PYCTS Primer for Students

**What is PYCTS?**

The Psychology Credit Tracking System (PYCTS) is web software that allows *students* to quickly and easily check the number of research credits they have earned. PYCTS can also be used to check what research studies are currently being offered

**Where is PYCTS?**

PYCTS can be found at the following URL:

http://pycts.clarkson.edu

**How can I find out which studies are currently available?**

To view current available studies, navigate to the **Studies** tab after logging into PYCTS. This tab displays all research studies currently being offered to *students*. For each study, there is a link to a flyer containing more information (including a contact email address or phone number). To schedule an appointment with a research lab, you may contact them, using the given email address or phone number provided.

**Any time a new study is made available to students, it will appear under the Studies tab. All students registered in PYCTS will also receive an email informing them of the new research credit opportunity.**

**What happens when credits are added to my account?**

When a new credit entry is made for you two things will happen. First, the credit will be added to your credit total and displayed along with your other credits upon logging in. Second, an email will be sent to you informing you of this addition.

**How do I check my credits?**

To check your research credits, Open a browser and go to the URL above, then log in using your Clarkson username and password. This is the same username and password used to access other Clarkson web resources (such as Moodle and Peoplesoft). Upon logging in, you will be sent to the **Report** tab. There you will see a table detailing any credits you have received - each entry corresponds to one study or miscellaneous credit assignment.

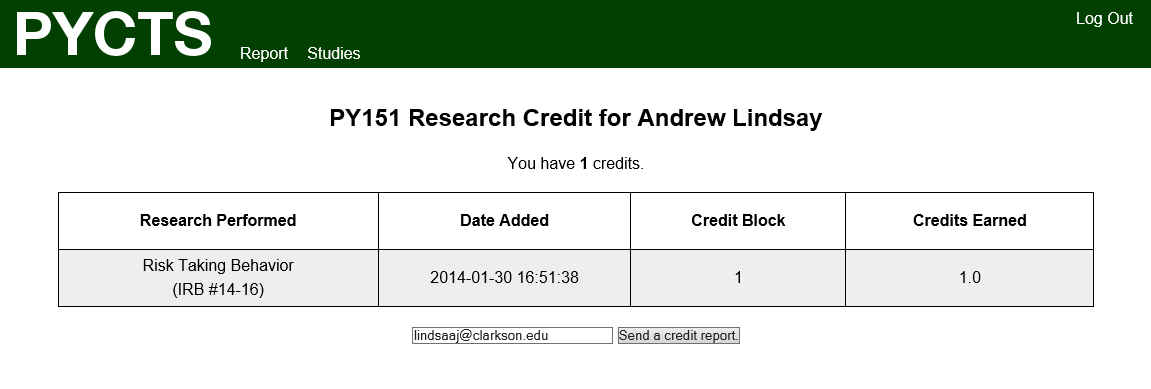


Figure 1: Sample credit report

**What happens when credits are removed from my account?**

When a credit entries are removed from your account, they will no longer be added to your sum total, nor will they be displayed along with your other credits upon logging in. The second is that an email will be sent to you informing you of this removal.

**How do I get a copy of my credit report?**

You may email yourself (or anyone else) a copy of your credit report. In order to send a copy of your credit report, you must type an email address in the field at the bottom of the main page once logged in and click the button to have a credit report sent to the provided address.

**What happens when a new block starts?**

When a new block starts, any credits earned on or after that date will be assigned to the new block. There are ways for the block assignment to be overridden, but this will only happen given unusual circumstances. In general, the blocks are designed so that *students* must participate in a minimum amount of research during each period of the semester.

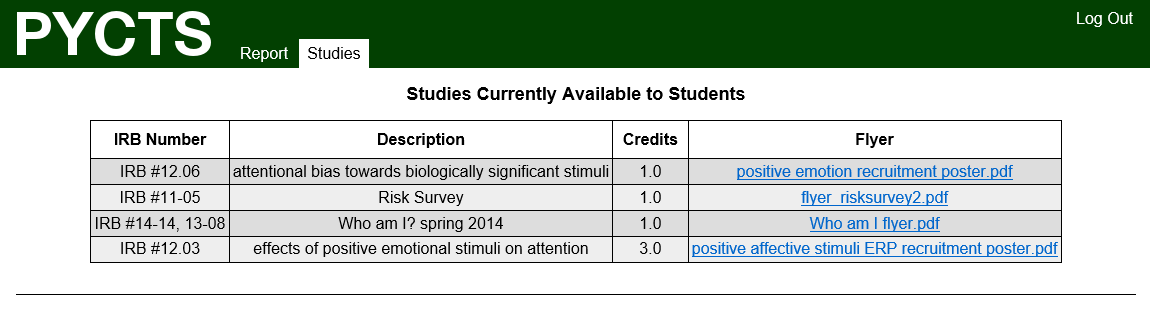


Figure 2: Sample studies page for a student

PYCTS Version 1.0