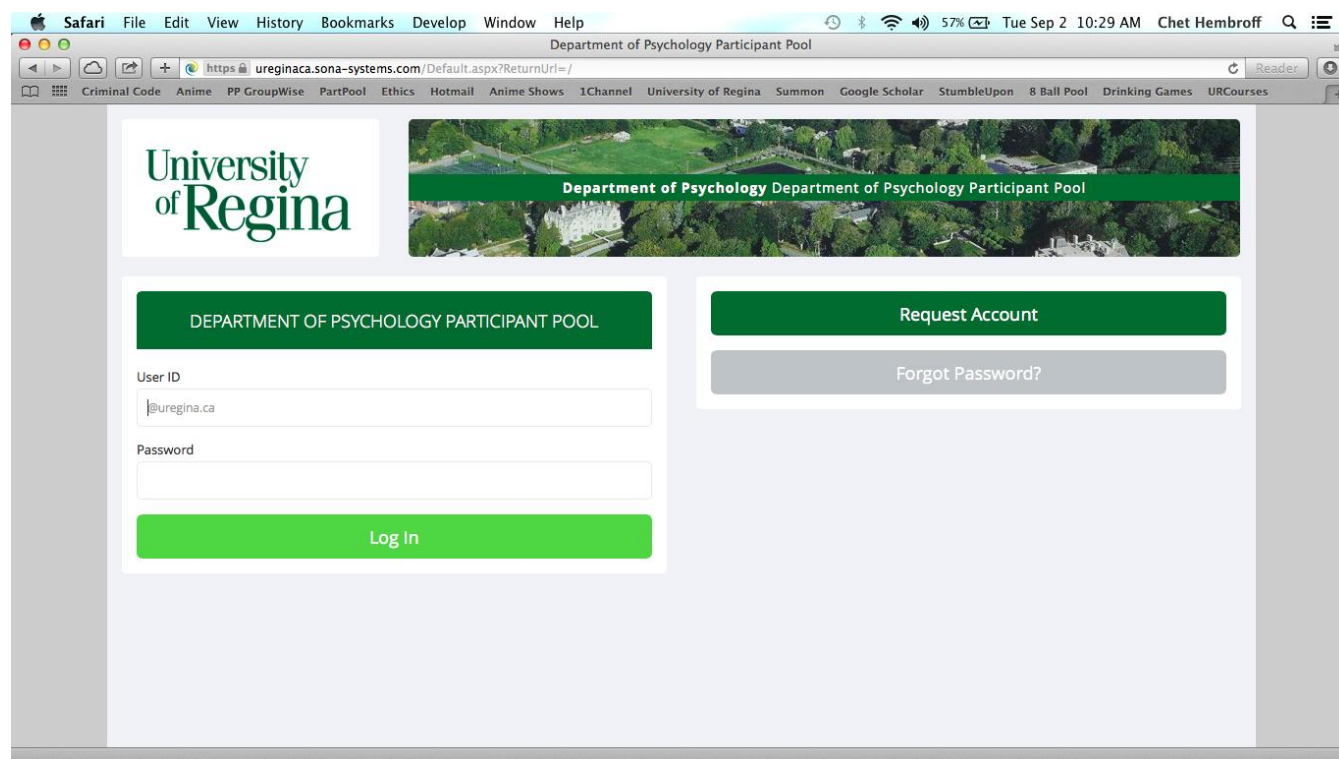# Participant Instructions – Creating an Account

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 <u>ON OR AFTER</u> 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". <u>Do not use your uregina.ca password to try to access the system!.</u>** 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 <u>must</u> 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 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!!!

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.