

# PARTICIPANT (STUDENT) DOCUMENTATION

## Introduction

The Study 'Canes System provides an easy method to sign up for studies and track your progress throughout the term. Everything is done through the web-based interface, so you can access the system at any time, from any computer, with a standard web browser. On this system, it is not necessary to use the Back button. You can always use the toolbar on the top of every screen to navigate anywhere on the site.

### ***Requesting an Account***

When you *first* go to the system's website (<https://miami.sona-systems.com/>), you will see a link to request an account. Click the link, and you will be asked to provide some basic information. You should receive an email notification immediately afterward with your login information. You will be assigned a default password, which you will be asked to change after your first login. The email will come from the administrator's email address (listed on the request account page), so be sure to set your junk mail filters to allow email from that address. If you did not receive your login information, check your email program's junk mail folder. The most common reason for not receiving login information is that your email program misclassified the email as junk mail.

### ***Logging In***

Once you have your login information, go to the front page of the site and enter your user ID and password to log in. After you complete these tasks, you will see the Main Menu.

### ***Retrieving a Lost Password***

If you ever forget your password, you have your password emailed to you. You will see an option on the front login page. Your password will be emailed immediately after you submit the form, and should arrive in your email box momentarily.

### ***Changing Your Password and Other Information***

If you would like to change your password or other information about yourself, choose My Profile from the top toolbar. If you would like to change your password, type your new password (twice, for confirmation) in the provided boxes. If you would *not* like to change your password, simply leave these boxes empty.

Certain events in the system will cause an email notification to be sent to you. Most often, these are notifications that you have received credit for a study, or a confirmation that you have signed up for a study. Your email address is also displayed to the researcher when they view who is signed up for their study, in the event they need to contact you. You may use any email address you like.

**Whatever address you have in your profile is the address where all notifications will be sent.**

## Studies

In the Study 'Canes System you may view studies and sign up for those that interest you and where you meet any special eligibility restrictions. You may cancel your sign-up through the system as well. Along with studies that require you to go to someone's lab, you may see some studies that are online studies. You should read the details of these studies closely, but generally

you may participate in them online. It is usually assumed you will participate in the study shortly after you sign up for it, though you have until the Participation Deadline Date to participate.

### ***Viewing Studies***

To view a list of studies, click on Studies from top toolbar. You will see a list of studies. A brief description of each will be listed, as well as any special requirements that may restrict your eligibility to participate in the study.

Studies that currently have available participation times (timeslots) will have “TIMESLOTS AVAILABLE” listed next to the name of the study. If no studies have available timeslots, you may want to logon to the system a few days later to see if new timeslots have been added. You may also select a specific date to view studies with available timeslots on that date. To view more information about a study, click on the name of the study.

### ***Two-Part Studies***

Some studies are two-part studies, where you must sign up for both parts of the study at once, and the two parts must be scheduled a certain number of days apart. These studies will be clearly marked, and the system will ensure you are only able to sign up for timeslots with the appropriate amount of time between the first and second part.

### ***Signing Up For Studies***

To sign up to participate in a study, find one you would like to be in (see Viewing Studies). Click on the study name for more information. You will see a list of any special restrictions or eligibility requirements, as well as a contact person if you have questions about the study. If the study has a principal investigator listed, you can click their name to view full contact details. In most cases, it is preferred to contact the person listed as the researcher if you have specific questions.

Some restrictions are automatically enforced by the system. If the study has certain prerequisites or disqualifiers (studies you must *not* have participated in to participate in this study), those may be listed, as well as a note about whether you meet those eligibility requirements. If you have signed up for a study with another study listed as a disqualifier, then you will be prevented from signing up for the other study, since it is a disqualifier for a study you are currently signed up for.

The study may have other restrictions listed as Eligibility Requirements. An example of an eligibility requirement is “Left-handed people only.” If listed, then the system does *not* enforce this restriction, but you should only sign up for the study if you meet this restriction. If you sign up for the study and you do not meet the restrictions, you will not receive credit for the study.

If the study is not an online study, then the sign-up and cancellation deadlines for the study will be listed, and those are based on the date of each timeslot.

If you are viewing a study which you have signed up for in the past and already participated, you are not allowed to sign up for it again, and you will not see the list of timeslots for the study.

You may only sign up for a timeslot up until a certain time before that timeslot is scheduled to

occur. The system will not show a Sign Up button for timeslots if it is too late to sign up. If you sign up for a timeslot and you already have another signup in the system that conflicts with that appointment time, the system will warn you of the scheduling conflict (though it will not prevent the sign-up).

Once you have determined you meet all the requirements, click on View Timeslots for This Study and you will see a list of available timeslots. Choose a timeslot that is convenient for you, and click Sign Up.

After you click Sign Up, you will see information displayed confirming the time and location of the study you plan to participate in. You will also receive an email confirmation. You are now signed up for the study. To cancel your sign-up, see Canceling a Sign-Up (next).

### **Canceling a Sign-Up**

If you need to cancel a timeslot you have signed up for, you can do this from the My Schedule and Credits page. Choose the My Schedule/Credits option from top toolbar. You will see listed all the studies you have signed up for, as well as those you have completed (see the Tracking Your Progress section of this documentation for more information).

Studies you have signed up for that you are allowed to cancel will have a Cancel button next to them. There is a time limit before the study is to occur, when it is too late to cancel. This restriction may be listed at the bottom of the page, or can be found by clicking on the study name and viewing the study details.

Once you click Cancel, you will see a confirmation page. You will also be warned if your cancellation might affect your ability to participate in other studies you have signed up for, due to pre-requisite restrictions. If the cancellation will affect your ability to participate in another study you are signed up for, it is *your* responsibility to deal with this issue (usually by canceling the dependent study as well). The system will warn you, but will not block the cancellation.

Click Yes to cancel your sign-up, and the sign-up will be cancelled immediately.

If you cancel the first part of a two-part study, the second part will also be cancelled. If you cancel the second part of a two-part study, the first part will *not* be cancelled, but you will need to ask the researcher to sign you up for the second part again, if you would like to participate in it at a later date.

## **Tracking Your Progress**

You may track your progress through the research requirement at any time by choosing the My Schedule/Credits option from the top toolbar.

When you view this page, you will see at the top a list of the number of credits you are expected to earn, and how many you have earned so far. Below that, if you have signed up for any studies, those are listed as well. In the list of studies, you will see information about your credit status.

If you failed to appear for a study, you will receive a no-show point. That will be displayed in your progress. Next to each credit or penalty, you can also see any comments the researcher left regarding the study and your credit for it. In cases where the study was set up for monetary

compensation and not credits, your participation will be noted as “participated.” This is done to ensure your eligibility for any studies where the study you just completed is a pre-requisite study.

Non-study credit is also listed. Non-study credit is granted for writing an article critique.

If you are making up research credits that you did not complete in a previous semester, it is possible that older records of your participation are in the system, but not displayed. If so, you’ll see an option to view the older records as well.

## Frequently Asked Questions

*Immediately after I login, as soon as I click on any menu option, I am taken back to the login page and I see a message that my authentication has expired. What does this mean?*

Your web browser is not properly configured to accept cookies. You should turn on cookies in your web browser, use a different web browser (for example, try Firefox if you are currently using Internet Explorer), or try a different computer. Detailed instructions can be found if you go to the site and enter the url “cookie\_help.aspx” in place of “default.aspx” in the address bar of the browser, when you are on the front page of the site. Another easy thing to try is simply to use another computer. Usually the computers in university computer labs are configured correctly.

*I participated in a study, but I have not received credit. How do I receive credit?*

The researcher must grant you credit. This is usually done shortly after your participation. If it has been some time and you have still not received credit, contact the researcher.

*Who can see the information about my sign-ups? I don’t want everyone to know which studies I signed up for.*

Only the researcher and principal investigator of the study may see that you have signed up for it, along with the subject pool administrator. No other users, including other researchers or your instructor, may see this information.

*How do I change the email address where email notifications from the system are sent?*

Provide an Alternate Email address and notifications will be sent there. See the Email Address Options section of this documentation for more information.

*I wrote article critiques instead of participating in studies. How do I know I have completed my requirements?*

Non-study credit will not be displayed on the Study ‘Canes system. If you have written article critiques and taken them to your instructor or TA, that person is responsible for seeing that you are credited at the end of the semester. It is always a good idea to save the file you wrote the critique in, just in case of a problem later.

*I attempted to sign up for a study, and I was prevented from doing so because the study I was trying to sign up for is a disqualifier for another study I am scheduled to participate in. Why is this?*

If you have signed up for a study that has disqualifiers (studies you must *not* have participated in to participate in that study), you may not then sign up for the studies that are listed as the disqualifier studies. You *are* allowed to sign up for the disqualifier studies if the disqualifier study will take place after the study with disqualifiers, or if you have already participated in (and received credit for) the study with disqualifiers. The easiest way to sign up for both studies is to schedule the disqualifier study at a time later than the study with disqualifiers.

For questions, send email to [StudyCanes@psy.miami.edu](mailto:StudyCanes@psy.miami.edu)