

**PSYC 103 Research Requirement: Getting Started**  
**How to Get Your Experimetrix Password, Activate Your Account, and Schedule**  
**Experimental Participation**

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**I. How to get your Experimetrix Password**

1. From a computer with an Internet browser, go to: <https://experimetrix2.com/cofc/>. On the left side of the screen, click on “New User”. You should now be viewing the “Get A Password” page.
2. Type in your first, middle, last name, and student ID number in the boxes provided. Type in your e-mail address twice in order to verify the correct address. ***Be sure to use the e-mail address that you use most frequently. This should be the e-mail address to which you want your appointment reminders sent.***
3. Click on the “Register” box to send the information to Experimetrix, the experiment managing system. You should see the following message: YOU MUST LOGON WITHIN THREE DAYS TO ACTIVATE YOUR ACCOUNT OR IT WILL BE REMOVED. YOU WILL NOT BE ABLE TO SIGN UP FOR EXPERIMENTS UNTIL YOU ACTIVATE YOUR ACCOUNT. Your logon and password will be sent to your e-mail address in 24 to 48 hours. As soon as you are assigned your logon and password, you will need to activate your account. ***Note: If you used your “cofc.edu” email account, be sure that you do not let your INBOX get full or you may not receive your password or future important announcements.***

**II. How to Activate your Experimetrix Account**

1. Once you receive the password and logon via email, return to the website: [<https://experimetrix2.com/cofc/>] and logon. You must do this within three days of receiving your logon information. ***If you do not logon and activate your account within three days of your password being sent to you, you will need to re-register and get a new logon and password.***
2. After logging in, you will be on a page entitled: “Psychology Research Participation.” You will need to select and indicate your instructor so that the system can properly assign you credit. Do this now, even if you are not now signing up for an experiment. Find the link that says “Edit Your Course Selection.” Clicking on this link will bring up a list of Psyc 103 sections. You should be able to find your section by the course section number, class meeting time, and instructor’s name. Be careful to select the right section – some instructors may teach more than one section, and more than one section may meet at a given time. Click on “Select” and, ***before you leave the page click on the “APPLY CHANGES” button at the top of the page.*** If you do not click on “Apply Changes” before leaving this page, your instructor will not receive records of your experimental participation!

3. Take careful note of your logon name and password. If you should lose or forget them, go to the Experimetrix homepage: <https://experimetrix2.com/cofc/> and click on “Forgot.Password” on the left hand margin and follow the menu of instructions.

### **III. How to Schedule Appointments for Experimental Participation**

Once your account is activated and your course section is selected, you can schedule appointments for available experiments. Click on “Profile Options” at the top of the page you are on and it will return you to the “Psychology Research Participation” menu. From here you can click on “Sign Up for Experiments” to view and sign up for available experimental sessions. You can also sign up for experiments from the Experimetrix homepage: <https://experimetrix2.com/cofc/>. Keep in mind that researchers post studies throughout the semester, so if you don’t see a study posted or a time that fits your schedule, check back at a later date.

You can also get to the Experimetrix homepage from the Psychology Department homepage: <http://psychology.cofc.edu/>. Click on “Student Opportunities” on the left side of the page. This will open a list that includes the option: “Research Requirement.” Click on this and you’ll see another list that includes the option: “Information for Students.” Selecting this choice will bring you to an important page of links that you will want to examine carefully. (If you prefer, you can go directly to this “Information for Students” page with the following link: [http://psychology.cofc.edu/student-ops/research\\_requirement/students.php](http://psychology.cofc.edu/student-ops/research_requirement/students.php). From the “Information for Students” page, click on the link that says “Sign up for research participation” to go to the Experimetrix homepage.

### **IV. Other Important Information You Need to Know**

The “Information for Students” page mentioned above contains several other important things you need to know regarding your participation in research, including “Important information if you are under 18,” “Your rights and responsibilities as a research participant,” “Penalties for missing appointments,” and about the “Journal article review as an alternative to research participation,” so be sure to read over the information in these links as well.