EMS Instructions for Introduction to Psychology 110
http://northwestern.sona-systems.com/

EMS is the website that handles the scheduling of psychology experiments for *Introduction to Psychology* (Psych 110). It also keeps track of which experiments you participated in and how many credits you earned. The 110 laboratory coordinator will register you on EMS with your email, name, and your **Participant Code**, a random number used to identify you. This is randomly assigned at group testing, or if you didn't participate in group testing, the lab coordinator will randomly assigned your participant code. By default, your **User ID** is your participant code and your **Password** is a randomly generated set of numbers and letters.

After you are registered by the lab coordinator, your user id and password will be sent to your NU e-mail account. Then you can log on and change your password by going to "My Profile". Before you can start signing up for experiments, you will need your assignments sheet, and introduction emails from your experiments. You should log on frequently to check your account throughout the quarter. By the end of the term, you should have <u>20 credits earned</u> (or more if you missed sessions and incurred penalties).

How to Sign Up for Experiments

1. Log in to EMS
2. Go to "Study Sign-Up". This is a list of all ongoing experiments. The list will indicate which experiments have available timeslots. Only sign-up for experiments you are assigned to do. Make sure to check your assignment sheet.
3. Figure out which experiment you would like to sign up for and click on it for more information. Then to see the available timeslots, click on "View Time Slots for This Study".
4. Determine which timeslots you would like to sign up for; double-check that the date and time works with your schedule.
5. Enter in the Invitation Code and click on the "Sign-Up" button. If you are assigned to the experiment, the researcher will have emailed you the Invitation Code along with other necessary information.

> An Invitation Code is an experiment-specific code used to permit an experiment sign-up. All experiments will require an Invitation Code so that only assigned participants are able to sign up for timeslots. If you are assigned to an experiment but haven't received the invitation code, ask the researcher – though keep in mind that some researchers may not email the invitation code right away (i.e. to prevent everybody from signing up all at once).
>
> *This is <u>not</u> your *participant code* or *logon password.*

How to Cancel an Appointment

1. For most experiments, you may cancel an appointment **up to an hour before the start time**. Some experiments may require more advanced notice. To cancel, simply log in to EMS and click "My Schedule & Credits". Then, to the right side of the sign-up, click the "cancel" button. This page also shows how many credits you've earned, how many total credits are required (including any penalty credits), and any previous and upcoming sessions you have signed up for.