



## HSP How-To Guide

A step-by-step guide including instructions for creating a new HSP account accompanied with screenshots for visual reference. Tips to ease process and prevent future complications are also included.

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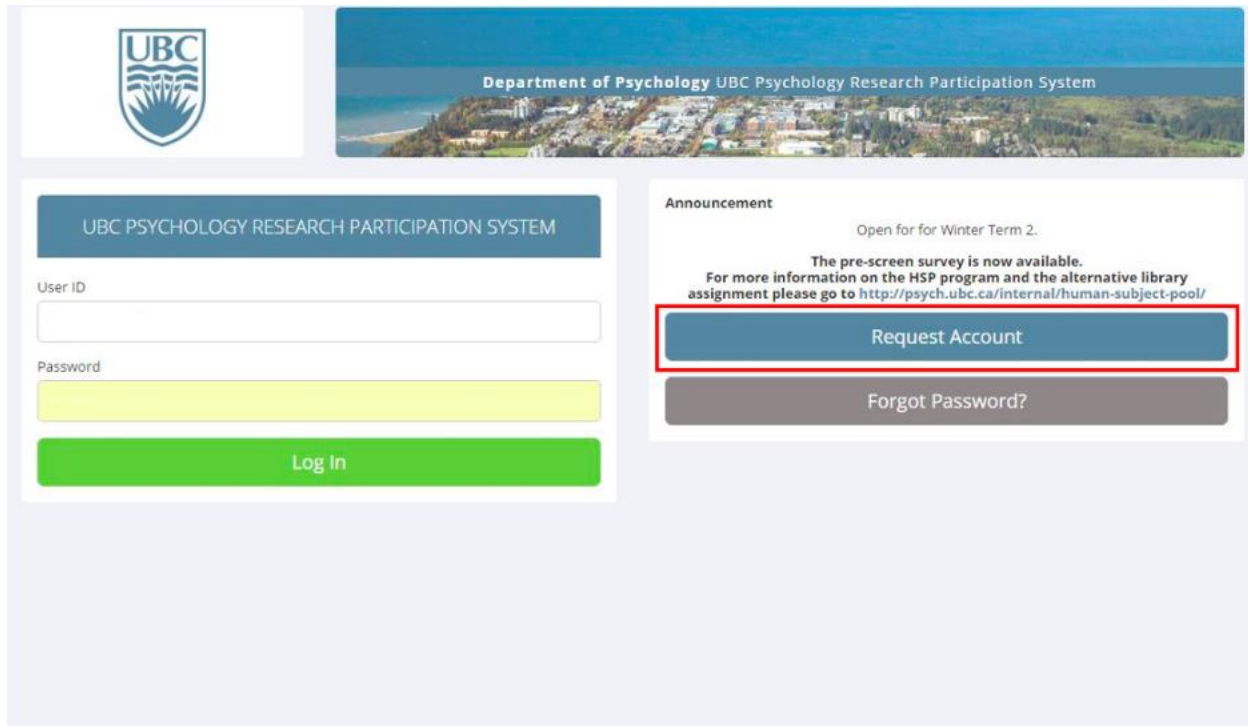
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## Creating an Account

To access the Human Subject Pool, you can reach the webpage at <https://hsp.psych.ubc.ca/>. You will be taken to this homepage.

### Step 1: Requesting an Account

- To create an account, click on “Request Account” and fill out the following information.



The screenshot shows the homepage of the UBC Psychology Research Participation System. At the top left is the UBC logo. The header features a blue banner with the text "Department of Psychology UBC Psychology Research Participation System" over a background image of a city. Below the header, on the left, is a login form titled "UBC PSYCHOLOGY RESEARCH PARTICIPATION SYSTEM" with fields for "User ID" and "Password", and a green "Log In" button. On the right, there is an "Announcement" section with the text "Open for for Winter Term 2." and "The pre-screen survey is now available. For more information on the HSP program and the alternative library assignment please go to <http://psych.ubc.ca/internal/human-subject-pool/>". Below the announcement are two buttons: "Request Account" (highlighted with a red box) and "Forgot Password?".

## Step 2: Inputting Information

- Ensure that your information matches the registered information given to UBC.
- Enter your official UBC email or the email address you use for other UBC activities.
- User IDs are used each time you sign into the system and can be up to 30 characters in length and contain letters and numbers.
  - **Tip!** Use your CWL username to help easily remember your user ID.

**ACCOUNT INFORMATION**

First Name

Last Name

User ID

Email Address

Email Address (re-enter for verification)

Student ID Number

Telephone (optional)

### Step 3: Selecting Courses

- Scroll through the list of courses and click on the courses in which you are enrolled.
- Make sure that your course number, as well as your professor information, is correct.
  - This can be confirmed on your class schedule on SSC or on your class syllabus.

The screenshot shows a web interface for selecting courses. On the left, under the heading "Course(s)", there is a scrollable list of "Available Courses". The first course, "PSYC\_101\_008\_MWF\_CLARK", is highlighted in blue. Below this list is a "Request Account" button. On the right, there is a box labeled "Selected Courses" containing two courses: "PSYC\_101\_007\_TTH\_FERGUSSON" and "PSYC\_102\_006\_MWF\_ODIC". A double-headed arrow points between the two lists.

Available Courses	Selected Courses
PSYC_101_008_MWF_CLARK	PSYC_101_007_TTH_FERGUSSON
PSYC_102_003_MWF_LAM	PSYC_102_006_MWF_ODIC
PSYC_102_004_MWF_RAWN	
PSYC_102_005_MWF_ODIC	
PSYC_102_007_TTH_KLONSKY	
PSYC_102_008_MWF_PAULHUS	
PSYC_102_009_MWF_PAULHUS	
PSYC_102_902_W_HAMILTON	
PSYC_102_V01_WFD_LAM	

Request Account

### Step 4: Confirming Account

- Click on "Request Account" and check your email for the confirmation email
- This will contain your login information. Keep this information somewhere safe.

### Step 5: Completing Pre-screening Survey

- Upon entering the system, you will be prompted to complete a pre-screening survey.
  - By completing this pre-screening survey, you will earn your first half a credit towards your course grade and will become eligible for more studies.
- If there is a backlog of students completing this survey, you can skip it and come back at another time to complete it.
- During the pre-screening survey, your HSP identification number will be created.
  - This is the first four digits of your student number, two digits of your birth month and two digits of your birthday.
  - For example, if your student ID is 1234567, and your birthday is August 1, your ID would be 1234 + 08 + 01 = 12340801.

# Homepage and Features

## Right side of the dashboard

- **Credits Overview:** Summarizes how many credits you have earned and how many credits you have pending.
  - **Pending credits:** Mean that the researcher has yet to assign you your credits, this will be done shortly.
- **Upcoming appointments:** Lists studies you have signed up for but have yet to complete.

## Left side of the dashboard

- **Study Sign-Up:** Find the list of available studies.
- **My Schedule & Credits:** View/change/reassign credits and cancel studies.
- **My Profile:** View/edit your profile information.
- **FAQs:** Frequently Asked Questions.

Home Studies My Schedule/Credits FAQ My Profile Logout

Sigmund Freud (Participant)

**Study Sign-Up**

VIEW AVAILABLE STUDIES

**My Schedule & Credits**

- View or cancel my study appointments
- ★ View studies I've participated in, and see if credit has been granted
- ★ View other Credits I've earned

**My Profile**

- 🔒 Change password
- 👤 Modify contact information
- ✉ Change your email address

**FAQ**

🗨 Find answers to common questions

**Credits Overview**

★ 3 Credits Earned

★ 1 Credits Pending

**Upcoming Appointments**

**Classroom Climate in UBC Classrooms**

📅 Thursday, 3 December 2020 ⌚ 22:59 🟢 Online

# Studies and Credits

## Finding Studies

- Click on “View Available Studies” on the homepage.
  - You can filter through studies with available timeslots on specific days by changing the date in the top right corner.

Currently Viewing: **All Studies**

View studies with available timeslots on :

Thursday, 22 October 2020

GO

Available?	Study Information	Eligibility
Timeslots Available	<b>Cognition and Personality (Online)</b> (1 Credits) This examines the connection between various personality traits and thinking styles. It requires up to an hour of concentration.	
Timeslots Available	<b>Music Reaction Study</b> (1 Credits) The present study aims to assess your reaction to different types of music and collect information about college students' music listening habits.	Participants must be UBC first-generation Chinese undergraduate students, migrating to Canada between 2007-2017

- Click on a study that interests you for credit, study and researcher information, study type (online or lab study), duration of study, and timeslots available.

Study Information

<b>Study Name</b>	Spiritual beliefs and life events 1
<b>Study Type</b>	<b>Online Study</b> This study is an online study on another website. To participate, sign up, and then you will be given access to the website to participate in the study.
<b>Credits</b>	0.5 Credits
<b>Duration</b>	30 minutes
<b>Sign-Up Restrictions</b>	You must NOT have signed up or completed ANY of these studies: Spiritual beliefs and life events
<b>Abstract</b>	This study investigates how people's beliefs affect their moral judgments and evaluations of social situations.
<b>Description</b>	This study examines people's understanding of life events and their beliefs about the world. Participation will take 20 - 30 minutes, during which time you will be asked to describe your personal attitudes and beliefs through a series of questionnaires.
<b>Website</b>	You may not view the website until you sign up for this study.
<b>Researcher</b>	Cindel White
<b>Principal Investigator</b>	Ara Norenzayan

## Signing up and Allocating Credits

- Choose a suitable timeslot and ensure that it is not full by finding a green “Sign Up” button next to the time.
- Select the course in which you would like the credit allotted.
- Click the “Sign Up” button.

Tuesday, 8 March 2016 17:00 - 18:00	Kenny 2533	PSYC_218_003_MWF_RAWN	Sign Up
Thursday, 10 March 2016 12:00 - 13:00	Kenny 2533	PSYC_218_003_MWF_RAWN	Sign Up
Thursday, 10 March 2016 13:00 - 14:00	Kenny 2533	PSYC_302_004_MWF_HAMLIN	Timeslot full.
Thursday, 10 March 2016 14:00 - 15:00	Kenny 2533	PSYC_218_003_MWF_RAWN	Sign Up

## Reallocating Credits

- Click “View studies I’ve participated in and see if credit has been granted” on the left side of the homepage.
- Click on “Reassign” for the specific credits you wish to be reassigned.

Credits Credits Earned by Course

Overall Credits Earned: **2** Overall Credits Pending: **0** Overall Credits Requirements: **0**

**Overall Credits Requirements NOT Applicable if 0.** Your “Overall Credits Earned” is reset back to 0 at the beginning of Winter Term 2. To view your past Winter Term 1 credit activity, from the top menu choose My Schedule/Credits and under “Comments” your study participation history is listed. This information is for ARCHIVAL purposes only. For students registered in 6 credit courses (e.g. Psyc 100), subject pool credits recorded in Winter Term 1 will be combined with Winter Term 2 credits earned.

Study Signups

Study	Time	Location	Credit Status	Course	Comments	Cancel?
Non-study credit assessed by System Administrator.			2 Credits granted on 23 March 2016.	PSYC_207_003_MWF_FERGUSSON		

**Reassign**

- Pick a new course from the dropdown menu to assign the credit(s).

Credit Reassignment

You may reassign this credit to a different course. Please choose the course below.

Course for Credit Assignment

PSYC\_207\_003\_MWF\_FERGUSSON  
PSYC\_207\_003\_MWF\_FERGUSSON  
PSYC\_218\_001\_MWF\_CHEN  
**Reassign Credit**



## Canceling a study

- Click on the study in the “Upcoming Appointments” section on the homepage.
- Find the study you wish to cancel and click on “Cancel?”

<b>Engagement in a Virtual World (Online)</b> <b>Study Type:</b> Online Study <b>Credits:</b> 1.5 Credits	3 December 2020 12:00		1.5 Credits granted on 9 September 2020.	2020W1-PSYC-308A-102-SCHALLER		
<b>Classroom Climate in UBC Classrooms</b> <b>Study Type:</b> Online Study <b>Credits:</b> 1 Credits	3 December 2020 22:59	<a href="#">View Study Website</a>	Awaiting action from researcher	2020W1-PSYC-308A-102-SCHALLER		<a href="#">✕ Cancel?</a>
<b>Perfectionism and Personality Dysfunction</b> <b>Study Type:</b> Online Study <b>Credits:</b> 1 Credits	3 December 2020 22:59		1 Credits granted on 11 September 2020.	2020W1-PSYC-308A-102-SCHALLER		

- Confirm your cancellation request by clicking on “Yes, I want to cancel”

### Cancel Study Signup

**IMPORTANT:** You may cancel a study sign-up up to 1 hours before the Participation Deadline date. If you decide to cancel, you will receive an email confirmation of the cancellation, for your records.

Study Name	Classroom Climate in UBC Classrooms
Participation Deadline	3 December 2020 22:59
Website	<a href="#">View Website</a>
Researcher	Simon Lolliot Office: ORCH 3071 Phone: 6048273765 Email: slolliot@psych.ubc.ca
Principal Investigator	Simon Lolliot

Would you like to cancel this sign-up?

[Yes, I want to cancel](#)

[No, I do not want to cancel](#)

**Tip!** Show up on time for your HSP studies! Once you accumulate TWO unexcused no-shows, you may no longer participate in studies. You can cancel an appointment up to ONE HOUR before a study through the HSP system—do not email the researcher.