HSP How-To Guide

A step by step guide including instructions for creating a new HSP account accompanied with screenshots for visual reference. Tips to prevent future complications are included throughout.
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Creating an Account

To access the Human Subject Pool, you can reach the webpage at https://ubc-psych.sona-systems.com. You will be taken to this homepage.

Step 1. Request Account

- To create a new account, click on Request Account and fill out the following information.
Step 2: Information Input

- Ensure that your information matches the registered information given to UBC
- Enter your school email which automatically links to your email on file with UBC. Be sure to confirm your school email is working before signing up for an HSP account.
- For more info on school email addresses go to [https://id.ubc.ca/](https://id.ubc.ca/)

See example screenshot below:
Step 3: Selecting Courses

- Click on the courses in which you are enrolled and click the arrow to add them.
- Please note that your course section and professor are correct.

Step 4: Confirmation of Account

- Click on Request Account and check your email for the confirmation email.
- This will contain your login info so keep in a safe and secure place.

UBC Psychology Research Participation System Login Information

Your Participant login information for UBC Psychology Research Participation System is listed below.

User ID: web.team
Password: [HIDDEN]

Please go to https://ubc-psych.sona-systems.com to login to the system.
If you have any questions, please email hspadmin@psych.ubc.ca.
The Homepage and Features

Below is a screenshot of the homepage and its features.

Click here to view/change contact info
**Studies and Credits**

The following shows the process of signing up for studies and allocating credits.

**Step 1: Finding Studies**
- Click on “View Available Studies” on the homepage
- Click on a study that interests you for more information and to view timeslots

**Step 2: Allocating Credits and Sign Up**
- Choose a suitable time slot and ensure that it is not full
- Select your course in which you would like the credit alloted to
- Click the sign up button
How to Reallocate Credits

- To reassign credits click on My Schedule/Credits from the homepage
- Click on the reassign credits tab for the specific credits you wish to be reassigned
- Pick a new course to assign the credit(s)