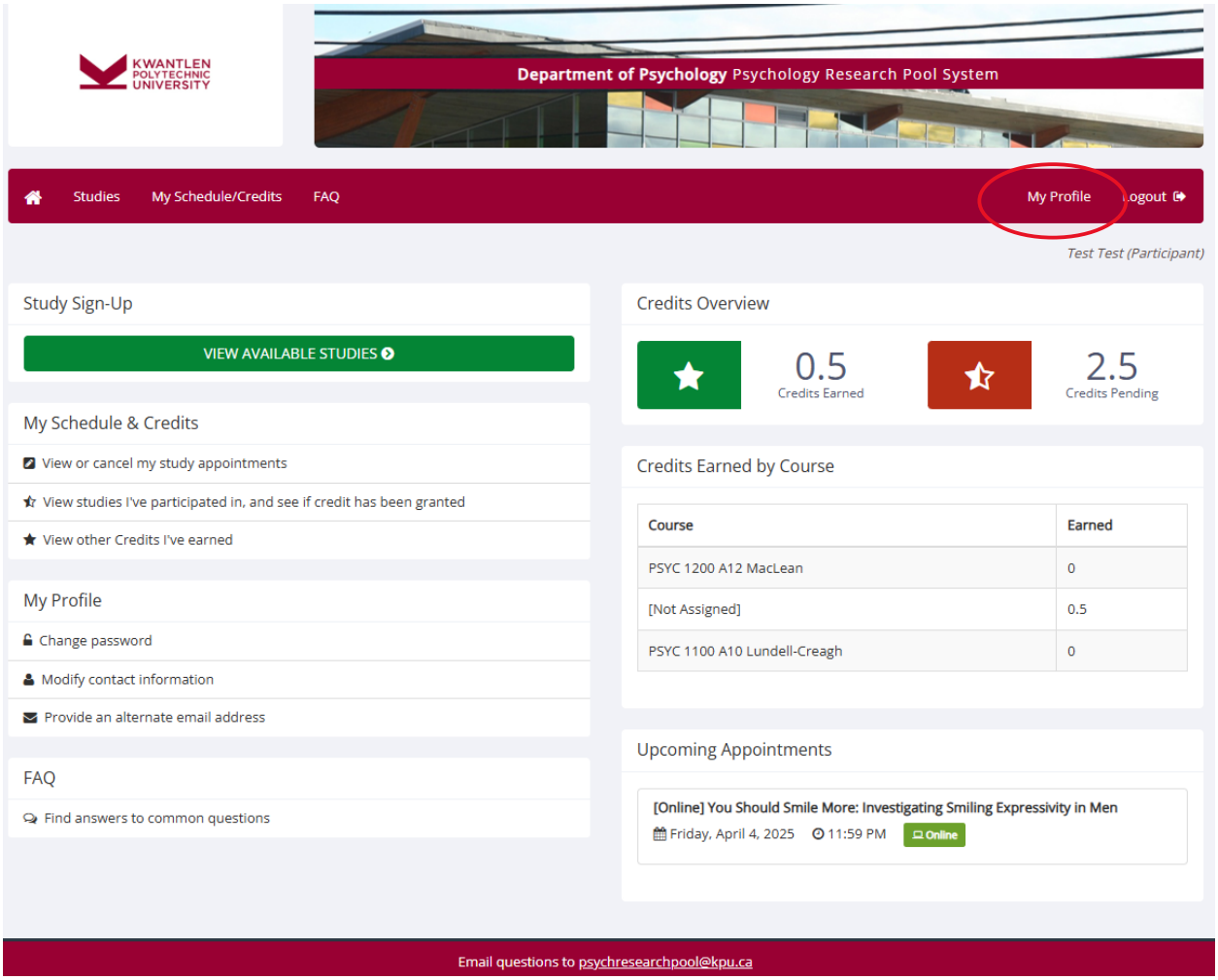
Note: Make sure you have added the courses needed to your SONA profile before making any changes (refer to “How to Add Your Courses to Your Research Pool Account”). Once you have all the courses you need, then you can follow the "How to Reassign Credits" instructions.

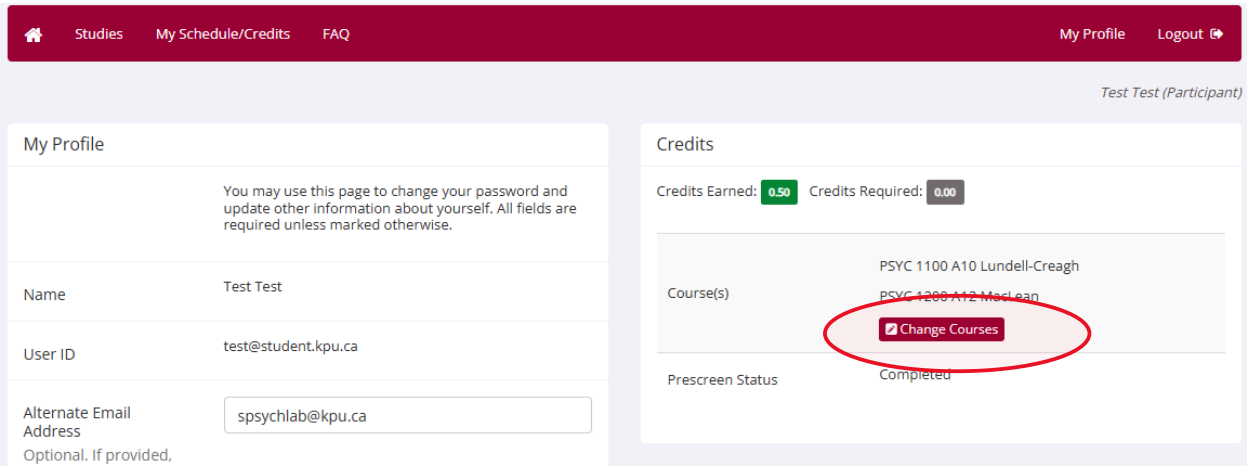
How to Add Your Courses to Your Research Pool Account

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

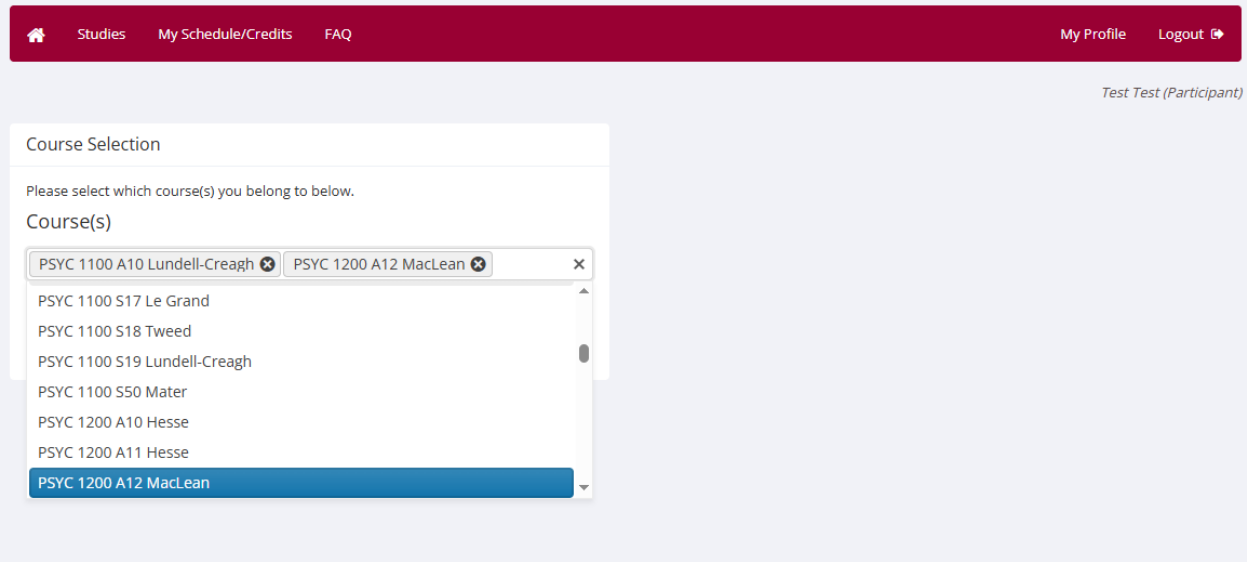
Step 2: Once you reach the homepage, click “My Profile” as shown below

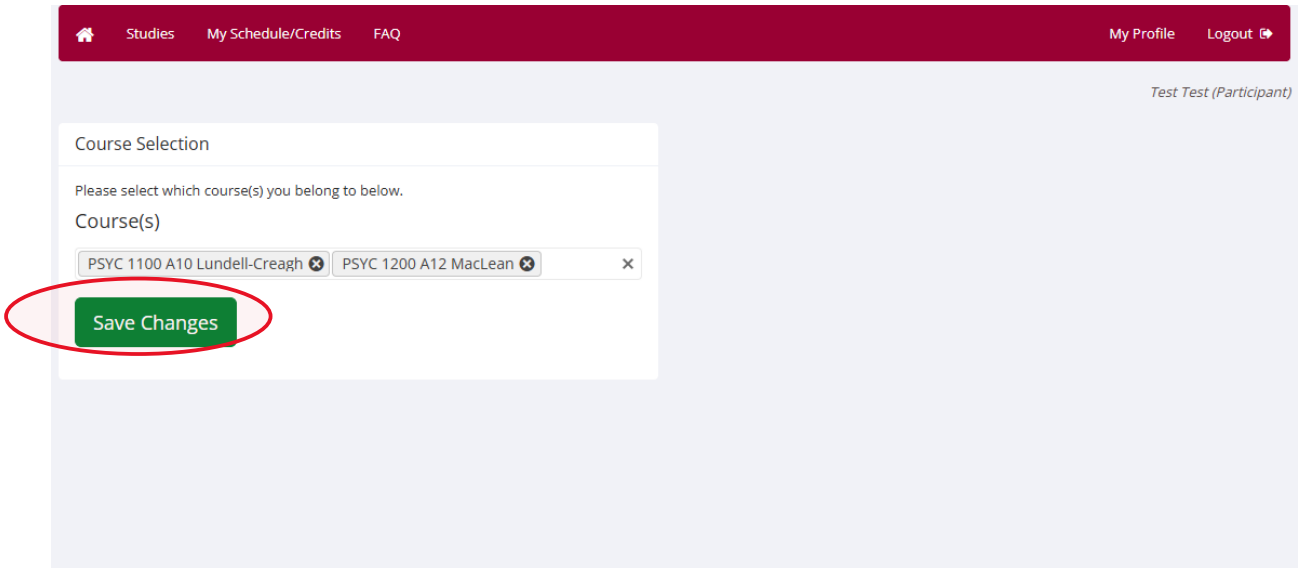


Step 2: You will then be directed to the page below and select “Add Courses” or “Change Courses”



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



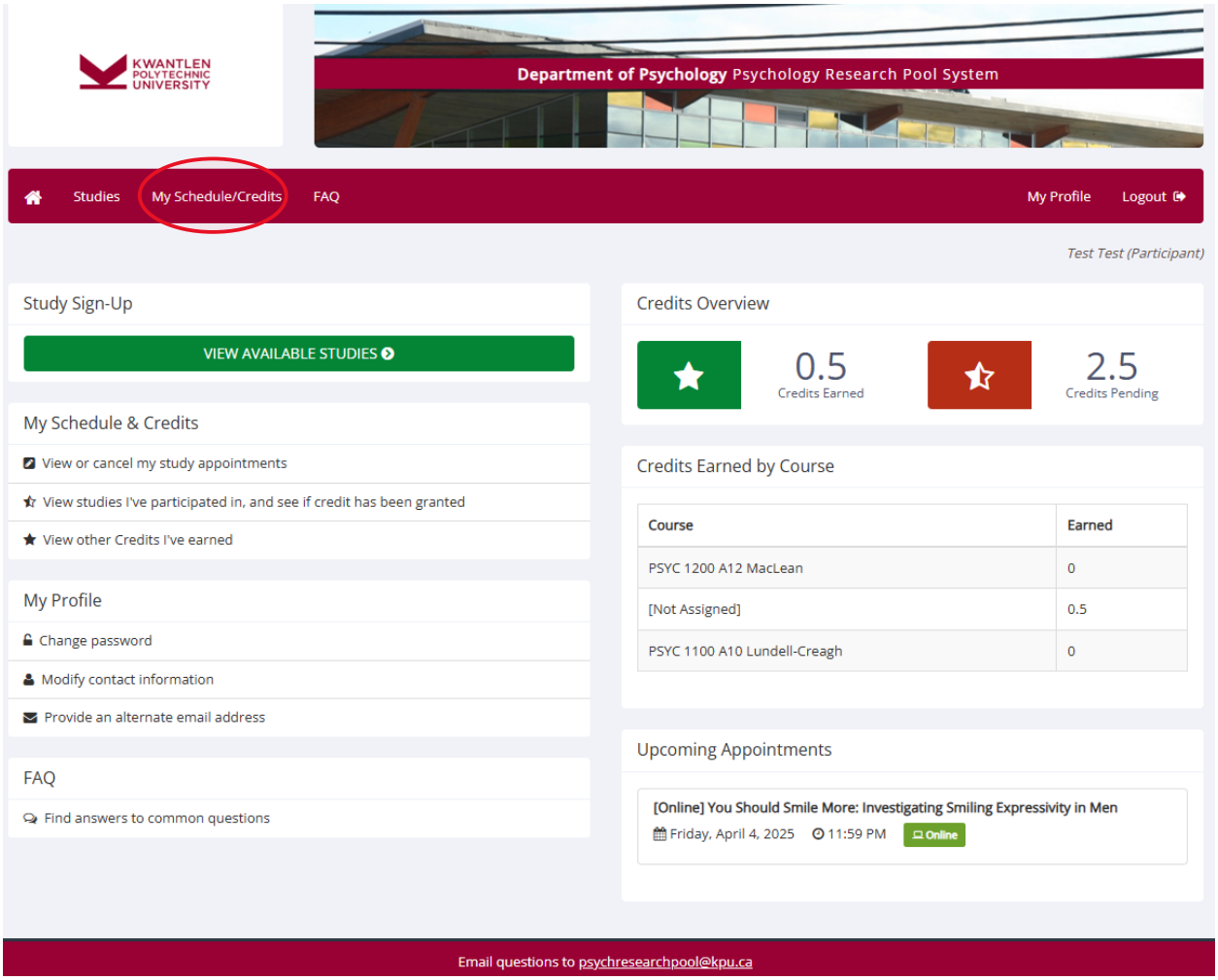


Then you are done! On the next page, you can see how to reassign your credits.

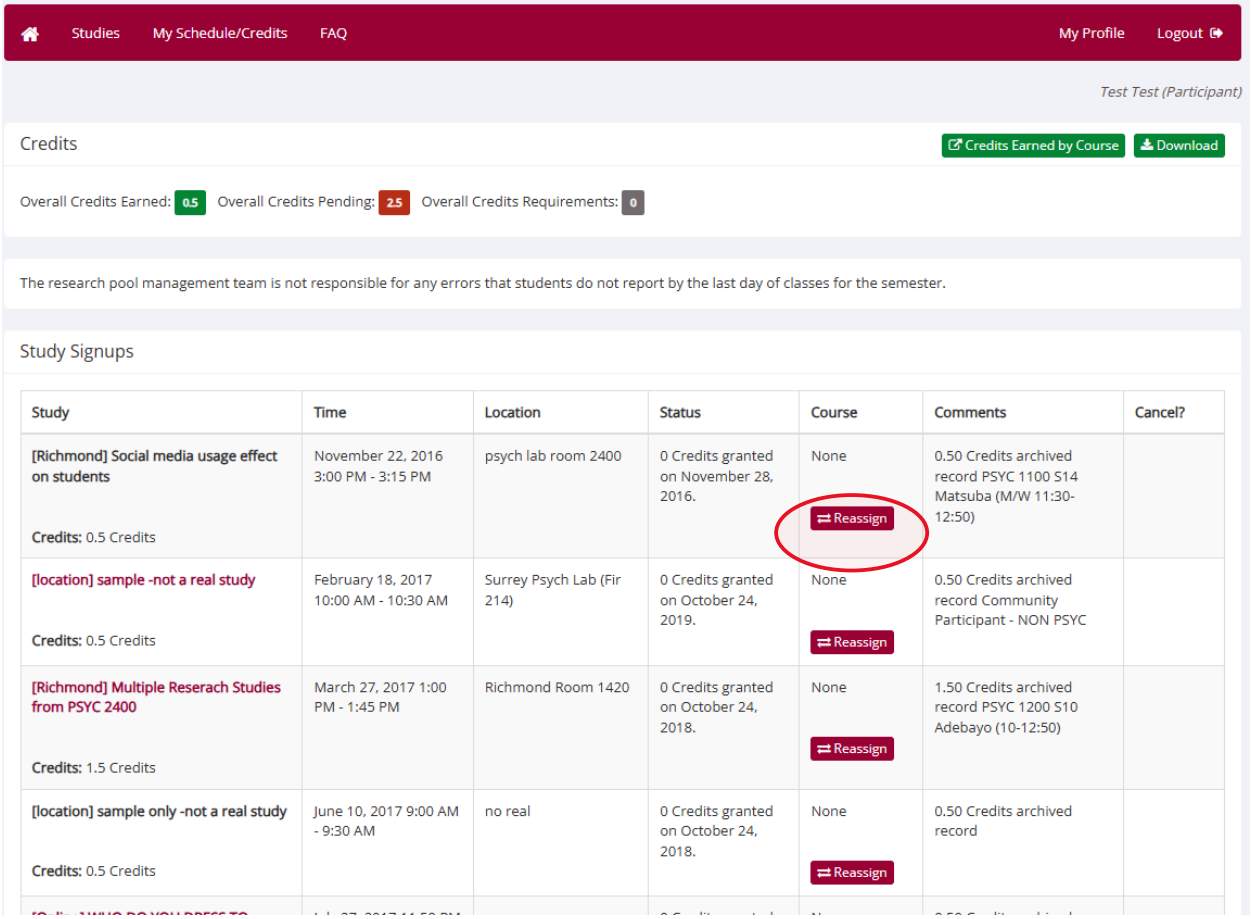
How to Reassign Credits

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

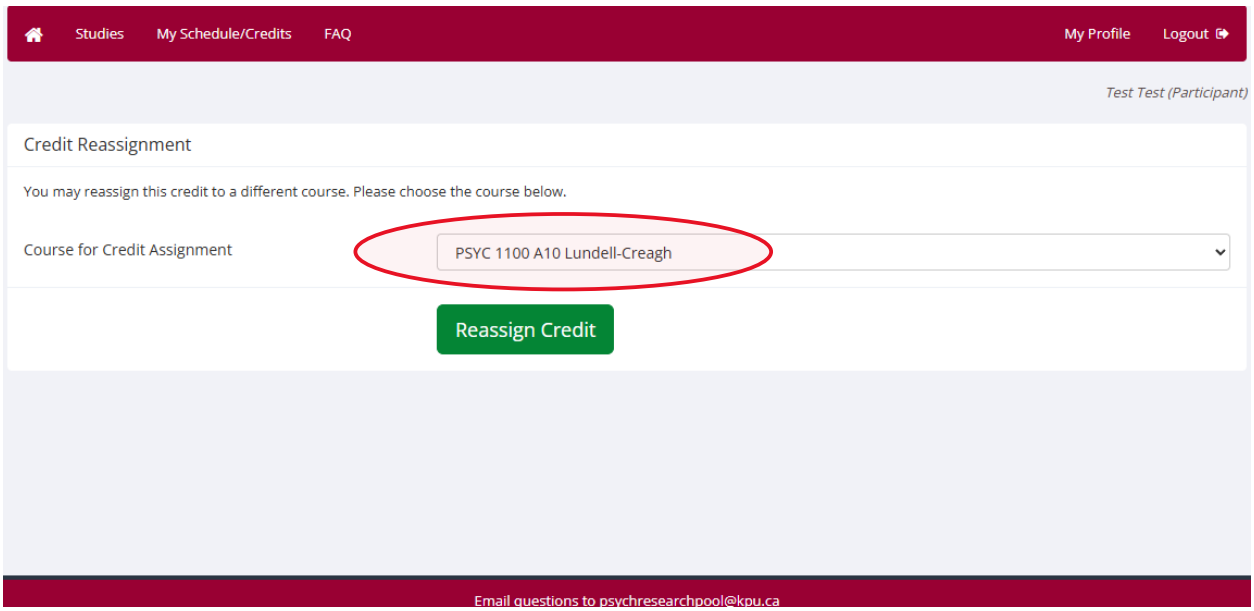
Step 2: Once you reach the homepage, click “My Schedule/Credits” as shown below

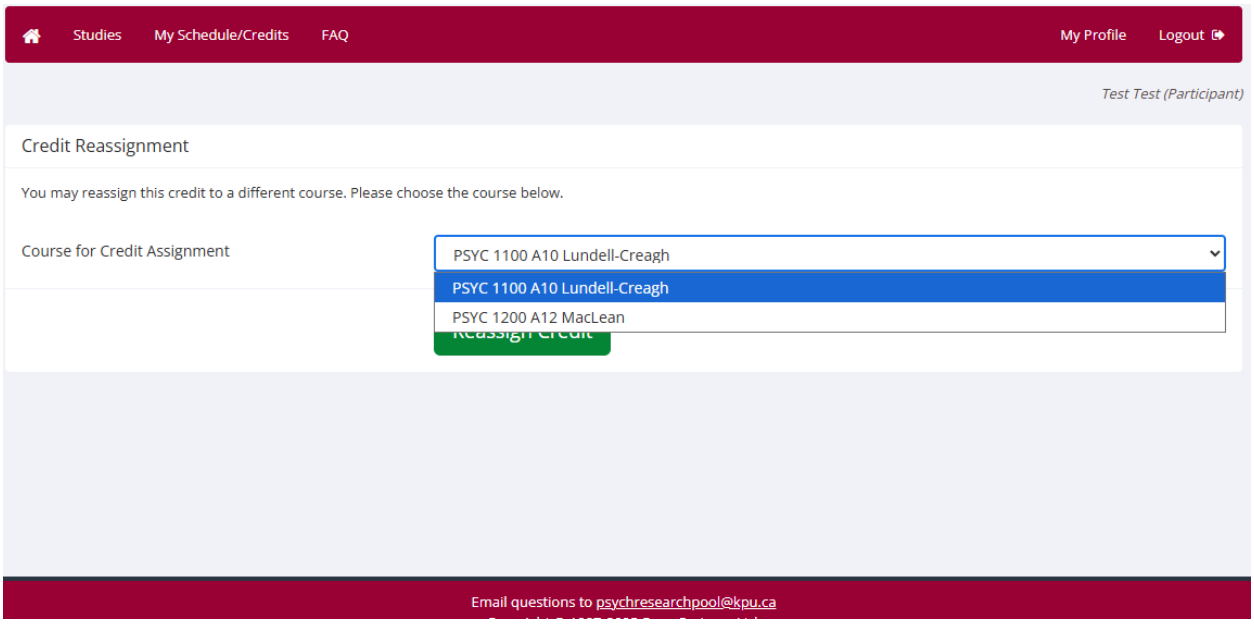


Step 3: You will be directed to all the studies you have signed up for or already participated in. Select the study you would like to reassign your credits for and click the “Reassign” button as shown below.

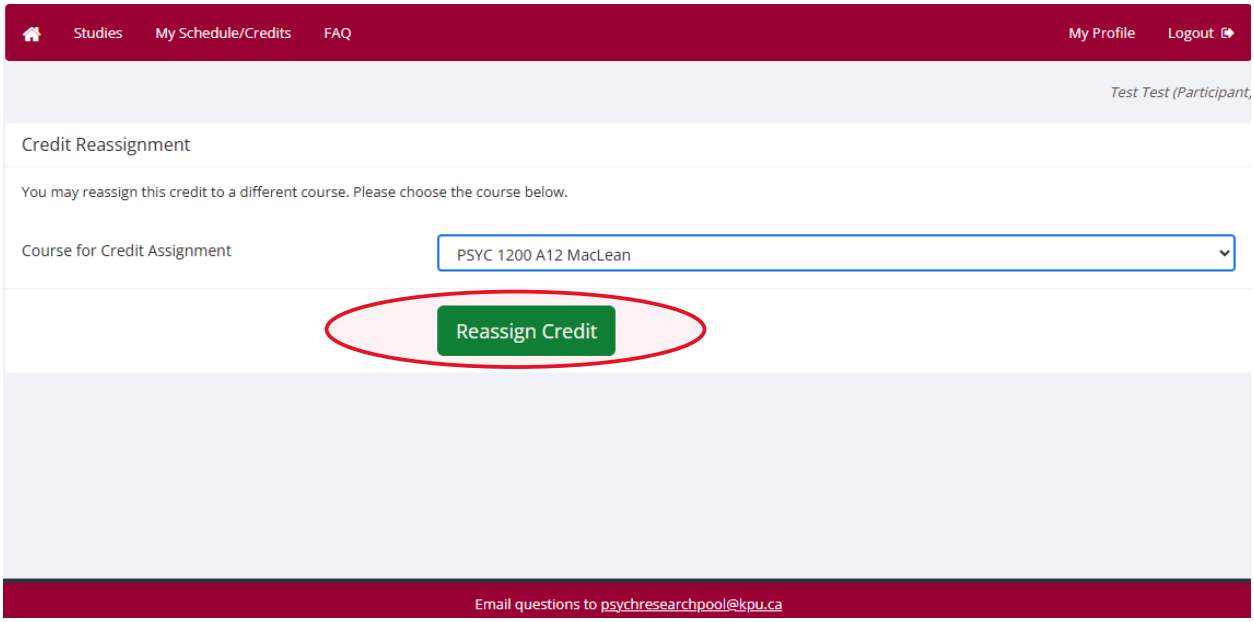


Step 4: You will then be directed to the page below and select the course you would like to reassign credit for.





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



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 😊