

# STUDENT INFORMATION

## Introduction

The Experiment Management System provides an easy method for you to sign up for experiments, and track your progress through the term. Everything is done through the software's web-based interface, so you can access the system at any time, from any computer, at <http://tamupsychology.sona-systems.com>.

## Getting Started

After you log in to the system (see below under Requesting an Account) using your TAMU email user name and Password, you can view a list of available experiments, sign up for experiments that interest you, and track your progress throughout the semester. The system will track when you receive credits for an experiment, so you can view this online as well.

## *Requesting an Account*

There is a link on the front page of the site to request an account. On the right margin click on 'Request Account'. Fill in only the top three slots (First Name, Last Name, and User ID....the User ID that you type in will be the same as your current User ID from your TAMU email account. Then click on the gray area that is labeled 'Request Account'. You will immediately be sent an email to your tamu.edu address that contains your new Password, which you can change after your first login. Please print this out or write it down in a safe place. It is a good idea to then change the new Password you just received to your TAMU email account password. This is because it will be easier for you to remember all semester long. Changing your password can be done by clicking on 'My Profile', once you have logged in. (Please see detailed instructions below).

ACCOUNT INFORMATION

First Name

Last Name

User ID

User ID (re-enter for verification)

Student ID Number

Telephone (optional)


Course  


- Select a Course --
- Carter-Sowell\_AFST201.100
- Carter-Sowell\_psyc210.100
- Carter-Sowell\_WGST200.100
- Clifford\_psyc107.200
- hicks\_psyc315.100

**Figure 1 - Requesting an Account**

## Logging In

Once you have your login information, go to the front page of the site and enter your user ID and password to login.



Department of Psychology TAMU Psychology Sign-Up System

TAMU PSYCHOLOGY SIGN-UP SYSTEM

User ID

Password

Log In

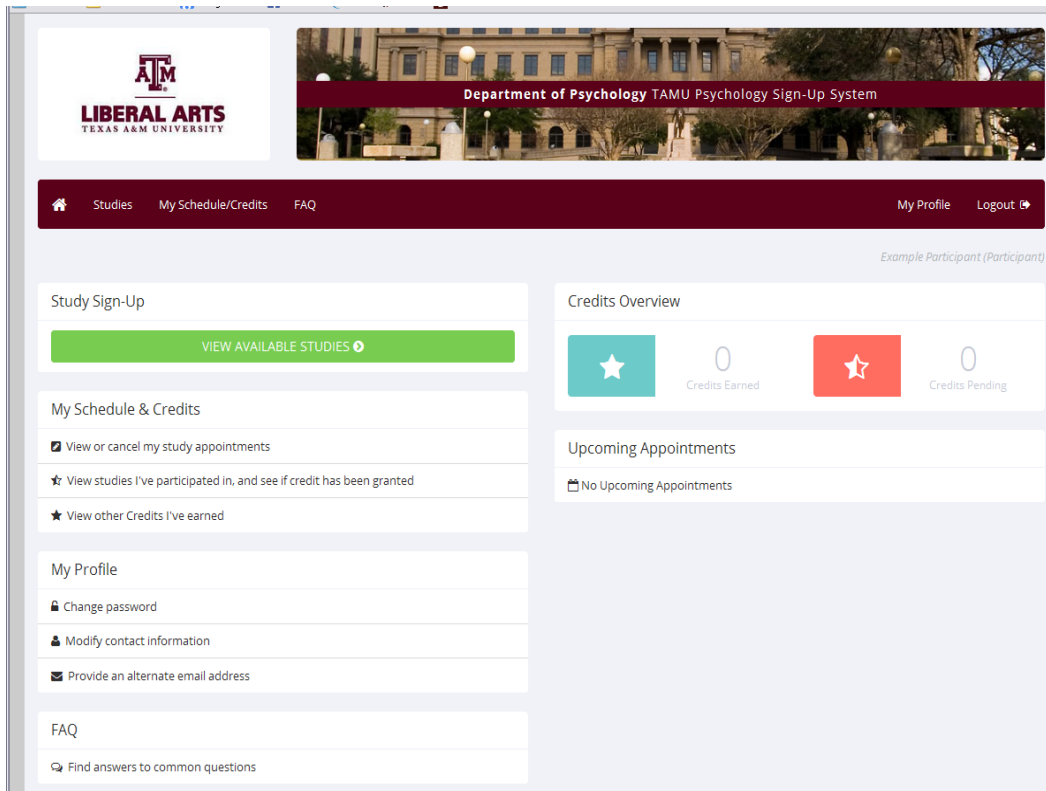
**Announcement**  
The subject pool will be open from September 5, 2014 to December 9, 2014 at 5 pm.

Request Account

Forgot Password?

Email questions to [tamusubjectpool@gmail.com](mailto:tamusubjectpool@gmail.com)  
 Copyright © 1997-2014 Sona Systems Ltd.  
 (1:34 PM)

**Figure 2 - Login Page**



**Figure 3 - Main Menu**

Your login (also known as a session) will expire after a certain period of inactivity, usually 20-60 minutes. This is done for security purposes. If this happens, you can always log in again. When you are done using the system, it is better to explicitly log out, to prevent any problems that may arise if someone uses your computer before the session expires. This is especially important if you are using a public computer lab.

## **Retrieving a Lost Password**

If you have forgotten or do not have your password, and the feature is enabled on the system, then you may choose to have your password emailed to you. You will see an option on the front login page if this feature is enabled. Your password will be emailed after you submit the form, and should arrive in your email box momentarily. If you provided an alternate email address (see the Email Address Options section of this documentation), it will be sent there. Otherwise, it will be sent to your main email address, which is derived from your user ID.

## **Logging Out**

When you are done using the system, choose Log Out from the toolbar on the left side to log out. You are now logged out. It is always a good security measure to close all your browser windows as well, especially if you are using a computer that is shared by others.

## **Changing Your Password and Other Information**

If you would like to change your password or other information about yourself, choose My Profile from the left toolbar. If you would like to change your password, type your

new password (twice, for confirmation) in the provided boxes. If you would *not* like to change your password, simply leave these boxes empty.

## Email Address Options

Email notification will be sent to you confirming that you have signed up for an experiment.

You have two choices for your email address. When you update your profile, you will see a box where you may provide an alternate email address. If you provide such an address (this could be a Hotmail account, for instance), this is the address where any messages will be sent, and this is also the address that will be displayed to experimenters.

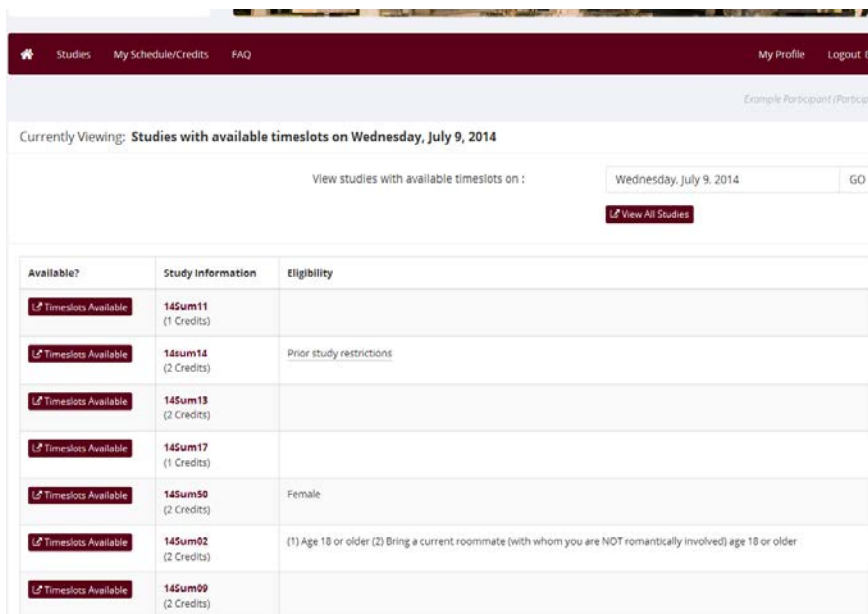
If you do not supply an alternate email address, the system will use your tamu.edu address.

## Experiments

With the system, you may view experiments and sign up for those that interest you. You may cancel your sign-up through the system as well.

### Viewing Experiments

To view a list of experiments, click on the green View Available Studies button at the top of the home page. You will see a list of experiments. A brief description of each experiment will be listed, as well as any special requirements that may restrict your eligibility to participate in the experiment.



Available?	Study Information	Eligibility
<a href="#">🔗 Timeslots Available</a>	145um11 (1 Credits)	
<a href="#">🔗 Timeslots Available</a>	145um14 (2 Credits)	<a href="#">Prior study restrictions</a>
<a href="#">🔗 Timeslots Available</a>	145um13 (2 Credits)	
<a href="#">🔗 Timeslots Available</a>	145um17 (1 Credits)	
<a href="#">🔗 Timeslots Available</a>	145um50 (2 Credits)	Female
<a href="#">🔗 Timeslots Available</a>	145um02 (2 Credits)	(1) Age 18 or older (2) Bring a current roommate (with whom you are NOT romantically involved) age 18 or older
<a href="#">🔗 Timeslots Available</a>	145um09 (2 Credits)	

Figure 4 - Viewing Experiments



Experiments that currently have available participation times (timeslots) will have “TIMESLOTS AVAILABLE” listed next to the name of the experiment in maroon. If no experiments have available timeslots, you may want to logon to the system a few days later to see if new timeslots have been added.

To view more information about an experiment, click on the name of the experiment.

## Signing Up For Experiments

To sign up to participate in an experiment, find the experiment you would like to participate in (see Viewing Experiments in this documentation). Click on the experiment name for more information. You will see a contact person if you have questions about the experiment.

The screenshot shows a web interface with a dark red navigation bar at the top containing links for Home, Studies, My Schedule/Credits, and FAQ. On the right side of the bar are links for My Profile and Logout. Below the navigation bar, the page title is 'Study Information' and the study name is '14Sum50'. The study is categorized as a 'Standard (lab) study'. The details provided are as follows:

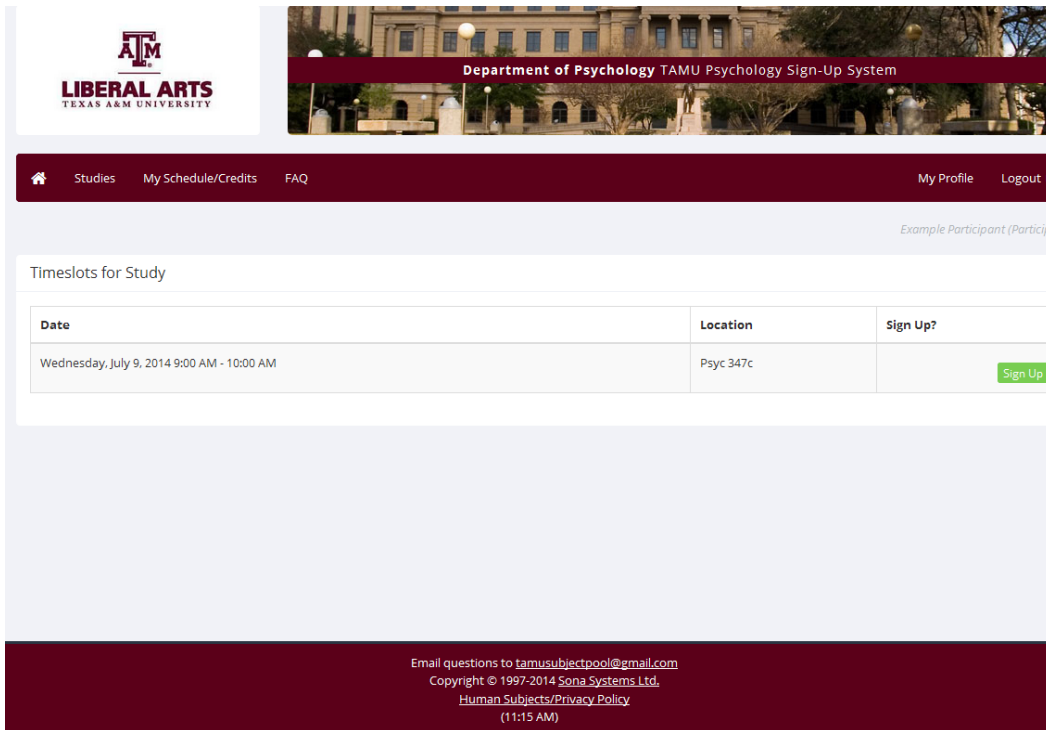
Study Name	14Sum50
Study Type	 <b>Standard (lab) study</b> This is a standard lab study. To participate, sign up, and go to the specified location at the chosen time.
Credits	2 Credits
Duration	60 minutes
Preparation	Wash your hands thoroughly before arriving.
Eligibility Requirements	Female
Researcher	Subject Pool Administrator 
Deadlines	Sign-Up: 2 hour(s) before the appointment Cancellation: 3 hour(s) before the appointment

At the bottom of the study information section, there is a green button with a checkmark icon and the text 'View Time Slots for This Study'.

**Figure 5 - Experiment Information**

The experiment may have other restrictions listed as Subject Restrictions. An example of a Subject Restriction is “Left-handed people only.” If listed, then the system does *not* enforce this restriction, but you should only sign up for the experiment if you meet this restriction. If you sign up for the experiment and you do not meet the restrictions, you will likely not receive credit for the experiment, and could face a penalty.

You may only sign up for a timeslot up until a certain time before that timeslot is scheduled to occur. The system will not show a Sign Up button for timeslots where it is too late to sign up.



**Figure 6 - Experiment Timeslots**

Click on View Timeslots for This Experiment and you will see a list of available timeslots. Choose a timeslot that is convenient for you, and click Sign Up.

After you click Sign Up, you will see information displayed confirming the time and location of the experiment you plan to participate in. You will receive an email confirmation as well. You are now signed up for the experiment. To cancel your sign-up, see Canceling a Sign-Up in this documentation.

### ***Canceling a Sign-Up***

If you need to cancel a timeslot you have signed up for, you can do this from the My Schedule and Credits page. Under the My Schedule and Credits box on the left, there is an option called “View or cancel my study appointments”. Click on this link.

You will see listed all the experiments you have signed up for, as well as those you have completed (see the Tracking Your Progress section of this documentation for more information).

Experiments you have signed up for that you are allowed to cancel will have a Cancel button next to them. There is a time limit before the experiment is to occur, when it is too late to cancel. This restriction is listed at the bottom of the page.

Home Studies My Schedule/Credits FAQ My Profile Logout

Example Participant (Participant)

Credits

Overall Credits Earned: 0 Overall Credits Pending: 2 Overall Credits Requirements: 14

Study Signups

Study	Time	Location	Credit Status	Course	Comments	Cancel?
14Sum50 Credits: 2 Credits	July 9, 2014 9:00 AM - 10:00 AM	Psyc 347c	Awaiting action from researcher	Schlegel_psyc107.100		Cancel?

You may cancel a study sign-up up to 3 hours before the study is scheduled to occur.

Credits Earned Per Course

Course	Credits Earned
Schlegel_psyc107.100	0

**Figure 7 - Sign-Up Cancellation**

Once you click Cancel to cancel your sign-up, you will see a confirmation page.

Click Yes to cancel your sign-up, and the sign-up will be cancelled.

## Tracking Your Progress

You may track your progress at any time by looking at the Credits Overview section on the home page. This box lists the number of credits you have earned so far, and how many credits are pending (this includes experiments you are signed up to participate in). You can also click on the Credits Overview box and see your credits earned, credits pending, and the total number of credits you require for your course.

## Frequently Asked Questions

*I participated in an experiment, but I have yet to receive credit. How do I receive credit?*

The experimenter must grant you credit. This is usually done shortly after your participation. If it has been some time and you have still not received credit, contact the experimenter.

*Who can see the information about my sign-ups? I don't want everyone to know which experiments I signed up for.*

Only the experimenter of the experiment may see that you have signed up for it, along with the subject pool administrator. No other users, including other experimenters, may see this information.

*How do I change the email address where email notifications from the system are sent?*

Provide an Alternate Email address and notifications will be sent there. See the Email Address Options section of this documentation for more information.

*I noticed that with some experiments, I can sign up for them again even if I participated before, while others don't allow for this. Why is this?*

Experimenters can choose if their experiments allow you to participate more than once. Not all experiments allow you to participate more than once.

*I attempted to sign up for an experiment, and I was prevented from doing so because the experiment I was trying to sign up for is a disqualifier for another experiment I am scheduled to participate in. Why is this?*

If you have signed up for an experiment that has disqualifiers (experiments you must *not* have participated in to participate in that experiment), you may not then sign up for the experiments that are listed as the disqualifier experiments. You *are* allowed to sign up for the disqualifier experiments if the disqualifier experiment will take place after the experiment with disqualifiers, or if you have already participated in (and received credit for) the experiment with disqualifiers. The easiest way to sign up for both experiments is to schedule the disqualifier experiment at a time later than the experiment with disqualifiers.