

# PsyLink Manual

Last edit: 5/13/25, JY

## What is PsyLink

PsyLink is Northeastern's Psychology department's scheduling pool and scheduling system. BGC has used this to recruit student participants for our younger adult in-person studies. Participants are typically compensated via course credits, but can also be paid for their participation.

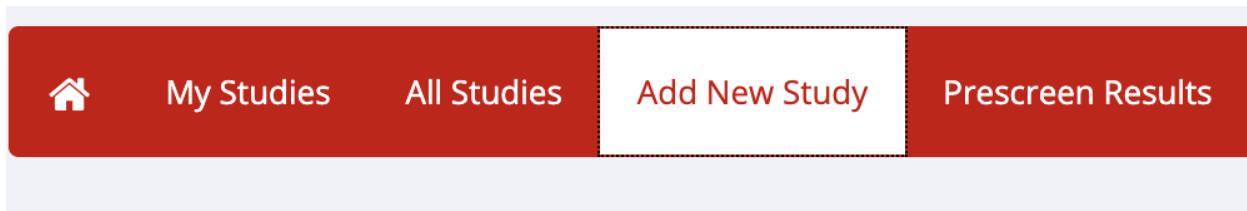
## How to get an Account

See instructions for how to set up a PsyLink account [here](#).

## Posting a Study on PsyLink

To post a study on PsyLink:

1. Login to your account using this link: <https://nu-psylink.sona-systems.com/>
2. Click "Add New Study" at the top.



3. Fill out the form based on your study details. You will need to get prior approval from PIs before submitting. You can make a copy of [PsyLink Registration Template](#) to draft your answers for the form. You will need to know:
  - a. Type of study (Ex: standard, multi-part, online, external)
  - b. Whether participants will be receiving course credit or payment, and how much.
    - i. Should compensate via course credit for at least part of the study (if multi-part)
  - c. Eligibility requirements.
  - d. IRB approval status.
  - e. Other customizable features (Ex: Pre-reqs, course restrictions, display settings, etc).
    - i. **NOTE:** Check "Yes – for sign-ups and cancellations" to receive email notifications when participants sign up or cancel.

# PsyLink Manual

Last edit: 5/13/25, JY

Should the Researcher receive email notifications for participant sign-ups and cancellations?

- No
- Yes -- for sign-ups and cancellations
- Yes -- for cancellations only

f. Mills Settings:

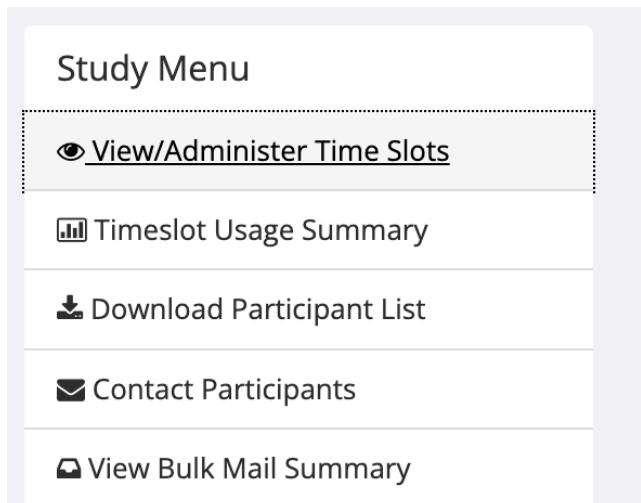
- i. Set course restriction to Mills professors only (currently Morier, Scott, and Tang)
- ii. In the Study Title, include “(MILLS ONLY)

4. Once the PIs have approved the PsyLink Registration template, input those responses to the form on PsyLink and click “Add This Study”.

## Opening Time Slots

**NOTE:** You cannot open time slots if you are between semesters (ex: between spring and summer semesters).

1. Once the study has been added, you will need to open time slots for participants to sign up for. To do this, click on the study under “My Studies” and then scroll down to the Study Menu. Click on “View/Administer Timeslots”.



2. Click on “Add a Timeslot” at the top.

**+ Add A Timeslot**

**+ Add Multiple Timeslots**

**– Delete Multiple Timeslots**

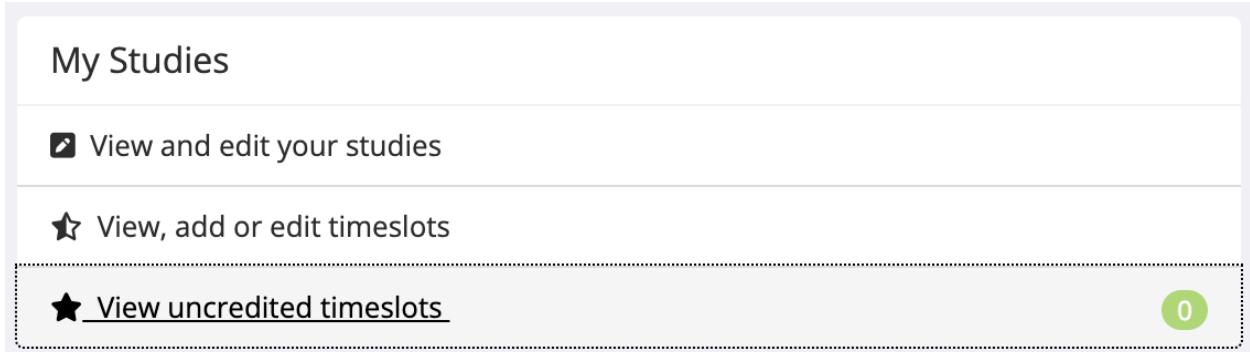
# PsyLink Manual

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3. Add a date, time, number of participants needed, and location. Then click “Add this Timeslot”. Do this for as many timeslots as you want to create.
4. When a participant signs up, all researchers that were added will receive an email notification to let you know.

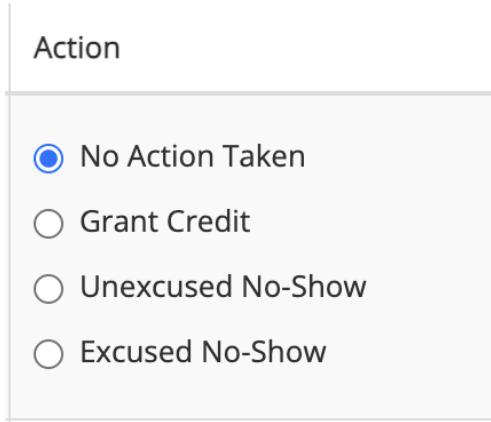
## Giving Credits

1. On the home page, click on “View uncredited timeslots”.



The screenshot shows a user interface for managing studies. At the top, there is a header "My Studies". Below it are two main buttons: "View and edit your studies" and "View, add or edit timeslots". The third button, "View uncredited timeslots", is highlighted with a green border and a green circle containing the number "0" to its right, indicating no uncredited timeslots are present.

2. Click on “Grant Credit” for all participants who have completed their participation in the study and then click “Process Changes”.



The screenshot shows a dropdown menu titled "Action" with four options: "No Action Taken" (selected), "Grant Credit", "Unexcused No-Show", and "Excused No-Show".

3. Use the “Unexcused No-Show” for anyone who did not show up to their scheduled session and did not notify us.
4. Use the “Excused No-Show” for anyone who notified us that they wish to cancel.

## Other Things to Note

- **If your study is restricted to 18-year-olds and above**, please set that age restriction in "Advanced Settings" in your Study Information.
- **Never cancel filled slots unless absolutely necessary**. If you must cancel, and it's later than 6 PM of the night before the slot, then you are *\*required\** to offer the student credit for the slot. If you are cancelling longer in advance, you still should consider

# PsyLink Manual

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offering credit, but it's not obligatory. (You can *\*also\** offer to reschedule the student yourself in either of these cases, if you want.) If there's something unexpected or out of the ordinary happening, especially with the credit-assignment process, let your participants know. PsyLink makes it reasonably easy to send email in bulk to your participants ("Contact Participants" in a study's Study Menu).