How do I use the MTSU Study Sign-Up System?

Sections:

1. Registration:
   - A user ID and password are required to log into the MTSU Study Sign-Up System.
   - If you received an email with your user ID and password for the MTSU Study Sign-Up System (and you have this information available), you may skip Section I and go directly to Section II.
   - Complete Section I if you don’t know your user ID and password for the MTSU Study Sign-Up System (either because you have never registered or you no longer have the information available).

2. Using the MTSU Study Sign-Up System:
   - If you know your user ID and password, go to Section II to learn how to use the MTSU Study Sign-Up System.

Section I: Registration
Before you can use the MTSU Study Sign-Up System, you may need to register.

Steps:

1. Get your user ID
2. Check your registration status
3. I need to register
4. I need to get my login information

Step 1: Get your user ID

Your user ID is your MTSU email user name. This ID is your user name for PipelineMT and is the user name people use to send you email at MTSU. This ID will be your initials, a number, and a letter. For example, for Robert Steven Jones, the login might be rsj2c. If you don’t know your user name, go to the MTSU web site (http://www.mtsu.edu) and click the link for PipelineMT. Click the Forgot your User Name? button on the right side of the screen and follow the instructions.
Step 2: Check your registration status

Go to:

http://mtsu.sona-systems.com/

(Note that www is not part of the address.) You will see the screen in Figure 1.

Figure 1: Login screen.

You should check to see whether or not an account has already been created for you. To do this:

1. Click Forgot Password? on the right side of the screen. You will see the screen in Figure 2.
2. Type in your user ID.
3. Click Email Password.

Figure 2: Retrieve password screen.

If a box appears above the box in Figure 2 with the message System Message: Password could not be sent. No user was found matching the specified user ID then you are not registered in the MTSU Study Sign-Up System. Proceed to Step 3: I need to register below.

If the system takes you back to the main screen in Figure 1 and a box appears with the message System Message: Login information sent to your email address then you are currently registered. Proceed to Step 4: I need to get my login information below.
Step 3: I need to register

Return to the main screen in Figure 1. Click Request Account on the right side of the screen. You will see the screen in Figure 3 (this picture only contains the data entry fields, your screen will contain a little more information).

**Figure 3: Registration screen**

- Enter your first name and last name **as they appear in MTSU's official records. Do not use a nickname.** This will help ensure that you receive credit.
- Enter your user ID (the first part of your MTSU email address).
- Enter your student ID number (your M-number; you may omit this information).
- Enter your phone number. Please use a phone number where you are most likely to be reached if a researcher needs to contact you (e.g., cell phone).
- Choose your course from the choices provided. You must choose the correct course to receive credit. Courses are listed by section number. When you choose your course from the list, be sure that the days, times, and instructor match your section. (Scroll though the list if your course isn't visible in the window.) **Do not register in two sections of the same course (e.g., PSY 1410).**

Once you click Request Account, your password will be emailed to your MTSU email account with the subject line **MTSU Study Sign-Up System Login Information.** Leave the MTSU Study Sign-Up System and check your email to get your password.

The system will use your MTSU user name for your user ID, but it will automatically assign you a new password for the MTSU Study Sign-Up System. This password will **not** be the same as your PipelineMT password.

You have completed registering for the MTSU Study Sign-Up System. Proceed to **Section II: Using the MTSU Study Sign-Up System.**
Step 4: I need to get my login information
Your password was emailed to your MTSU email account with the subject line *MTSU Study Sign-Up System Login Information*. Leave the MTSU Study Sign-Up System and check your email to get your password.

The system will use your MTSU user name for your user ID, but it will automatically assign you a new password for the MTSU Study Sign-Up System. This password will not be the same as your PipelineMT password.

You now have the information required to use the MTSU Study Sign-Up System. Proceed to Section II: Using the MTSU Study Sign-Up System.
Section II: Using the MTSU Study Sign-Up System
If you have your user ID and MTSU Study Sign-Up System password, go to the MTSU Study Sign-Up System site:

http://mtsu.sona-systems.com/

(Note that www is not part of the address; you will see the screen in Figure 1.)

Enter your user ID and MTSU Study Sign-Up System password and click Log In. You will be asked to agree to the privacy statement. Click the Yes button at the bottom of the page.

You can sign up for studies, view your current study schedule and credits, and update your profile. The following task bar will always be at the top of your screen (you may need to scroll up to see it).

![Task bar](image)

Figure 4: Task bar

Use the task bar to choose the activity that you want.

Activities:
1. Signing up for studies
2. Checking your schedule and credits
3. Canceling your participation
4. Changing your profile
5. Retrieving a lost password
6. Logging out

NOTE: You should always log into the MTSU Study Sign-Up System directly. If you follow a link from another page (e.g., your instructor’s D2L course web page), you may have difficulty using the site.

Activity 1: Signing up for studies
Click Studies in the task bar to get to the studies screen.
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Figure 5: Studies screen

(The list will be different depending on when you log in; different studies will be available at different points in the semester.) Choose a study that interests you and click on either the name of the study or Timeslots Available. (If there is no Timeslots Available option, then you may check back later to see if some timeslots have been added for the study.)

You will be taken to a screen with a full description of the study. If you are still interested, and meet the requirements, click View Time Slots for This Study. You will see a list of available times.

Figure 6: Time slots screen.

(Again, the particular times will depend on the study you select.) If one of the times works with your schedule, choose Sign Up. You will be given a message that your signup was successful. Copy down the information onto a blue Experiment Record Card and bring the card with you to the study. Be sure to complete the Experiment Record Card in ink, and make sure the researcher puts a sticker on your card and signs it after the study. (You may obtain a blue Experiment Record Card from your instructor or the researcher.) You will be emailed to remind you of your appointment.

Special note for online studies: If you complete a study online, there will be no way for the researcher to put a sticker on your blue card. In that case, print the credit email that you receive and attach it to the blue card. If you do not receive a credit email, you can print the credits screen from the Sona system to attach to the blue card (see Activity 2: Checking your schedule and credits below).

At this point, you can choose Studies from the task bar to search for more appointments. If you decide to change your appointment time for a study that you have already signed up for, you will need to cancel your current appointment (see Activity 3: Canceling your participation below). You can then sign up for a new timeslot.

NOTE: You may only complete TWO of your credits in online studies.

NOTE: New studies will be posted as researchers set up timeslots. There is no way to predict when studies will be posted, and there is no need to email the pool administrator requesting information about study postings. Check regularly to see if any timeslots are available. Note also that studies will be available throughout the semester. Demand is often high at the beginning of the semester and the number of timeslots is often low at the beginning of the semester. You may have to wait until the middle of the semester to find available timeslots.
NOTE: If there are no timeslots that meet your availability, you may email a researcher if you would like to try to set up a timeslot that meets your schedule.

**Activity 2: Checking your schedule and credits**
Choose *My Schedule/Credits* from the task bar. Figure 7 presents an example of a schedule/credits screen.

![Figure 7: Schedule/credits screen.](image)

Your total credits appear at the top of the screen. Within seven (7) days of completing a study, the researcher should enter your credits. If more than seven (7) days have gone by, and the screen still says *Awaiting action from researcher* in the *Credit Status* area, you may contact the system administrator (William Langston; william.langston@mtsu.edu) to report that your credits have not been issued.

**Activity 3: Canceling your participation**
To cancel an appointment, go to the schedule/credits screen in Figure 7, and click *Cancel* in the row for that appointment. (You may have to scroll to the right to see the *Cancel* button.) You may cancel up to two hours before the study begins. If you cannot attend your appointment, be sure to cancel.

**No Show Policy.** If you miss two appointments without canceling (have two no shows), you will be removed from the MTSU Study Sign-Up System and will have to do a written report. Canceled appointments will not count as a no show. If you have an appropriate excuse (e.g., an emergency prevented both your attendance and canceling the appointment), you may appeal a no show to the research pool director.

Note that if you are removed from the system you will still be able to log in, but you will not be offered the opportunity to participate in studies.

**Activity 4: Changing your profile**
On your first visit, you may want to update your profile (to change your password or default email). Click *My Profile* in the task bar to make these changes.

**Activity 5: Retrieving a lost password**
If you lose your password, go to the login screen in Figure 1. On the right side of the screen click *Forgot Password?* You will be asked to enter your user ID and your password will be emailed to you. If you haven’t changed your default email address, the password will be emailed to your MTSU email account.

**Activity 6: Logging out**
When you finish using the MTSU Study Sign-Up System, choose *Logout* from the task bar.