

# StudienTeilnahmeSystem. Versuchspersonanleitung

Dienstag, April 05, 2016

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## Registering in the system

1. Click on „Als Versuchsperson anmelden“ on the homepage.

The screenshot shows the homepage of the StudienTeilnahmeSystem. At the top, there is a black header bar with 'STS' on the left and 'Log in' on the right. Below the header, the main title 'StudienTeilnahmeSystem' is displayed in a large, bold font, followed by the subtitle 'Institut für Psychologie an der Otto-Friedrich-Universität Bamberg'. The page is divided into two main sections. On the left, there is a blue 'Log in' box containing fields for 'Username' (User name) and 'Password', a 'Log in' button, and a green button labeled 'Als Versuchsperson anmelden' which is highlighted with a red rectangle. On the right, there is a yellow 'Forgot password?' box with a 'Username' field (User name or email) and an 'Email new password' button. Below these boxes is a light blue box labeled 'Anleitung'.

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2. Fill out the form. Please check that the provided information is correct, otherwise there may be problems transferring your data to the FlexNow system. Please check that you enter an active email, as it will be used to email you the password, in case you need to

recover it. Optional fields may be left blank. However, we would ask you to fill them out as that would help researches in balancing their experimental samples. Apart from the username, all other information can be edited at the later time.

### Als Versuchsperson anmelden

Erforderliche Felder		Optionale Felder	
Username	<input type="text" value="mustermann"/>	Telefonnummer	<input type="text" value="Phone number"/>
Password	<input type="password" value="*****"/>	Geburtsdatum	<input type="text" value="April"/> <input type="text" value="5"/> <input type="text" value="1996"/>
Vorname	<input type="text" value="Max"/>	Geschlecht	<input type="text" value="männlich"/>
Nachname	<input type="text" value="Mustermann"/>	Händigkeit	<input type="text" value="beide"/>
E-mail	<input type="text" value="max.mustermann@uni-bamberg.de"/>		
Matrikelnummer	<input type="text" value="1234567"/>		

3. Please read the disclaimer and explicitly state your agreement by checking “Ich stimme zu”. Click on “Anmelden” to complete registration.

**Wichtige Information**

By registering as an experimental observer, you agree that your personal information will be stored on the server of the STS system, including your full name, contact email and Matrikelnummer. You are kindly asked but not required to enter other personal information (see Optional Fields) that would help researchers to find suitable subjects (e.g. to balance age, gender, handedness, etc.).

This information will be accessible only from within the University network and only to the University employees who are registered in the system (e.g. when they issue VPS to you or transfer that information to FlexNow), but not to other experimental observers or any third-party. Your personal information will not be stored outside of the system. You can delete your account (wiping out all the personal information) at any time. Note that doing this before your accumulated VPS were registered in FlexNow will mean that you irreversably lose all your VPS.

☒ Ich stimme zu

Anmelden

## Main dashboard

Max Mustermann (1234567)

E-mail: max.mustermann@uni-bamberg.de. Telefonnummer: .  
Geburtsdatum: April 5, 1996. Geschlecht: männlich. Händigkeit: beide.

Online Code hinzufügen

Vorherige VPS hinzufügen

Profil bearbeiten

Passwortänderung

Probandkonto löschen

Total VPS: 1.5 Std.

Projekt	Anzahl	Datum	Lehrstuhl	Versuchsleiter(in)
Muster Onlineprojekt	0.5	April 5, 2016, 9:59 a.m.	Lehrstuhl für Allgemeine Psychologie und Methodenlehre	Alexander Pastukhov
Muster Offlineprojekt	0.5	April 5, 2016, 9:51 a.m.	Lehrstuhl für Allgemeine Psychologie und Methodenlehre	Alexander Pastukhov

Vorherige VPS

Projekt	Anzahl	Datum	Lehrstuhl	Versuchsleiter(in)	Approved
Musterprojekt	0.5	April 5, 2015, midnight	Lehrstuhl für Allgemeine Psychologie und Methodenlehre	Musterleiter	✓

Online Codes

Schon angerechnete

Code	Datum	
1234567890	April 5, 2016, 9:56 a.m.	✓

Once you log in, the main window gives you an overview of all accumulated VPS and online-codes. It also gives you an opportunity to edit your profile or change the password. All VPS are shown as soon as they are entered into the system by the research assistant.

## Entering VPS accumulated *before* the current system

1. On the main screen, click on “Vorherige VPS hinzufügen”.
2. Fill out the form on one VPS at a time. Please check that information is correct, as it would be checked again by Frau. Deininger before these VPS are accepted.

<b>Lehrstuhl</b>	<input type="text" value="Lehrstuhl für Allgemeine Psychologie und"/>
<b>Projektname</b>	<input type="text" value="Musterprojekt"/>
<b>Projektleiter</b>	<input type="text" value="Musterleiter"/>
<b>Datum</b>	<input type="text" value="April"/> <input type="text" value="5"/> <input type="text" value="2015"/>
<b>Anzahl</b>	<input type="text" value="0.5"/>
<div><input type="button" value="Submit"/> <input type="button" value="Zurück"/></div>	

3. After you submit the form, information about this VPS will be shown in the main window. Until it is approved, you can edit or delete this VPS at any time by pressing on “...” button in “approved” column.

Vorherige VPS					
Projekt	Anzahl	Datum	Lehrstuhl	Versuchsleiter(in)	Approved
Musterprojekt	0.5	April 5, 2015, midnight	Lehrstuhl für Allgemeine Psychologie und Methodenlehre	Musterleiter	<input type="button" value="..."/>

4. After entering information on all VPS accumulated before the current system, you need to ask Frau Deininger for their approval. Please contact her to set an appointment and bring all relevant information along with you. Once she approves your self-entered information on VPS, it will be shown in the main window and counted towards the total hours.

Total VPS: 0.5 Std.					
Projekt	Anzahl	Datum	Lehrstuhl	Versuchsleiter(in)	
Vorherige VPS					
Projekt	Anzahl	Datum	Lehrstuhl	Versuchsleiter(in)	Approved
Musterprojekt	<input type="text" value="0.5"/>	April 5, 2015, midnight	Lehrstuhl für Allgemeine Psychologie und Methodenlehre	Musterleiter	<input checked="" type="checkbox"/>


## Using Online-codes

If you were participating in an online study, you will need to enter the online code you received into the system.

1. To start, click on **“Online Code hinzufügen”** button in the main window.
2. Enter or copy-paste the online code you have received. You do not need to enter any additional information about the study or about the researcher.

**Online Code**

3. Once the code is entered, it will be listed in the main window under **“Noch nicht angerechnete”** online codes. You can edit or delete any time by clicking on **“...”** button.

Online Codes		
Noch nicht angerechnete		
Code	Datum	
1234567890	April 5, 2016, 9:56 a.m.	

4. Your online-code will be converted to the VPS after the study is completed and the researcher enters all generated online-codes into the system. Once this is done, the online code will be listed under **“Schon angerechnete”** online-codes...

Online Codes		
Schon angerechnete		
Code	Datum	
1234567890	April 5, 2016, 9:56 a.m.	✓

and the corresponding VPS for the experiment will be listed:

Projekt	Anzahl	Datum	Lehrstuhl	Versuchsleiter(in)
Muster Onlineprojekt	0.5	April 5, 2016, 9:59 a.m.	Lehrstuhl für Allgemeine Psychologie und Methodenlehre	Alexander Pastukhov

5. If your online-code is not recognized and not converted into an VPS after the researcher entered online-codes, please make sure that the online-code you have entered is correct and contact the researcher.

## Deleting your account

You have an option of deleting your account from the system at any time. You can safely do it after your hours have been entered into the FlexNow system. However, doing this before that time-point would mean that you lose any VPS you have accumulated as the deletion of your personal information is **permanent** and there would be **no possibility** to restore any information about your VPS.

### Wollen Sie wirklich dein Probandkonto löschen?

Your account will be **irreversably** deleted and any VPS, online-codes, etc. will be transferred to a unified "deleted proband" account, making them anonymous.

**Important:** This means that there will be no possibility for you to link them to the deleted account and, therefore, you will not be able to claim these accumulated VPS after account deletion! Note, any information on VPS that was already transferred to FlexNow will not be affected.

Löschen

Zurück