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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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.
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.

<table>
<thead>
<tr>
<th>ACCOUNT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name</strong></td>
</tr>
<tr>
<td>Sigmund</td>
</tr>
<tr>
<td><strong>Last Name</strong></td>
</tr>
<tr>
<td>Freud</td>
</tr>
<tr>
<td><strong>User ID</strong></td>
</tr>
<tr>
<td>sigfreud</td>
</tr>
<tr>
<td><strong>Email Address</strong></td>
</tr>
<tr>
<td><a href="mailto:sigmund.freud@ubc.ca">sigmund.freud@ubc.ca</a></td>
</tr>
<tr>
<td><strong>Email Address (re-enter for verification)</strong></td>
</tr>
<tr>
<td><a href="mailto:sigmund.freud@ubc.ca">sigmund.freud@ubc.ca</a></td>
</tr>
<tr>
<td><strong>Student ID Number</strong></td>
</tr>
<tr>
<td>12345678</td>
</tr>
<tr>
<td><strong>Telephone (optional)</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
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.

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.
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.

- 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**

<table>
<thead>
<tr>
<th>Study Name</th>
<th>Spiritual beliefs and life events 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Study Type</strong></td>
<td>Online Study</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Credits</strong></td>
<td>0.5 Credits</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>30 minutes</td>
</tr>
<tr>
<td><strong>Sign-Up Restrictions</strong></td>
<td>You must NOT have signed up or completed ANY of these studies: Spiritual beliefs and life events</td>
</tr>
<tr>
<td><strong>Abstract</strong></td>
<td>This study investigates how people's beliefs affect their moral judgments and evaluations of social situations.</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Website</strong></td>
<td>You may not view the website until you sign up for this study.</td>
</tr>
<tr>
<td><strong>Researcher</strong></td>
<td>Cindel White</td>
</tr>
<tr>
<td><strong>Principal Investigator</strong></td>
<td>Ara Norenzayan</td>
</tr>
</tbody>
</table>

[View Time Slots for This Study]
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.

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.

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

- Confirm your cancellation request by clicking on “Yes, I 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.