

PSYC 103 Research Experience Requirement: Activating your account and editing your PSYC 103 section

I. In order to activate your account and edit your course sections follow the following steps:

- (a) Before you can sign up for an experiment for the first time, you need to first select the instructor/course section that your experiment records will be reported to. From any web browser, go to <http://www.experimetrix.com/cofc>. Then click on the “Login” which can be found on the left side of the page. Then...
- (b) To activate your account, type in your logon and password and click on the logon button just below.
- (c) To edit your course section, click on the “Edit Your Course Selection” from the choices listed on the left margin of the web page. You will then see a table of PSYC 103 sections and instructors. Note. This is a very important step to complete; if you do not do this, your professor will not be notified about your research participation and it could affect your grade.
- (d) Under the action column on the far right, click the select box next to your section. Then scroll up to the top of the page and click on “Apply Changes.” If you make a mistake and select the wrong section, simply click on the select box to remove the X, then select the correct section and click on the “Apply Changes” box again.

Note. If you attempt to sign up for an experiment without selecting your course section, you will be prompted to do so before signing up for any studies. You will get a warning box stating that you must first make a course selection by selecting the “Edit Your Course Box” before signing up for an appointment. Click on the OK button to remove the warning box, then click on the “Edit Your Course Box” and follow the directions stated above.

- (e) Now you are eligible to Sign-up for experiments. If you do not wish to sign up for an experiment at this time, simply click on “logoff” at the top left corner of the page. If you wish to sign up for an experiment at this time, from the current page, scroll up to the top left and click on “Profile Options.”
- (f) Next, click on “Sign-up For Experiments” then follow the instructions in the section “How to sign up for experiments”