Log into Sona Systems (http://floridatech.sonashystems.com)

- Click on *My Studies*.

- Click on *Timeslots* for the specific study of interest.
Choose an option and then click **Update Sign-Ups**:

- **Participated**, if individual completed your study.
- **Unexcused no-show**, if individual did NOT show up for your research session AND did NOT contact you beforehand to let you know that he/she would be absent. The system keeps track of unexcused no-shows and when a student receives 3 of these, that student is no longer allowed to use Sona Systems.
- **Excused no-show**, if individual did NOT show up for your research session BUT did contact you beforehand to let you know that he/she would be absent. This is also an option to use (as is “Cancel”) if the researcher had to cancel the session.