



a place of mind  
THE UNIVERSITY OF BRITISH COLUMBIA

## Department of Psychology

### **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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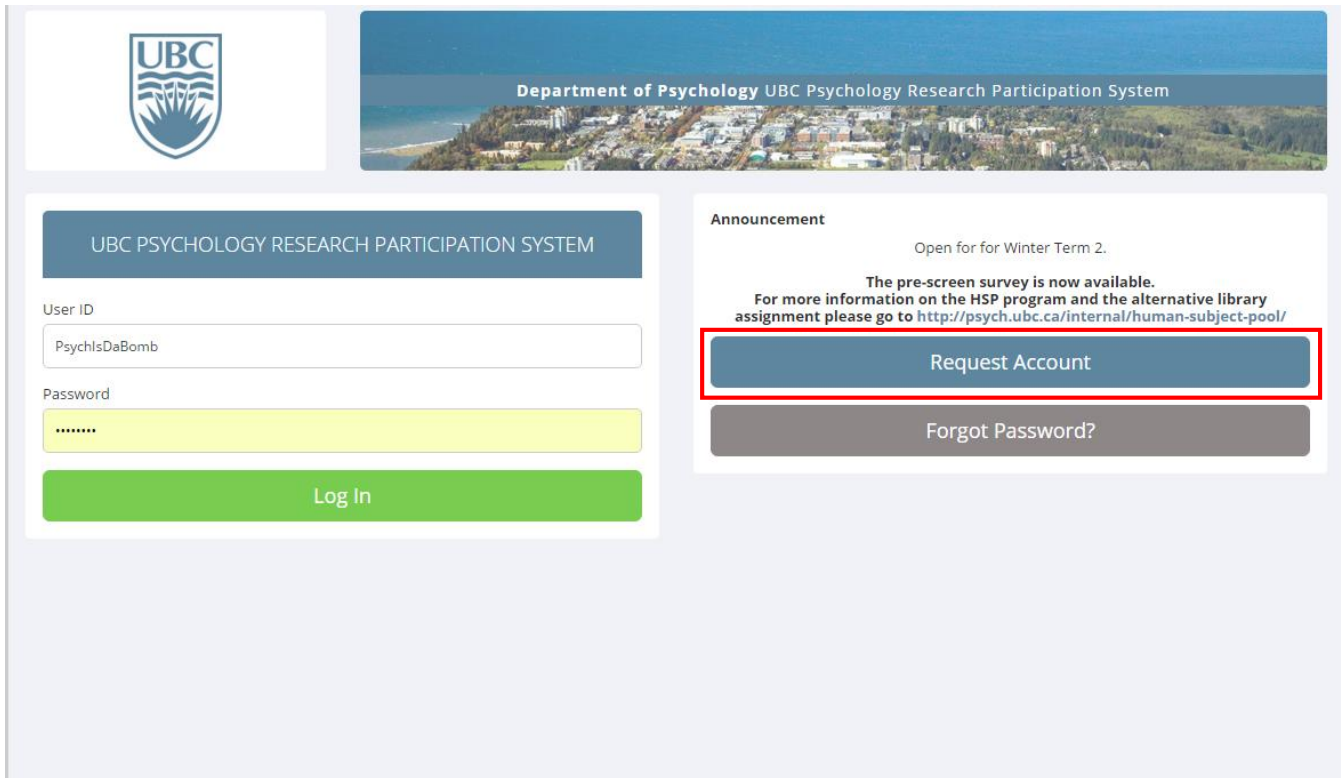
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## Creating an Account

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.



The screenshot shows the homepage of the UBC Psychology Research Participation System. At the top left is the UBC logo. The header features a blue banner with the text "Department of Psychology UBC Psychology Research Participation System" over a background image of a city. Below the header, on the left, is a login form titled "UBC PSYCHOLOGY RESEARCH PARTICIPATION SYSTEM". It includes fields for "User ID" (containing "PsychIsDaBomb") and "Password" (masked with dots), and a green "Log In" button. On the right, there is an "Announcement" section. The announcement text reads: "Open for for Winter Term 2. The pre-screen survey is now available. For more information on the HSP program and the alternative library assignment please go to <http://psych.ubc.ca/internal/human-subject-pool/>". Below the announcement text are two buttons: a blue "Request Account" button (highlighted with a red box) and a grey "Forgot Password?" button.

## 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/>

See example screenshot below:

### ACCOUNT INFORMATION

First Name

Last Name

User ID

Email Address

Email Address (re-enter for verification)

Student ID Number

Telephone (optional)

Email Address

Email Address (re-enter for verification)

### 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.

Course(s)

Available Courses

Selected Courses

Request Account

### 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

Search

Mail Search Save Advanced

New Get Mail Delete Reply Reply to All Forward Spam View

From: UBC Psychology Research Participation System

Subject: UBC Psychology Research Participation System Login Information - Your Participant login information for UBC Secondary

Folder

UBC Psychology Research Participation System Login Information

From: UBC Psychology Research Participation System

To: comm web

Reply To: hspadmin@psych.ubc.ca

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

User ID: web.team  
Password: [REDACTED]

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](mailto: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

The screenshot shows a user interface for a participant named Sigmund Freud. The top navigation bar includes 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" with a dropdown arrow.
- My Schedule & Credits:** A list of three items:
  - 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:** Three buttons for account management:
  - Change password
  - Modify contact information
  - Change your email address
- FAQ:** A button labeled "Find answers to common questions".
- Credits Overview:** A summary showing 4.5 Credits Earned (with a teal star icon) and 1 Credits Pending (with a red star icon).
- Upcoming Appointments:** A section titled "Musical Thinking" scheduled for Thursday, 3 March 2016 from 10:00 to 11:00, with a contact person listed as Kenny 2212.

## Studies and Credits

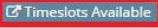


The following shows the process of signing up for studies and allocating credits.

### 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




Currently Viewing: **All Studies**

View studies with available timeslots on : Thursday, 10 March 2016

Available?	Study Information	Eligibility
	<b>Understanding Opinions</b> (1 Credits) In this study, we want to find out about different opinions people hold.	<a href="#">Prior study restrictions</a>
	<b>Discussing Life Experiences (F)</b> (1 Credits)	Female
	<b>Individuals and Kinds in Language and Cognition</b> (1 Credits) This experiment explores adults' understanding of the properties	This study is restricted to native English speaker

### 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 allotted to
- Click the sign up button

Tuesday, 8 March 2016 17:00 - 18:00	Kenny 2533	PSYC_218_003_MWF_RAWN	
Thursday, 10 March 2016 12:00 - 13:00	Kenny 2533	PSYC_218_003_MWF_RAWN	
Thursday, 10 March 2016 13:00 - 14:00	Kenny 2533	PSYC_302_004_MWF_HAMLIN	Timeslot full.
Thursday, 10 March 2016 14:00 - 15:00	Kenny 2533	PSYC_218_003_MWF_RAWN	

## 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)

### Credits

Credits Earned by Course

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

**Overall Credits Requirements NOT Applicable if 0.** Your "Overall Credits Earned" is reset back to 0 at the beginning of Winter Term 2. To view your past Winter Term 1 credit activity, from the top menu choose My Schedule/Credits and under "Comments" your study participation history is listed. This information is for ARCHIVAL purposes only. For students registered in 6 credit courses (e.g. Psyc 100), subject pool credits recorded in Winter Term 1 will be combined with Winter Term 2 credits earned.

### Study Signups

Study	Time	Location	Credit Status	Course	Comments	Cancel?
Non-study credit assessed by System Administrator.			2 Credits granted on 23 March 2016.	PSYC_207_003_MWF_FERGUSSON <a href="#">Reassign</a>		

### Credits Earned by Course

Course	Credits Earned
PSYC_207_003_MWF_FERGUSSON	2

Studies My Schedule/Credits FAQ My Profile Logout

Web Team (Participant)

### Credit Reassignment

You may reassign this credit to a different course. Please choose the course below.

Course for Credit Assignment

PSYC\_207\_003\_MWF\_FERGUSSON

PSYC\_207\_003\_MWF\_FERGUSSON

**PSYC\_218\_001\_MWF\_CHEN**

[Reassign Credit](#)



