

**The University of Manitoba
DEPARTMENT OF PSYCHOLOGY**

**PARTICIPANT POOL
INFORMATION FOR PARTICIPANTS**

HOW TO FIND AND SIGN UP FOR PSYCHOLOGY PARTICIPANT POOL EXPERIMENTS

When using the system:

Do not use the back button, it will often kick you out of the system and you will need to log back in. Use the menu at the top of the screen to move between screens.

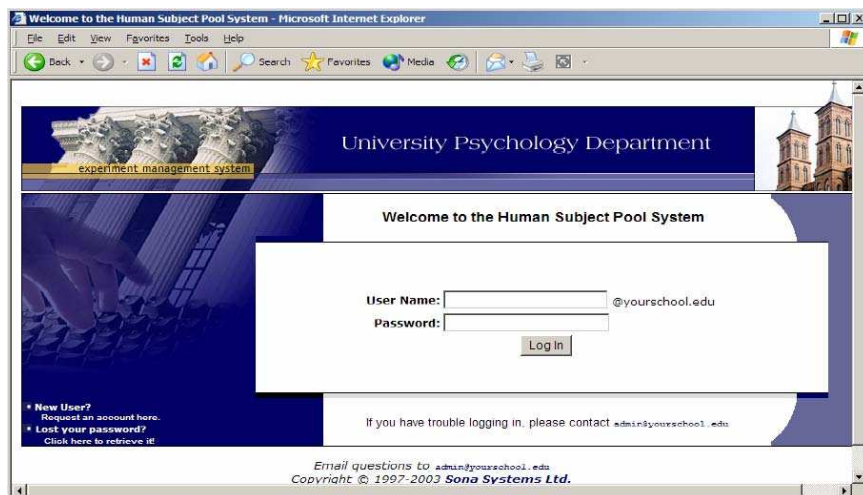
When you are finished, don't forget to log-out.

Basic Functions

To find and sign up to participate in experiments for course credit, you will now need to go online to <http://subpool.psych.umanitoba.ca> and follow these steps:

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 <http://subpool.psych.umanitoba.ca>). Once you go to this site, you will see a display like this:



- ◆ 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).
- ◆ You will next see a display like the one shown below. On this display, fill in all of the information that is requested. Please note: You must have a valid U of M email account. If you do not have one, you must first go to <http://umanitoba.ca/claimid>. Under the option 'Courses', select the courses in which you are registered, where you can earn credit(s) for research participation.

Request an Account

Using this form, you may request an account on the system. Your login information will be emailed to you as soon as you request the account, so you may login immediately. To protect your privacy, you will only be identified to researchers with a unique numeric code that the system will assign, not by your name.

You must enter a User ID that maps to your valid @yourschool.edu email address. It is not necessary to type in "@yourschool.edu" when entering your User ID.

Fields marked with a (+) below are optional.

Account Information

First Name

Last Name

User ID @yourschool.edu

User ID (re-enter for verification) @yourschool.edu

Student ID Number

Phone (+)

Course(s) Select a Course
 85102A
 85102B
 (hold the Ctrl or Apple key and click for multiple courses)

- ◆ 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.
- ◆ You need to create an account only once, the first time you access the psychology research participation system.
- ◆ 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

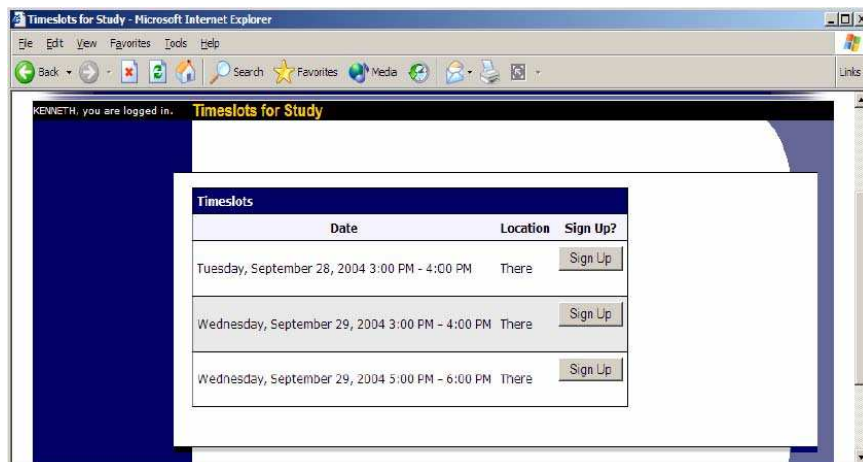
- ◆ If you want to use the psychology research participation system, for whatever purpose, go to the home page at <http://subpool.psych.umanitoba.ca> (the first screen display shown at the beginning of this document) and type in your User ID and Password.
- ◆ The first time you use the system after creating 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. After this, you will have access to a lot of other features of the system.

Step 3: To Sign Up for an Experiment

- ◆ If you want to participate in or sign up for an experiment, log onto the system (that is, go to <http://subpool.psych.umanitoba.ca> and enter your User ID and Password) and you will see a screen display like this:



- ◆ 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, come back the next day; new experiments are added on a regular basis]. 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.



- ◆ Once you find a timeslot that fits your schedule enter the course and section where you would like your participation credit(s) to be added into the appropriate 'Course to Credit' box. Click the 'Sign Up' button next to the timeslot you have chosen.
- ◆ If you have gone this far, you are done and will be shown a page that summarizes the name of the experiment, the date and time of your appointment, the location where the experiment will be run, the experiment description and the name of the researcher(s). You will also be sent an email with all of this information. Please keep this information so that you do not miss your appointment.

Extra Functions

The new on-line psychology research participation system also has many extra features that allow you to change your Password and/or contact information, to view upcoming appointments you have scheduled, to view experiments you have participated in, to cancel upcoming appointments, and to view the number of credits you have earned. Instructions on how to use each of these features are provided below.

To Change Your Password and/or Contact Information

- ◆ If you want to change your password or contact information, log onto the system, and click on 'My Profile' and you will be shown a display of your User Profile, similar to the one shown below. This page lists your name, User ID, email address, student ID, phone number, the number of credits you've earned, and the courses and sections that you have listed as being registered in where you can earn credit(s) for research participation.

Fields marked with a (+) are optional.

My Profile

Name ALI ATALIK

Identity Code 28825
(Experimenters will see only this code, and never your name)

User ID aatalik@yourschool.edu

New Password
Enter twice, or leave blank if you do not want to change your password.

Student ID # 999000907

Phone Number (+)

Alternate Email Address (+)
If provided, all emails sent to you from the system will be sent to this address.

Credits Earned 0

Credits Required 3

Course(s) • 85102N

Pretest Status Completed

- ◆ To change your Password, enter your current password into the Current Password box and enter the password you would like in the New Password box. Enter the password you would like into the New Password (confirm) box.
- ◆ To change your phone number, delete your old phone number located in the Phone Number box and then enter your new phone number into the box.
- ◆ To save your changes to your User Profile click the 'Update' button.

To View Experiments You Have Participated In and To View Your Upcoming Appointments

- ◆ To review experiments you have already participated in and to view your upcoming appointments for experiments, you will need to log onto the system, and click on 'My Schedule & Credits' and you will be shown a display similar to the one shown below.

Credit Information

Credits

Overall Credits Earned: 9
Overall Credit Requirements: 15
[Credits Earned by Course]

Study Sign-Ups

NOTE: Researchers only know you by your identity code, which is 28804, so please use that when corresponding with them.

Study	Time	Location	Credit Status	Course	Comments	Cancel?
A Now You See It, Now You Don't (1 Credit)	January 21, 1999 10:00 AM - 10:15 AM	329A Baker Hall	1 credit granted on July 25, 2003.	85221		
A Can You Handle It? Grasping and Lifting Smooth to Slippery Objects (1 Credit)	January 26, 1999 3:45 PM - 3:55 PM	342 C Baker Hall	Failure to appear (1 credit penalty).	85221		
Math Interruptions (1 Credit)	January 28, 1999 11:30 AM - 11:48 AM	Baker Hall 345M	1 credit granted on September 3, 2003.	None	[Reassign]	
	December 30.		1 credit			

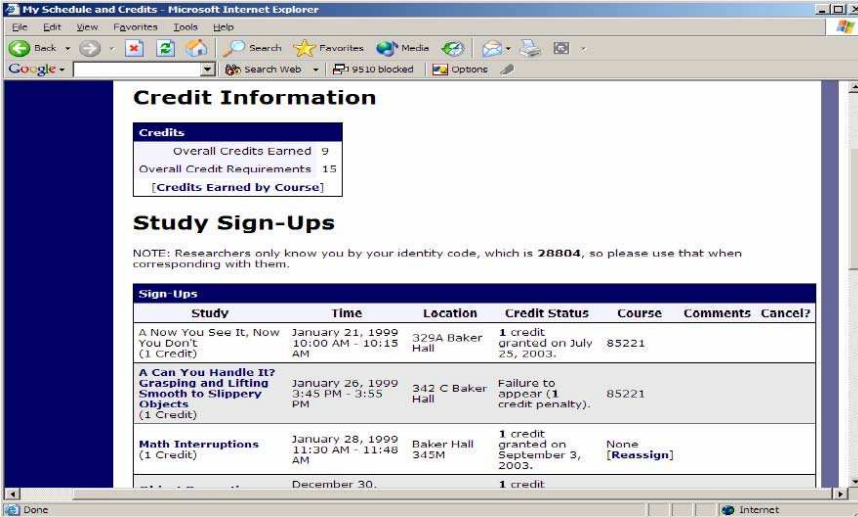
- ◆ Under the heading 'Study Sign-Ups', you will find a table containing the names of the experiments you have signed-up for and/or participated in as well as the times of your appointments and the locations of the experiments.
- ◆ Under the 'Credit Status' column the status of your credit(s) for each experiment are listed. That is, a list of whether each credit has been granted, denied (due to a failure to appear), or whether it is awaiting action (because either you have not yet participated or because the system has not yet assigned the credit—it will usually take about 24 hours for the system to assign the credit(s) you have earned through your research participation).

To Cancel an Upcoming Appointment

- ◆ If you sign-up for an experiment and fail to show up you will not be awarded any credit for that experiment. You are permitted to cancel upcoming appointments for research participation but only if you cancel prior to the start of the study. Failing to show up for an experiment without canceling your appointment is a big inconvenience to the researcher so it is important that you cancel your scheduled appointments when you are unable to attend them.

If you do not cancel prior to the start of the study, you will be penalized 2 credits which cannot be made up by participating in other studies.

- ◆ To cancel an appointment you will need to log onto the system, and click on 'My Schedule & Credits' and you will be shown a display similar to the one shown below.



Credit Information

Credits

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[Credits Earned by Course]

Study Sign-Ups

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...	1 credit			

- ◆ Under the heading 'Study Sign-Ups', you will find a table containing the names of the experiments you have signed-up for and/or participated in as well as the times of your appointments and the locations of the experiments.
- ◆ A 'Cancel' button is located next to experiments for which you have upcoming scheduled appointments. Click this button to cancel your appointment. You will then be asked to confirm your cancellation. Click 'Yes, I want to cancel' to confirm your cancellation.

To View the Number of Credits You Have Earned

- ◆ Although it can take up to 24 hours 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.