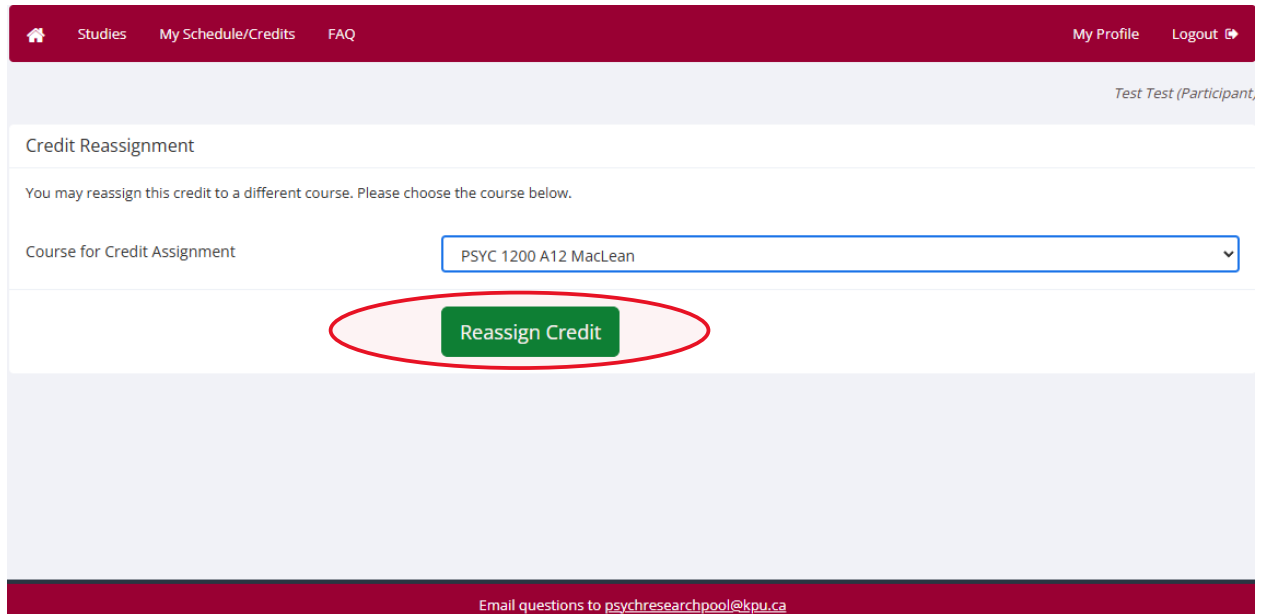
PSYC 1100 A10 Lundell-Creagh

PSYC 1200 A12 MacLean

Reassign Credit

Email questions to [psychresearchpool@kpu.ca](mailto:psychresearchpool@kpu.ca)

Step 5: Once you have decided how you would like to assign your credit for that study, you can click the reassign button.



The screenshot shows a web interface for credit reassignment. At the top is a dark red navigation bar with links: Home, Studies, My Schedule/Credits, FAQ, My Profile, and Logout. Below this is a light blue header area with the text "Test Test (Participant)". The main content area is titled "Credit Reassignment" and contains the instruction: "You may reassign this credit to a different course. Please choose the course below." Below this is a form with a label "Course for Credit Assignment" and a dropdown menu showing "PSYC 1200 A12 MacLean". A green button labeled "Reassign Credit" is highlighted with a red oval. At the bottom of the page is a dark red footer bar with the text "Email questions to [psychresearchpool@kpu.ca](mailto:psychresearchpool@kpu.ca)".

That's it! You can then go back to the "My Schedule/Credits" page and do this for any other studies you would like reassign credits for 😊