Participant Instructions - Creating an Account

Note that the business EMS system is entirely separate from the one used in psychology. You will need to create an account specifically for use in business.

The EMS provides an easy method for you to sign up for studies and track your progress throughout the term. Everything is done through the software's web-based interface, so you can access the system at any time, from any computer, using a standard web browser.

CREATING AN ACCOUNT:

Go to http://ureginabusresearch.sona-systems.com and click the link to **"New participant? Request an account here."** on the front page of the site.

You <u>must</u> use your University of Regina User ID when creating an account and when accessing the EMS system. Your User ID is the identifying part of your official University of Regina e-mail address. For example, if your e-mail address is **smith23k**@uregina.ca you should enter **smith23k** as your User ID (the same User ID you use for URCourses). Do <u>not</u> use your student number (e.g., <u>not</u> 200200041) and do <u>not</u> use your Hotmail or Gmail account. Please include this User ID whenever you contact the participant pool coordinator. (See the screen captured example on the next page)

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University of Regina

experiment management system

Paul J. Hill School of Business

Request an Account

Your login information will be emailed to you as soon as you request the account, so you may login immediately. You will need to check your email for specific login instructions. If you have junk mail (spam) filters configured for your email, please configure the filters to accept email from ureginabusresearch-admin@sona-systems.net, as emails from the system will often be sent from that address.

This form should only be used by participants. Researchers will have their accounts created for them automatically.

You must enter a User ID that maps to your valid @uregina.ca email address. It is not necessary to type in *@uregina.ca* when entering your User ID.

Account Information

First Name

Last Name

User ID   smith23k   @uregina.ca

User ID (re-enter for verification)   @uregina.ca

Student ID Number

Telephone (optional)

Course(s)   – Select a Course –
BUS 100 002 B. Anderson
BUS 100 004 S. Campbell
(hold the Ctrl or Apple key and click for multiple courses)

[Request Account]

(Your request may take a moment to process. Please click the Request Account button only once.)

Only your U of R User ID will be accepted by the system!

Take special care when selecting course(s). Make sure you select the correct course and the correct section when identifying any research credit eligible course in which you are enrolled. To select multiple research credit eligible courses, hold down the Ctrl key (Apple key for Macintosh users) (those courses and sections will light up in blue). If necessary, you can change your course enrollments at any time after your account has been created and you have successfully logged into the system.

After you create an account, the EMS will email you a temporary password, which you may change after you successfully log in for the first time. Your password will <u>not</u> be the same as your uregina.ca e-mail password. Do <u>not</u> use your uregina.ca password to try to access the system! You will receive your password via an e-mail notification with login instructions for the system. **That email will go to your uregina.ca account.** The email will come from ureginabusresearch-admin@sona-systems.net.

Please check your uregina.ca account for your password. If you have your uregina.ca email forwarded to another system (e.g., Hotmail), it might be seen as junk mail and discarded. Check your uregina.ca account. If you do not have a uregina.ca account, please contact Computing Services at it.support@uregina.ca.

LOGGING IN:

Once you have your login information, go to the EMS website and enter your user ID and EMS password to log in. Again, the EMS website address is

http://ureginabusresearch.sona-systems.com

Once you have logged in you can change your password to another more familiar one by going to My Profile on the toolbar.

Within My Profile you can also change other setting, such as the list research eligible courses in which you are enrolled. This is useful as terms change or if you add or drop courses within a given term.

Note that login sessions will expire after a certain period of inactivity (about 20 minutes). If this happens, you can always log in again. When you are done using the system, it is best to log out explicitly rather than merely closing the browser. Logging out is done by choosing *Log Out* from the toolbar.

For information on signing up for studies, please see the separate **Participant Instructions - Signing Up for Studies** document posted on the Business Participant Pool web page.

If you have any questions about the Participant Pool, please contact the Participant Pool Coordinator. The coordinator's address is business.participant.pool@uregina.ca.