

# CMST Research Participation System

## Participant Instructions

### General information

- Website: <https://lsuhumanresearch.sona-systems.com/>
- System administrator contact: reserachadmin@lsu.edu
- Participation deadlines – 4/28/2020

### Logging in

- New for the spring 2020 semester! LSU now uses SSO (single sign-on) which requires users to log in with their myLSU credentials
- If you have an existing account in the research participation system, you should be able to log in using your myLSU credentials
- Note: If you have issues logging in, contact the system administrator at the email address listed above

### Requesting an account

- If you do not have an existing account, you will need to create one
- Go to research participation website listed above and click the myLSU Log In button
- After entering in your information, you will be redirected back to the research participation system where you can finalize setting up your account
- Note: Your name and email address will be automatically populated

### Beginning of semester requirements

- Choose the CMST course(s) you are enrolled in for the current semester
- If you are enrolled in multiple CMST courses, you can reassign credits earned from one course to another using the Reassign button – however credits can only be reapplied up to the final participation deadline noted above!
- You may have to review and acknowledge the human subject and privacy policy for research - this is needed every 6 months

### Signing up for experiments

- To view a list of experiments, click on “Studies” from the top toolbar
  - A brief description of each experiment will be listed. Some experiments are online surveys while others are conducted in person
  - Experiments that have available participation timeslots will have “TIMESLOTS AVAILABLE” listed next to the name of the experiment
  - If no experiments have available timeslots, log in to the system a few days later to see if new timeslots have been added

- To sign up for an experiment, click on the experiment name to view more information.
  - Click on View Timeslots for this experiment. You will see a list of available timeslots and a drop-down box “Courses to Credit” which lists the CMST courses that you are registered for
  - Choose a timeslot that is convenient for you
  - Choose the course that you want the credits to count towards and then click Sign Up
- After you click Sign Up, you will see information displayed confirming the time and location of the experiment you plan to participate in.
  - You will receive an email confirmation as well. You are now signed up for the experiment.
  - You will also receive an email reminder the day before the experiment, reminding you of the location and time of the experiment

### **Cancelling a sign-up**

- To cancel a timeslot, you have signed up for, click on My Schedule/Credits option from the toolbar. You will see a listing of all the experiments you have signed up for, as well as those you have completed.
- The Experiments you have signed up for but not completed will have a Cancel button next to them
- To Click Cancel to cancel your sign-up. You will see a confirmation page. Click Yes to cancel your sign-up, and the sign-up will be cancelled immediately.
- There is a time limit before the experiment is to occur when it is too late to cancel - see description for each individual experiment

### **Tracking your credit progress**

- To track your progress, choose My Schedule/Credits option from the toolbar. You will see the experiments that you have signed up for and the credit status for each, including how many credits you have earned for each course.
- After you complete an experiment, wait a week for the credit to be granted in the system. If the credit for the experiment does not appear within a week, email the researcher managing that experiment or the system administrator
- Credits cannot be earned after the final participation deadline, so be sure to check your totals before this deadline to ensure that your credits have been counted and to make any necessary changes
- The research participation is shared with the Department of Psychology however you can only earn credits for your psychology courses by participating in psychology studies!