

Participant Instructions – Creating an Account

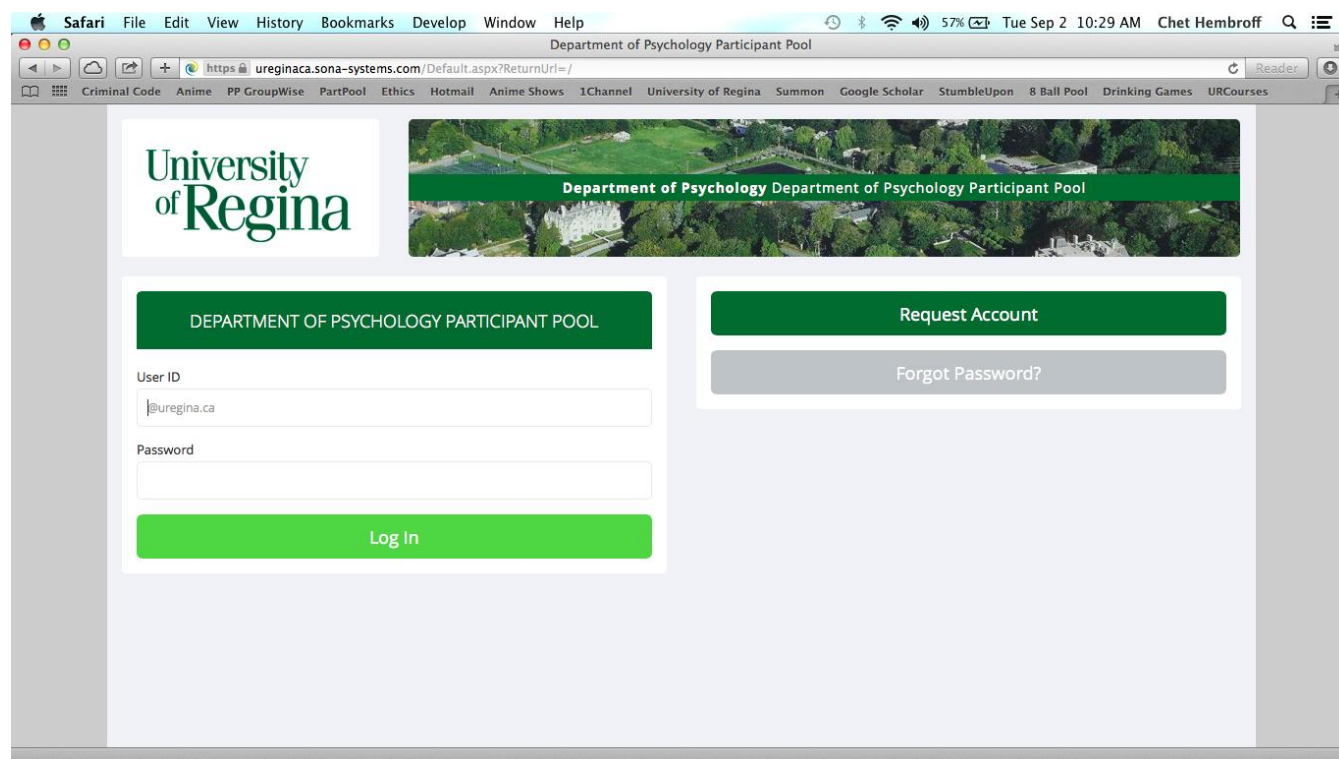
The Experiment Management System (EMS) provides an easy method for you to sign up for studies and track your progress throughout the term. Everything is done through the software's web-based interface, so you can access the system at any time, from any computer, using a standard web browser.

IF YOU CREATED AN EMS ACCOUNT ON OR AFTER JANUARY 1st, 2011:

You will receive an e-mail at your U of R e-mail account advising you of your login ID and password. You may simply login with this account information, which is the same as you used previously, and add your current first and second year psychology courses. There is no need to create a new account. If you are unsure of whether you have an account, try creating an account with your University of Regina User ID (see below) and student number; if you already have an account on the system, EMS will notify you that you already have an account. Contact the system administrator if you have forgotten your password.

IF YOU HAVE NEVER HAD AN ACCOUNT, OR HAVE NOT HAD AN ACCOUNT SINCE DECEMBER 31st, 2010:

Go to <http://ureginaca.sona-systems.com> and click the link on the front page of the site to “**request an account here**”. **Do not use your uregina.ca password to try to access the system!** After you create an account, you will be given a password specifically for the EMS system, which you may change after you successfully log in.



The screenshot shows a web browser window displaying the 'Department of Psychology Participant Pool' page. The browser's address bar shows the URL 'https://ureginaca.sona-systems.com/Default.aspx?ReturnUrl=/' and the page title is 'Department of Psychology Participant Pool'. The page features the University of Regina logo on the left and a header image with the text 'Department of Psychology Department of Psychology Participant Pool'. Below the header, there is a login form with the following elements:

- A green header bar with the text 'DEPARTMENT OF PSYCHOLOGY PARTICIPANT POOL'.
- A 'User ID' field with the placeholder text '@uregina.ca'.
- A 'Password' field.
- A green 'Log In' button.
- To the right of the login form, there are two buttons: a green 'Request Account' button and a grey 'Forgot Password?' button.

You must use your University of Regina User ID when creating an account and when accessing the EMS system. If you do not use your University of Regina User ID, the system will not be able to contact you and you will not receive an email with log in instructions. Please include this User ID whenever you contact the participant pool coordinator.

Your User ID is the identifying part of your official University of Regina e-mail address. For example, if your e-mail address is smith23k@uregina.ca you should enter [smith23k](mailto:smith23k@uregina.ca) as your User ID (the same User ID you use for URCourses). This is not your student number (e.g., it is **not** 200200041), nor is it your Hotmail or Gmail account ID (e.g., it is **not** Kris.Smith@gmail.com or roxyfoxy@hotmail.com).

ONLY YOUR UNIVERSITY OF REGINA USER ID WILL BE ACCEPTED BY THE SYSTEM!!!

Your login information will be emailed to you as soon as you request the account, so you may login immediately. 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 ureginaca-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.

IF YOU CREATED AN EMS ACCOUNT ON OR AFTER JANUARY 1st, 2011:

You will receive an e-mail at your U of R e-mail account advising you of your login ID and password. You may simply login with this account information, which is the same as you used previously, and add your current first and second year psychology courses. There is no need to create a new account. If you are unsure of whether you have an account, try creating an account with your University of Regina User ID (see below) and student number; if you already have an account on the system, EMS will notify you that you already have an account. Contact the system administrator if you have forgotten your password.

IF YOU HAVE NEVER HAD AN ACCOUNT, OR HAVE NOT HAD AN ACCOUNT SINCE DECEMBER 31st, 2010:

Fill out the form below to request an account. After you create an account, you will be given a password specifically for the EMS system, which you may change after you successfully log in.

You must use your University of Regina User ID when creating an account and when accessing the EMS system.

Your User ID is the identifying part of your official University of Regina e-mail address. For example, if your e-mail address is smith23k@uregina.ca you should enter [smith23k](mailto:smith23k@uregina.ca) as your User ID (the same User ID you use for URCourses). This is not your student number (e.g., it is not 200200041), nor is it your Hotmail or Gmail account ID (e.g., it is not Kris.Smith@gmail.com or roxyfoxy@hotmail.com).

ONLY YOUR UNIVERSITY OF REGINA USER ID WILL BE ACCEPTED BY THE SYSTEM!!!

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

ACCOUNT INFORMATION

First Name

Last Name

User ID

User ID (re-enter for verification)

Student ID Number

Telephone (optional)

Course(s)

Psyc 101 (001) MWF 11:30 - 12:45 Kristi Wright	<input type="text"/>
Psyc 101 (002) R 7:00 - 9:45 Tammy Kirichenko	<input type="text"/>

IMPORTANT: You will then receive an e-mail notification with login instructions for the system. **That e-mail will go to your uregina.ca account.** Please check for it there. If you have your uregina.ca e-mail forwarded to another system (e.g., Hotmail), it might be seen as junk mail and discarded. Check your uregina.ca account. If you do not have a uregina.ca account, please contact Computing Services at it.support@uregina.ca.

EMS will assign you a default password. **It will not be the same as your uregina.ca e-mail password.** The email will come from ureginaca-admin@sona-systems.net. If you would like to change your password or other information about yourself, choose *My Profile* from the top toolbar.

Logging in

Once you have your login information, go to the EMS website and enter your user ID and **EMS password** to log in. Again, the EMS website address is

<http://ureginaca.sona-systems.com>

Your login session will expire after a certain period of inactivity. If this happens, you can always log in again. When you are done using the system, it is best to log out explicitly rather than merely closing the browser. Logging out is done by choosing *Log Out* from the toolbar.