

Sept. 2, 2008

**Department of Psychology, Neuroscience & Behaviour
Participation Pool
Instructions for Student Participants**

The participant pool will be using **Experimetrix**, a web-based on-line scheduling and tracking system, at:

<http://experimetrix.com/mac>

There is a direct link to this site on the Department of Psychology, Neuroscience & Behaviour home web page (<http://www.mcmaster.ca/psychology>)

Experimetrix allows you to easily and securely sign up for experiments, to check the details of experiments you have signed up for, and to cancel them via any web browser. You can also check your record of participation credits. You can access the system 24 hours a day, 7 days a week. You will need to register for the system before you can sign up for any experiments.

New Users:

To register with Experimetrix, you will need to provide your Name, Student ID, and your **McMaster Email address**. You need to have **activated your McMaster Email before using it here**. Once you have registered for Experimetrix your login and password will be sent to you at your McMaster email address. This is the only time Experimetrix will require you to use your McMaster email address, but it is important to do this to help keep the system secure. If you prefer to use an alternative email address for further correspondence, you will be able to do that.

Before you register, you must read the following information

If you choose to register to take part in the Experimetrix scheduling system, please note that the information you provide (name, student number, email address) and the records of whether you participated in an experiment or not will be stored on computers run by the Experimetrix software company, NOT at McMaster University. Your information will be stored on secure, password-protected computers. All Internet transactions are secure and encrypted (similar to credit card transactions). Your information is accessible only to you and the McMaster Psychology, Neuroscience & Behaviour Department participant pool coordinator, and the employees of Experimetrix as required only for administrative reasons. Experimetrix provides the assurance that your information will be treated as private and confidential.

You have the right to choose not to schedule your experiments with the Experimetrix system. If you choose not to use Experimetrix, do not register at the website. Instead, please contact the participant pool coordinator, email <hollings@mcmaster.ca>, phone x23005, or room PC-207 to arrange for alternative, offline scheduling.

By registering with Experimetrix, you are agreeing to provide this information to be stored and used by Experimetrix, for experiment scheduling purposes only.

For instructions on how to use Experimetrix, please read the attached page. If you have not activated your McMaster email, see the information in the subsequent pages.

If all else fails, contact one of the Site Administrators:

Ann Hollingshead
hollings@mcmaster.ca
Ext. 23005
PC-207

Matthew Pachai
pachaim@mcmaster.ca
Ext. 24428
PC106

Sally Presutti
psych@mcmaster.ca
Ext. 23026
PC102

Some important items that come up last term:

- Appointments – take down the details of where the experiment is taking place, with whom, and the phone extension BEFORE you arrive at the building – it is not enough to just have the Experiment number!
- The most current information regarding credits earned is in your Experimetrix Profile NOT the course web page.
- A missed appointment will appear as a '0' penalty – the '0' means no credit was earned. Look to your course description for details regarding 'penalties' (also known as 'no shows').
- New users – you only need to enter your McMaster email with @mcmaster.ca. You don't need @muss.cis.mcmaster.ca. You can use either version, but once you have registered with one version you must always use that version when logging in.

Now onto the Experimetrix System:

<http://experimetrix.com/mac>

Sign up for experiments	Log In	New User Registration	Help Me (FAQ)	Read Me (Rules, etc.)	Retrieve Lost Password	Experimenter Area
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To Register for Experimetrix

Select **New User Registration**

Enter the following information:

Name

Student ID

Email address (**@mcmaster.ca**) (you don't need the full @muss.cis.mcmaster.ca but if you do use this one, you must continue to use it when you log on.)

Click 'Register'

Experimetrix will immediately send a **logon** and **password** to your email address.

You must **log in** within **30 days** of receiving your logon and password or you will have to register again.

You can only register with an ACTIVATED McMaster email account.

To Log In & Select Your Course(s) to be Credited (once you receive your logon and password)

Select **Log In**

Enter your logon and password

Your **Profile** Options are:

Sign Up for Experiments

Edit Your Profile

Edit Your Course Selection

Assign Credits to Your Courses

Show Past Participation

View Your Appointments

Do this now! You must select the course(s) you are in BEFORE you can sign up for an experiment. If you are a paid participant select that category.

Select **Edit Your Course Selection**

(This is very IMPORTANT!)

Options (for example):

1X03

1XX3

2H03

Paid Participation Pool

You need to select the course(s) you are registered in so that credits can be assigned. You must do this before you can sign up for any experiment.

Once you select the course(s), click 'Apply Changes'

Select **Log Off**

<http://experimetrix.com/mac>

Sign up for
experiments

Log In

New User
Registration

Help Me
(FAQ)

Read Me
(Rules, etc.)

Retrieve Lost
Password

Experimenter
Area

To Sign Up for An Experiment

Select **Sign Up for Experiments**

A list of experiments will appear (the experiments appear in a different random order each time you open this page).

Select **View Schedule** to obtain more information and for available appointments. (This is on the right-hand side of the screen and sometimes you have to scroll across the screen to see it.)

Click **Sign-Up** to book an appointment.

Enter your Logon & Password

Click 'SignUp'

Your appointment will be confirmed. You will receive an email confirmation immediately as well as a reminder email the day before your appointment.

Select **Log Off**

To Cancel an Appointment

You may cancel an appointment up to **2 hours** before the scheduled time.

Select **Log In**

Enter your logon and password

Your **Profile** Options are:

Sign Up for Experiments

Edit Your Profile

Edit Your Course Selection

Assign Credits to Your Courses

Show Past Participation

View Your Appointments

If you must cancel at the last minute please call one of the Experimetrix Administrators:

905-525-9140

Ann - Ext. 23005

Matt – Ext. 24428

Sally – Ext. 23026

Select **View Your Appointments**

Click the 'Cancel' button beside your appointment time.

Select **Log Off**

To Assign Your Credit(s)—(once you have earned a credit(s) and the researcher has entered it (them))

This is necessary because some students may be enrolled in several courses and we need to know how many credits to assign to each course. Try to do this as you earn your credits – don't wait until the last minute.

(This is IMPORTANT! - MUST DO BY THE END OF CLASSES)

Select **Log In**

Enter your logon and password

Your **Profile** Options are:

Sign Up for Experiments

Edit Your Profile

Edit Your Course Selection

Assign Credits to Your Courses

Show Past Participation

View Your Appointments

**Unassigned credits
may not be counted!**

Select **Assign Credits to Your Courses**

The course(s) you selected earlier will be listed. If you haven't selected your courses, then return to the Profile page and select 'Edit Your Course Selection,' then 'Apply Changes' and then return to 'Assign Credits to Your Courses.' Once you have earned a credit or credits, the number of credits will appear in 'Credits Left to Assign. To assign them, change the number in the 'Credits Assigned' space beside the course number. Then click on 'Recalculate and Save', and the Credits Left to Assign should become 0.

Select **Log Off**

ACTIVATING YOUR MCMASTER EMAIL ACCOUNT

1. To Activate Your Mac ID and Email Service

Login to **MUGSI**

<https://adweb.cis.mcmaster.ca/cis/ahtml/login.htm>

UTS Helpline Ext. 24357

Under 'Student Applications' (on the left), select '**Activate your Mac ID**'
Enter the required information: McMaster Student #, Barcode # [found on your Offer of Admission Letter or your Student ID Card], and Birthdate. You must activate and enable your MacID services to access such UTS services as e-mail and wireless networking.

2. Forget your Mac ID Password?

If you have already done the above but forgotten your Mac ID Password, go to the Mugsy (see item #1) URL and under 'Student Applications,' select 'Forgot your Mac ID or Password.'

(Note: Some students confuse the Mac ID password with the Experimetrix password. These are two different systems requiring two different passwords – once you have activated your McMaster email account, then you can apply to Experimetrix for the password for that system.)

3. To Access your email from the web interface:

<https://muss.cis.mcmaster.ca/>

MUSS Server page appears. Enter your Mac ID Login and Password and Enter.

4. Need further help? Check McMaster's website:

<http://getonline.mcmaster.ca>