

Step 1: To Set Up an Account

- ◆ In order to become a research participant and earn credits, you need to have an account on the psychology research participation system (this is the system you find at (<https://umanitobapsych.sona-systems.com/>)).

Once you go to this site, you will see a display like this:

University of Manitoba
Faculty of Arts

Department of Psychology Psychology Sign-Up System

PSYCHOLOGY SIGN-UP SYSTEM

User ID

Password

Log In

***IMPORTANT* PLEASE READ BEFORE REGISTERING**

If you choose to register and take part in the Sona-Systems experiment scheduling system, please note that the information you provide (name, student number, email address, responses to demographic questions) and the records of whether you participated in an experiment or not will be stored in Canada on computers run by the Sona-Systems software company, NOT at the University of Manitoba. Your information will be stored on secure, password protected computers. All internet transactions are secure and encrypted, similar to credit card transactions.

Your information is accessible only to you, U of M Psychology Department Participant Pool Coordinator, Experimenters, the U of M Psychology Department Local Area Network Administrator and employees of Sona-Systems as required only for administrative reasons. Sona-Systems provides the assurance that your information will be treated as private and confidential.

You have the right to choose not to participate in experiments with the SONA Participant Pool System. If you choose not to participate in research, do not use Sona-Systems. Please arrange to write an exam in lieu of research participation by contacting your instructor or the participant pool coordinator by the deadline found on your research participation course outline. Participant Pool Coordinator: Reba Krahn (psychugadvisor@umanitoba.ca), phone 474-6982; room P435A Duff Roblin. By registering here, you are agreeing to provide this information to be stored and used by Sona-Systems, for experiment scheduling purposes only, and your consent becomes effective immediately.

*******IF YOU CANNOT LOG ON*******

1. Make sure you have requested an account from the subpool website. The Subpool website and the University work on different servers. **THEREFORE YOUR UNIVERSITY EMAIL/JUMP/ANGEL PASSWORD WILL NOT WORK.** Click on the "New Participant? Request an account here" link on the left-hand side of the page. Your Subpool password will be emailed to your University Email Account.
2. Check to make sure your computers firewall security settings are not blocking the subpool website.
3. If you still cannot log into the website, 48 hours after you have requested a new participant account and made sure your computer's security is set, contact the Subpool Coordinator (Contact Information Above)

Request Account

- ◆ To create your own account, click 'Request an account here', the statement located at the bottom left corner of the Log-In display screen (this is also the home or welcome page of the system).

Here is what the Request Account screen looks like:

Your login information will be emailed to you within 48 hours of requesting your account. You will need to check your email for specific login instructions. If you have junk mail (spam) filters configured for your email, please configure the filters to accept email from umanitobapsych-admin@sona-systems.net, as emails from the system will often be sent from that address.

This form should only be used by participants. Researchers will have their accounts created for them automatically.

Please Note: You must a valid U of M email address to register for the Participant Pool System. IF YOU SIGN UP WITH ANY OTHER EMAIL (ie Hotmail, Yahoo, etc.) YOUR REQUEST WILL BE DELETED AND YOU WILL NOT RECEIVE NOTIFICATION

If you have not yet claimed your U of M email account, you can do so below:

umanitoba.ca/claimid

You must enter a User ID that maps to your valid @umanitoba.ca or @myumanitoba.ca email address. It is not necessary to type in@umanitoba.ca or @myumanitoba.ca when entering your User ID.

ACCOUNT INFORMATION

First Name

Last Name

User ID

Email Address

Email Address (re-enter for verification)

Student ID Number

Telephone (optional)

Course

- ◆ Ensure that your username is the same as your U of M email.
- ◆ When you have filled in the required information and have clicked the ‘Request Account’ button, your User ID and Password will be emailed to you. Keep this information as you will need it in the future, each time you want to sign-up for an experiment.
- ◆ If you have made an account during a previous attempt of PSYC1200 you must contact the sub-pool coordinator to get your account deleted and make a new account with your UM ID.
- ◆ If you forget your password, click the ‘Lost your password?’ option, located at the bottom left corner of the Log-In display screen. You will be asked to enter either your User ID or your email address and your password will be emailed to you again.

Step 2: To Use the System.

- ◆ If you want to use the psychology research participation system, for whatever purpose, go to the home page at <http://subpool.psych.umanitoba.ca> (the first screen display shown at the beginning of this document) and type in your User ID and Password.

- ◆ The first time you use the system after creating an account, you will be prompted to read an important Human Subject and Privacy Policy Notice. Once you have read this notice, and if you agree with the terms it lays out, click the ‘YES’ button.

The screenshot displays the 'Department of Psychology Psychology Sign-Up System' interface. The header includes the University of Manitoba logo and Faculty of Arts branding. A navigation bar contains links for Home, Studies, My Schedule/Credits, FAQ, My Profile, and Logout. The main content area is divided into several sections:

- Study Sign-Up:** A green button labeled 'VIEW AVAILABLE STUDIES'.
- My Schedule & Credits:** A list of options:
 - 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:** A list of options:
 - Change password
 - Modify contact information
 - Change your email address
- Credits Overview:** A circular progress indicator showing 0 credits. A legend indicates:
 - 0 Earned
 - 0 Pending
 - 16 Required
- Upcoming Appointments:** A box indicating 'No Upcoming Appointments'.

- ◆ If you would like to sign up for an experiment, click the ‘Study Sign-Up’ button, and a list of the names of all experiments that are currently available will be shown. **[If you do not see any experiments one day, continue to check the site regularly as new studies and time slots open up]**. For each experiment, you will also see a brief description of its purpose and of any restrictions on participation (e.g., participants must be female, participants must not be color blind).
- ◆ Click on the name of an experiment that interests you to learn more about it, including how long the experiment will take, the number of credits you will receive for participating in it, the researchers who are running it, and a description of what you will be required to do as a participant.

- ◆ To schedule an appointment to participate in an experiment that interests you, click the ‘View Time Slots for This Study’ statement, located at the bottom of the display screen, and you will see a schedule like the one below, with testing dates, times and locations.

University of Manitoba
Faculty of Arts

Department of Psychology Psychology Sign-Up System

Home Studies My Schedule/Credits FAQ My Profile Logout

(Participant)

Timeslots for Study

NOTE: This is an online study. Sign up below, and then participate on the study website at any time before the participation deadline that is listed.

Participation Deadline	Sign Up?
Friday, October 2, 2020 5:00 PM	Timeslot full.
Friday, October 2, 2020 5:30 PM	Timeslot full.
Saturday, October 3, 2020 6:00 PM	Sign Up

Email questions to psychugadvisor@umanitoba.ca
 Copyright © 1997-2020 Sona Systems Ltd.
[Human Subjects/Privacy Policy](#)
 (2:53 PM)

- ◆ If you have successfully signed up for a study, you will be sent an email to your U of M email for confirmation. Be sure to check your school email regularly so you do not miss any of your appointments.
- ◆ You are now ready to complete your study and earn credits.

NOTE: For in person studies your appointment time indicates the time that you are to meet the researcher. For online studies your appointment time indicates the time you need to have completed the study. Do not wait until the deadline to complete online studies.



Participant

Credits

Credits Earned: **0** Credits Pending: **1** Credits Requirements: **16**

Please Note: No-show penalties are deducted from the maximum number of credits required.

If you do not cancel your appointment ahead of time and you do not participate, you will receive a penalty of two credits which cannot be earned back by participating in extra studies.

Study Signups

Study	Time	Location	Status	Comments	Cancel?
[Redacted Study Name] Study Type: Online Study Credits: 1 Credits	October 3, 2020 6:00 PM	View Study Website	Awaiting action from researcher		Cancel?

Any penalties accrued are deducted from your Credits earnings.

- ◆ If you want to see what studies you are signed up for, or to cancel your appointments go to the “My Schedule/Credits” tab on the top of the screen.
- ◆ If for any reason you are unable to attend your appointment you can cancel through the SONA system up to 24 hours before your appointment or contact the researcher up until the appointment time. Failure to cancel your appointment will result in a 2-credit penalty that cannot be earned back by participating in other studies.
- ◆ Although it can take up to 2 weeks after you have participated in an experiment before your credit(s) will be registered in the system, you may want to check to ensure that you’ve received your course credit(s). To do so, log onto the system, and click on ‘My Schedule & Credits’ button.
- ◆ On the next screen, under the heading ‘Credit Information’ you will find a display showing the total number of credits you have earned and the number of credits you are eligible to apply to your courses.
- ◆ Under the ‘Credit Status’ column in the table located under the heading ‘Study Sign-Ups’ you can see which studies you have earned credit(s) for participating in and to which courses those credits have been assigned.