# Table of Contents

1. Creating an account
   - Human subjects/Privacy policy
2. Tour of home page
3. Changing your password
4. Adding/removing a course
5. How to sign up for studies
6. How to cancel a study or reassign credit
7. About the Linguistics Labs
8. Contact the administrators
Creating An Account
Creating An Account

Is it your first time visiting the UBC Linguistics Signup System? Click on Request Account.
Creating An Account

Step 1: Fill out your information and select the relevant course(s).
Creating An Account

- Step 2: Your username and password information will be emailed to you. Enter this information in the login information on the left. Your account is now created!
Step 3: Read the notice then click on YES in agreement.
Tour of the Home Page
Tour of the Home Page

Click this icon to return to the home page.

Information related to your studies

Information related to your account

Quick access links

Your upcoming appointments will be listed here.

Your record of points is here. You get points for participating in studies.
Changing Your Password
Changing Your Password

Step 1: Before you sign up for studies, you would want to change your password.
Step 2: Change your password in the My Profile page and update the change. You can also update other information.

It is very important to remember your identity code when you come in for an experiment. This is the only way the researcher can refer to you!
Adding/Removing a Course
Adding/Removing a Course

Step 1: Under the My Profile page, you can add/drop courses also.
Adding/Removing a Course

Step 2: Make changes, and then save them. You are done!
How to Sign up for Studies
How to Sign up for Studies

Step 1: Click on View Available Studies
Step 2: Click on the studies with *Timeslots Available*. Each study lists how many points it is worth.
Step 3: Jane has clicked on Judging Voice Similarity and the study information is displayed. Click on View Timeslots for this Study to book a time.
How to Sign up for Studies

Step 4: Click on the time you can make. You can also use the dropdown menu to adjust what course the credit will be administered to.

Note: make sure your popup blocker is off or else the signup will not work.
How to Sign up for Studies

Step 5: Jane’s signup was successful and this is the confirmation page. You will be also sent an email confirmation.

You will get an email reminder the day before the experiment at 2pm.

Note your identity code at the bottom and be able to provide it for the researcher during your time slot.
How to Sign up for Studies

Step 6: After signing up, your home page will be updating with the study in Pending Points.

The Upcoming Appointments is also updated.
How to Cancel a Study or Reassign Credit
How to Cancel a Study or Reassign Credit

Step 1: Click on View or cancel my study appointments
How to Cancel a Study or Reassign Credit

Step 2: Click to cancel a study

Click to reassign the credit to another course
About the Linguistics Labs
All the experiments will take place at **Stores Road Annex** (map on next slide)

**Communication Dynamics Laboratory**
- Dr. Eric Vatikiotis-Bateson <eric.vatikiotis-bateson@ubc.ca>
- Room 2

**Interdisciplinary Speech Research Lab (ISRL)**
- Dr. Bryan Gick <gick@mail.ubc.ca>
- Room 4

**Language and Learning Lab**
- Dr. Carla Hudson Kam <carla.hudsonkam@ubc.ca>
- Room 3

**Speech in Context Lab**
- Dr. Molly Babel <molly.babel@ubc.ca>
- Upstairs
All the experiments will take place at **Stores Road Annex**, 6368 Stores Road.

- [UBC Wayfinding](#)
- [Google Maps](#)
Contact the Administrators
If there are any additional questions, please do not hesitate to contact the site administrators:

- Dr. Molly Babel <molly.babel@ubc.ca>
- Dr. Kathleen Currie Hall <kathleen.hall@ubc.ca>