

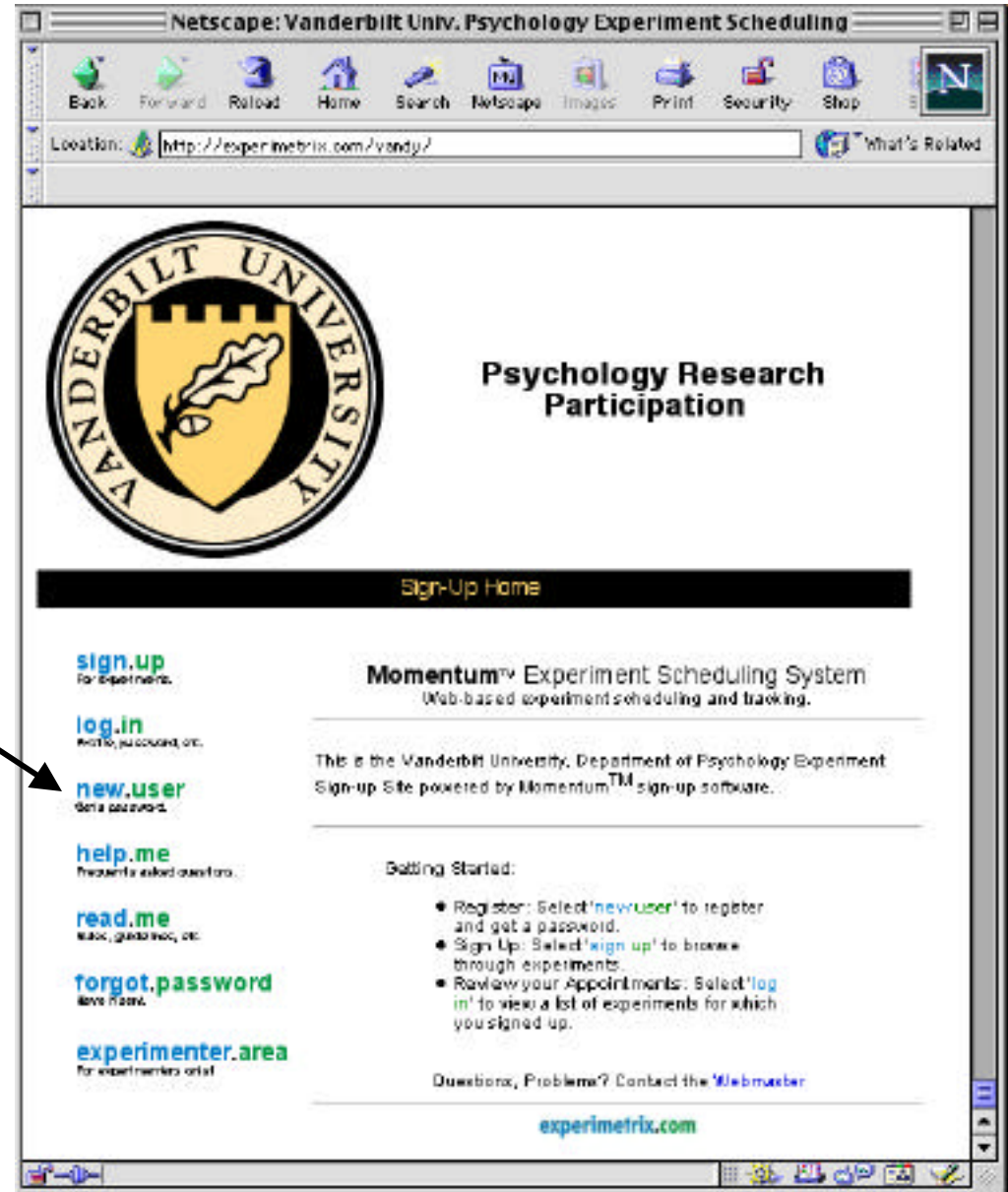
# Signing up for Psychology Experiments Instructions

- <http://experimetrix.com/vandy/>
- Experimetrix is a web site that handles the scheduling of all of the psychology experiments available for credit. It also keeps track of which experiments you participated in and how many credits you earned.
- You need to register to use the system (instructions are included here). You will need an e-mail address to register. You only need to register once.
- After you've registered, you may check the web site any time throughout the term for available experiments. Signing up for experiments is a one-click process!
- **Contents**
  - How to register (7 steps)
  - How to sign up for experiments (5 steps)
  - How to see your schedule, cancel experiments, check your credits, etc. (3 steps)
- **For help, contact [suzie.dukic@vanderbilt.edu](mailto:suzie.dukic@vanderbilt.edu)**



## REGISTERING (Step 1 of 7)

- Open any web browser
- Point browser to home page:  
**<http://experimetrix.com/vandy/>**
- Click on  
[new.user](#)



## REGISTERING (Step 2 of 7)

- Fill in **all** of the requested information, especially your student number (ID number)
- Make sure your student number is correct
- When you're done, press "register"

Netscape: Vanderbilt Univ. Psychology Experiment Scheduling

Location: <http://experimetrix.com/SPRegister/>

**Psychology Research Participation**

[Get A Password](#)

[Sign-Up Home](#) >> [Get A Password](#)

We need your name and student ID so you will get proper credit for the experiments in which you participate (we won't give your student ID out to anyone).

We will send your password to the e-mail address you specify.

[Register](#)

First Name:

Middle Name:

Last Name:

Student Number:

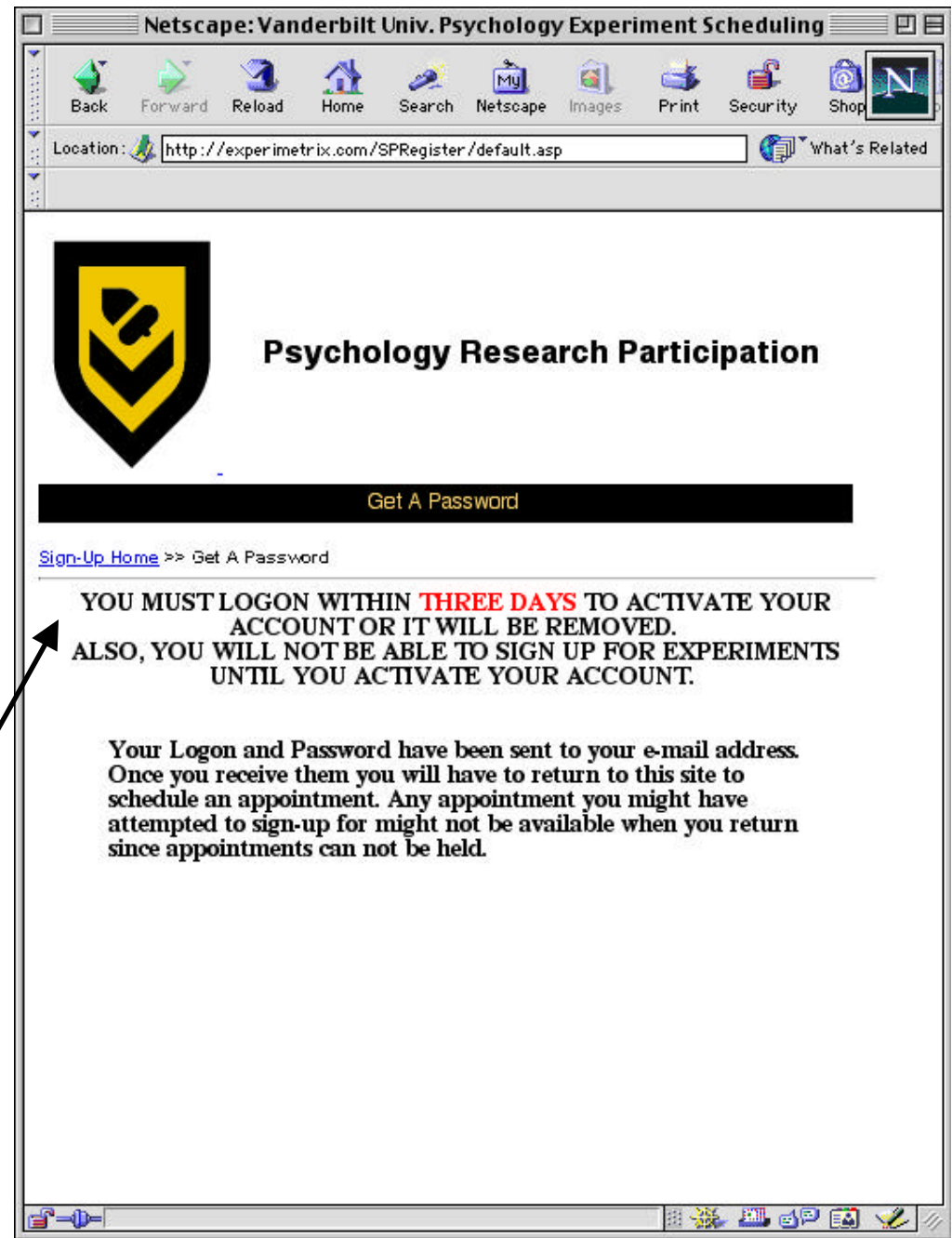
For example: 123456789 (no spaces, dashes)

E-Mail Address:

Confirm Your E-Mail Address:

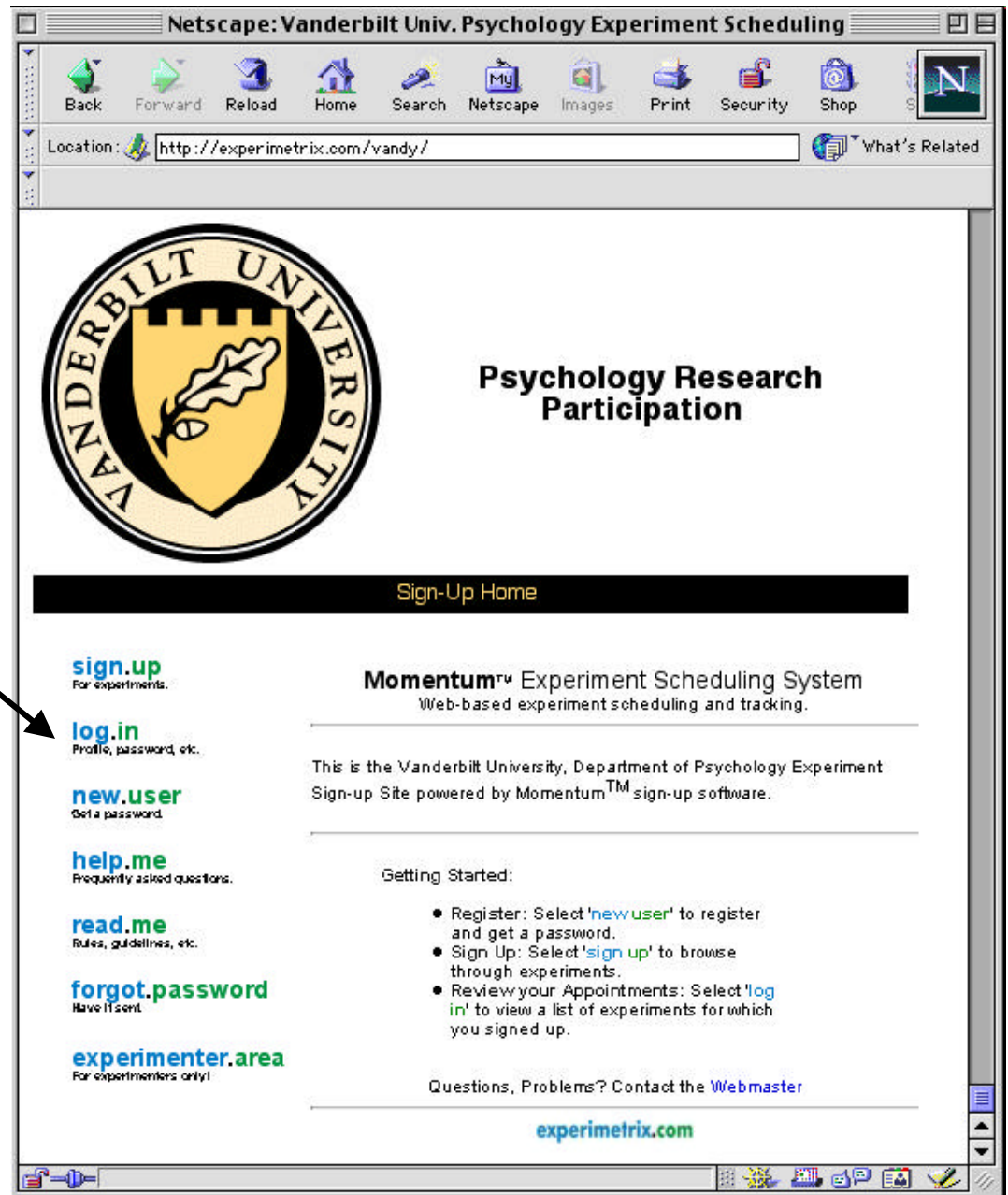
## REGISTERING (Step 3 of 7)

- Your logon and password will be mailed to your e-mail account, so check your e-mail.
  - It may take a few minutes to arrive.
- After you've received your login name and password, you should log in. To log-in, return to the home page from this page by clicking on "sign-up home"



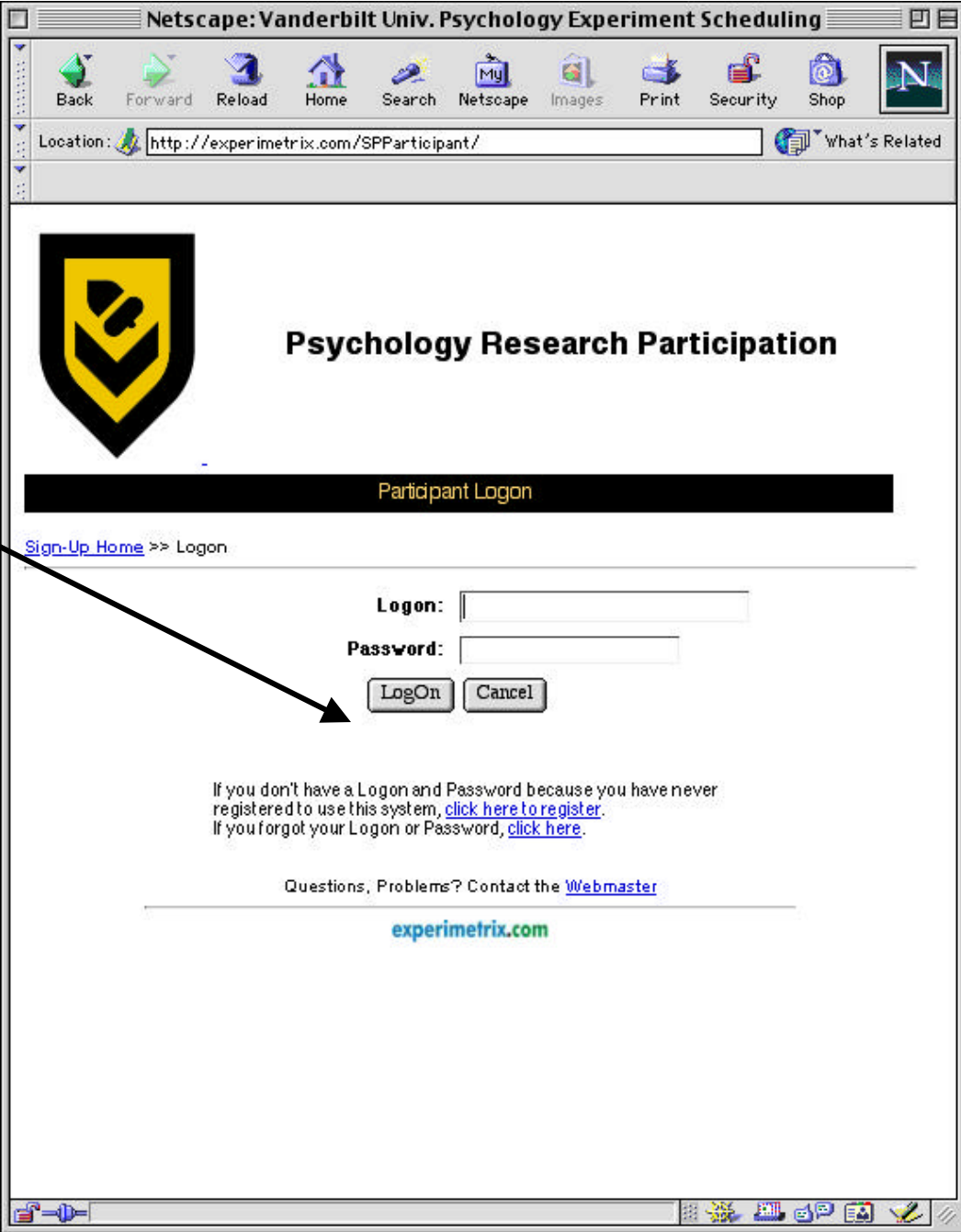
## REGISTERING (Step 4 of 7)

- IMPORTANT: You need to log in to activate your account and to tell us which course you're in.
- Click on [log.in](#)



## REGISTERING (Step 5 of 7)

- Enter your LOGON and PASSWORD
- Click on “LogOn”

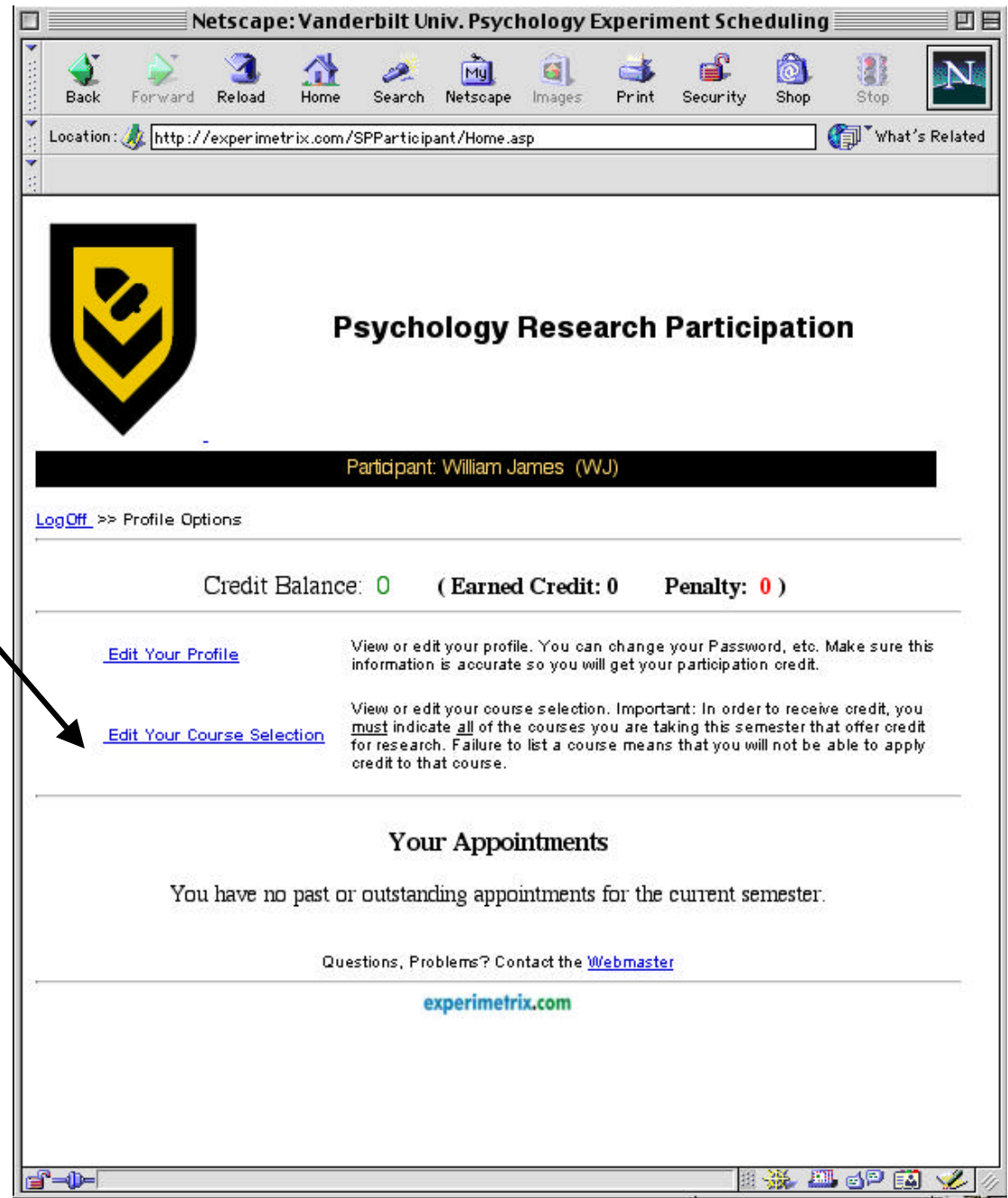


The screenshot shows a Netscape browser window titled "Netscape: Vanderbilt Univ. Psychology Experiment Scheduling". The address bar displays "http://experimetrix.com/SPPParticipant/". The page features a yellow and black shield logo on the left and the title "Psychology Research Participation" on the right. Below the title is a black bar with the text "Participant Logon" in yellow. A link "Sign-Up Home >> Logon" is present. The login section includes fields for "Logon:" and "Password:", followed by "LogOn" and "Cancel" buttons. An arrow from the "LogOn" button in the instructions points to this button. Below the login fields, there is a message: "If you don't have a Logon and Password because you have never registered to use this system, [click here to register](#). If you forgot your Logon or Password, [click here](#)." At the bottom, it says "Questions, Problems? Contact the [Webmaster](#)" and "experimetrix.com".



## REGISTERING (Step 6 of 7)

- Click on “edit your course selection”



## REGISTERING (Step 7 of 7)

- Determine which course you're in and click on the corresponding "select" button.
- IMPORTANT: click on "apply changes"
- That's it: you're all done.  
To log off, click on "logoff" →

Netscape: Vanderbilt Univ. Psychology Experiment Scheduling

Back Forward Reload Home Search Netscape Images Print Security Shop Stop

Location: <http://experimatrix.com/SPParticipant/EditCourses.asp> What's Related

### Psychology Research Participation

Select Courses For Credit

[Log Off](#) >> [Profile Options](#) >> Select Courses For Credit

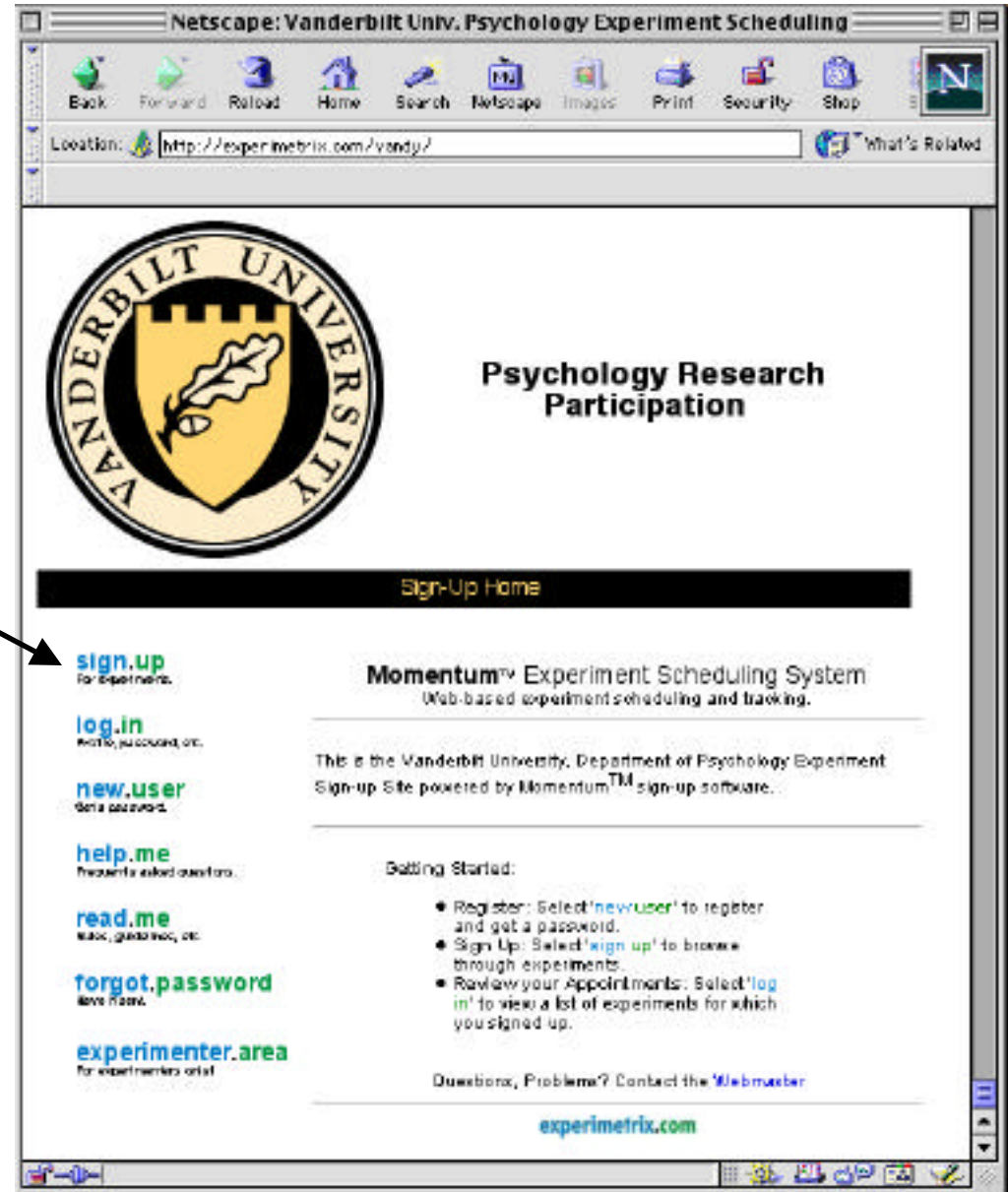
Select all the courses you are enrolled in that have a research participation requirement and then click 'Apply Changes'. The credit you earn from your participation will only be applied to the courses you select. You can change this at any time, just be sure to complete your selection before the end of the semester.

Course Number	Course Section Number	Course Name	Action
PSY 101	McNamara	General Psychology	<input checked="" type="checkbox"/> Select
PSY 115	Fox	Freshman Seminar: General Psychology	<input type="checkbox"/> Select
PSY 115	Odom	Freshman Seminar: General Psychology	<input type="checkbox"/> Select



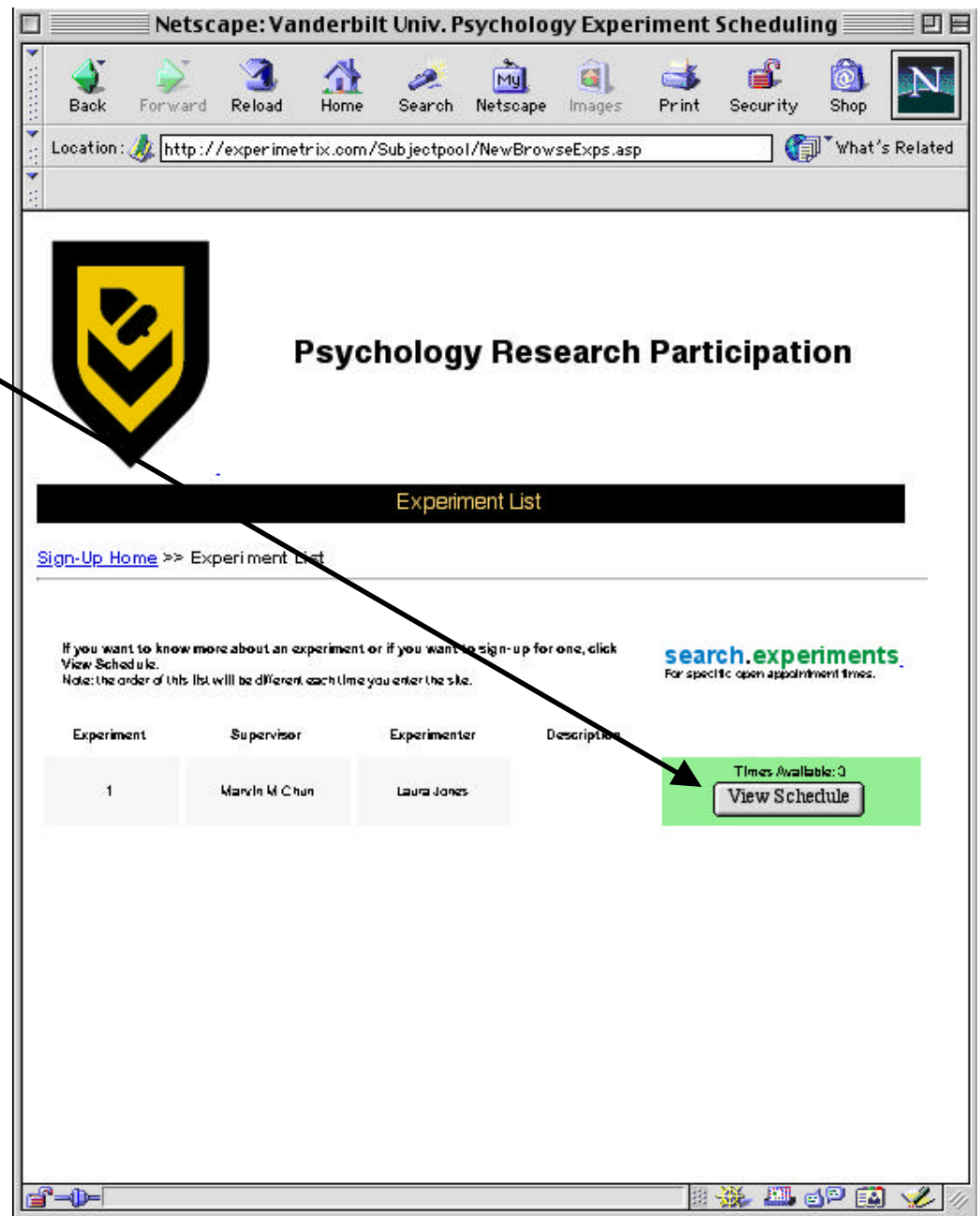
## SIGNING UP FOR EXPERIMENTS (Example: Step 1 of 5)

- Point browser to home page:  
**<http://experimetrix.com/vandy/>**
- Click on [sign.up](#)



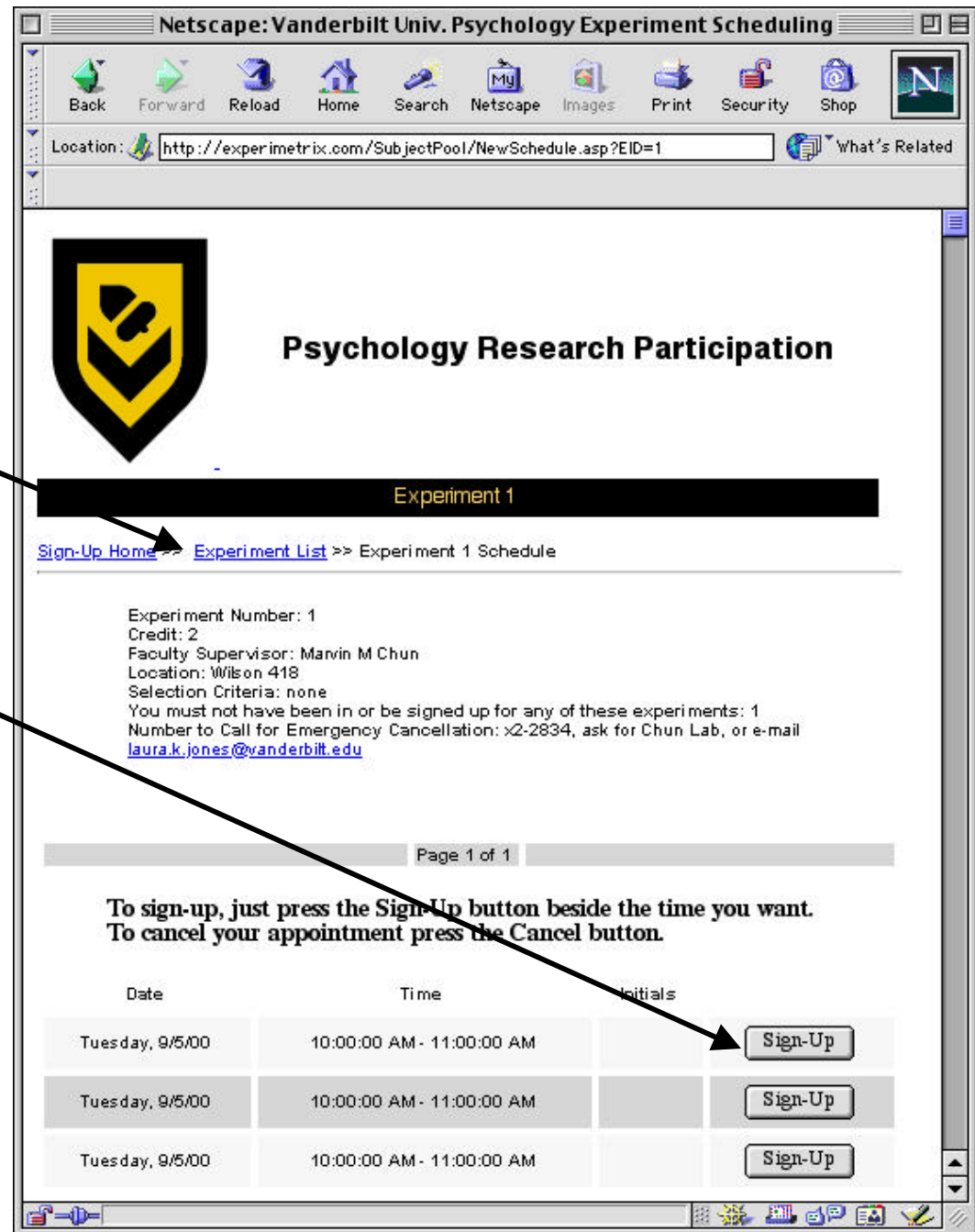
## SIGNING UP FOR EXPERIMENTS (Example: Step 2 of 5)

- Browse through experiments.
  - (This example only has one experiment, titled “1”. As the term progresses more experiments will appear here.)
- Click on “View Schedule”



## SIGNING UP FOR EXPERIMENTS (Example: Step 3 of 5)

- If you don't see a time you like, click on "Experiment List"; this will take you back to the list of experiments (Step 2).
- If you see a time you like, click on "sign-up"



## SIGNING UP FOR EXPERIMENTS (Example: Step 4 of 5)

- Fill in your LOGON and PASSWORD
- Click on “Signup”

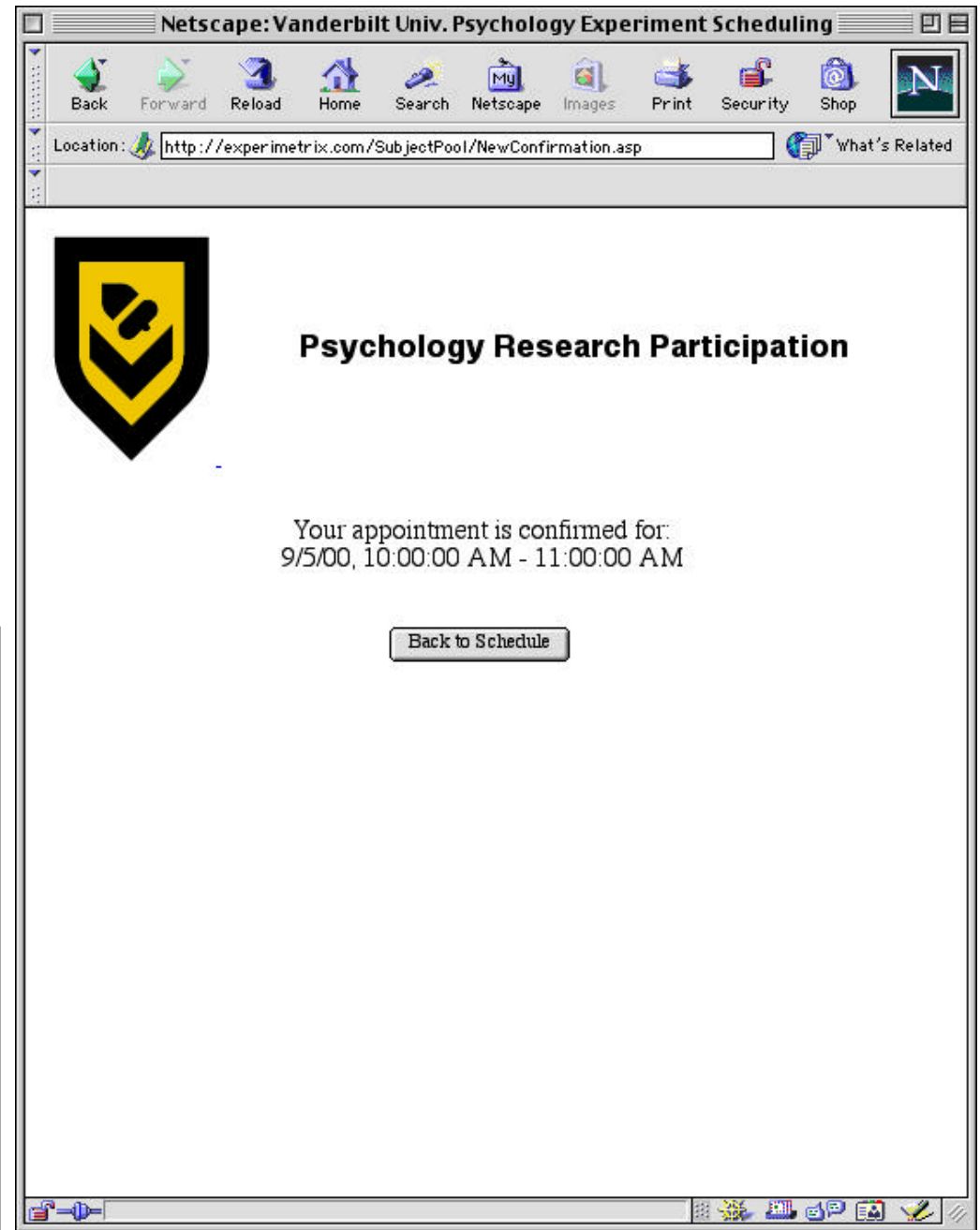
## SIGNING UP FOR EXPERIMENTS (Example: Step 5 of 5)

- That's it, you're done!
- You will also receive a confirmation e-mail.
- You may also receive an email from the experimenter giving you more specific information about the experiment.

### A NOTE REGARDING PAID EXPERIMENTS:

In addition to experiments that are offered for credit, some PAID research experiments may also be listed on experimetrix. All paid experiments have experiment numbers in the 100s and say PAID at the start of their description. You are welcome to sign up for a paid experiment, but note:

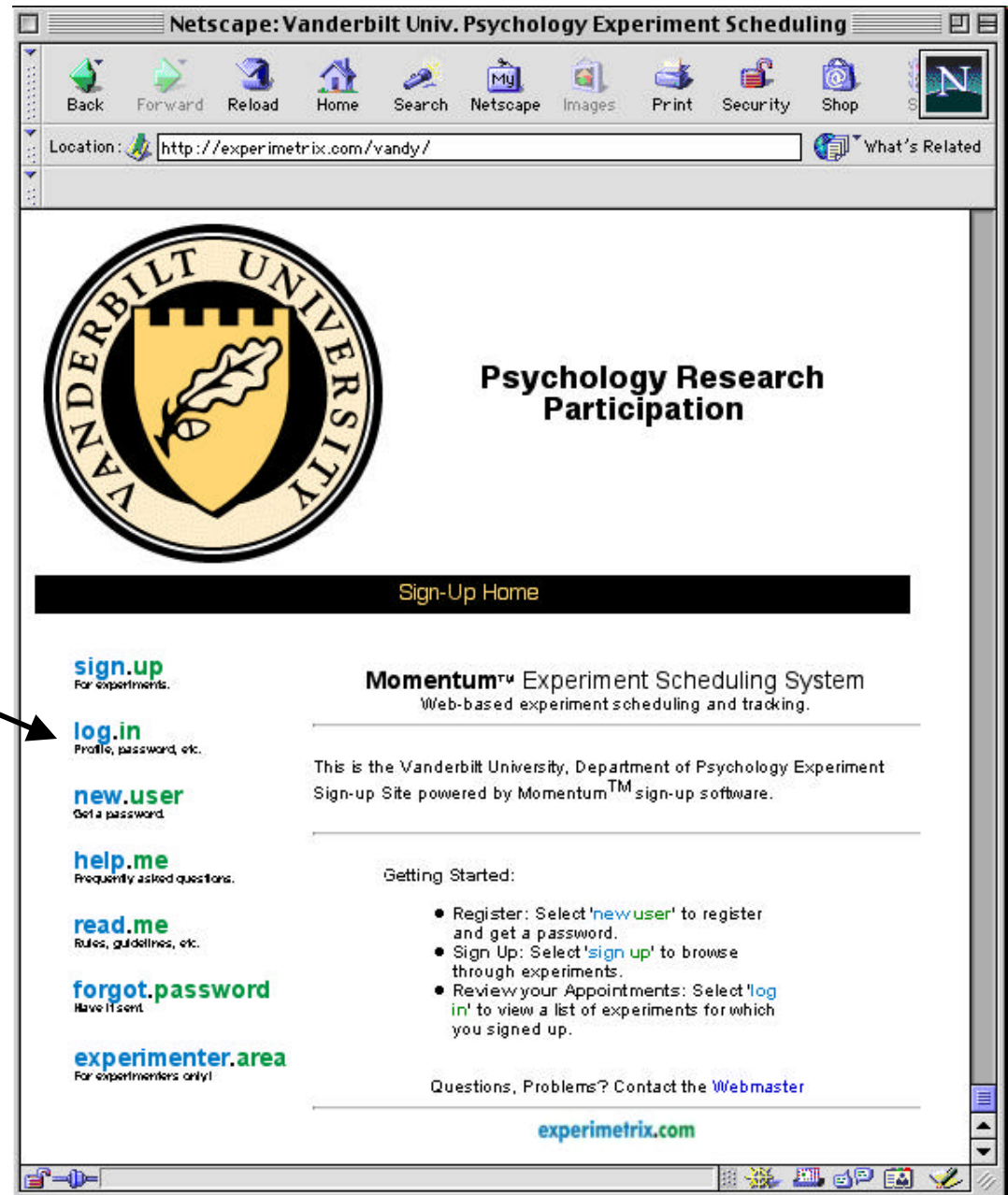
- 1) You will not receive course credit for any paid experiment that you participate in.
- 2) Paid experiments often have exclusion criteria indicating that you cannot sign up for the experiment if you previously participated in a similar experiment for research credit (the specific experiment number will be listed).





## CHECKING YOUR SCHEDULE AND ACCOUNT (Step 1 of 3)

- You may check your schedule and account
  - To see where your appointments are located.
  - To cancel.
  - To confirm how many credits you've earned.
- Click on [log.in](#)






## CHECKING YOUR SCHEDULE AND ACCOUNT (Step 2 of 3)

- Enter your LOGON and PASSWORD.
- Click on “LogOn”

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Location: <http://experimatrix.com/SPPParticipant/> What's Related

 **Psychology Research Participation**

Participant Logon

[Sign-Up Home](#) >> Logon

Logon:

Password:

If you don't have a Logon and Password because you have never registered to use this system, [click here to register](#).  
If you forgot your Logon or Password, [click here](#).

Questions, Problems? Contact the [Webmaster](#)

[experimatrix.com](http://experimatrix.com)

## CHECKING YOUR SCHEDULE AND ACCOUNT (Step 3 of 3)

- You may check your schedule and account
    - To see where your appointments are located.
    - To cancel, click on “cancel”.
    - To confirm how many credits you’ve earned.
  - Don’t forget to logoff when you’re done
- If you have to cancel an ☐ experiment on short notice, please ☐ contact the experimenter directly.☐
  - Failure to show for an experiment ☐ that you have not cancelled will ☐ result in a penalty of 1(ONE) ☐ credit.

