I. Home
The “Home” link will take you to https://cci-apps.kent.edu/crops/. This is the main page for the public section of CROPs. This page gives links to all of the other pages on the website, or you can use the “quick links” located on the left side of your screen.

II. Current Projects
The “Current Projects” link displays a list of any upcoming sessions. This includes the date, time, location, title, and details of the project. It also displays the point value for the project and the number of open slots. From this page, you can click the “Sign Up” link to sign up for an open session.

You must be registered in CROPs in order to sign up for research projects. Be aware that most research projects will only allow you to participate one time, while other projects will allow you to sign up and receive credit multiple times. As a student, you can sign up for a project with your own user ID.

III. My Projects
The “My Projects” page displays the sessions that you have signed up for. If points have been assigned to you for attending the session, they will be displayed in the “Pts Earned” column. Also, you can view a “Total Points” column so that you are always up to date on your own research participation.

From “My Projects,” you are able to cancel your enrollment in any session up until one hour before that session’s starting time. You are able to track your research points 24 hours a day by clicking on “My Projects.” As soon as researchers enter the attendance from a given research session into CROPs, you can see the points in real time. Please note that points posted to CROPs do not automatically transfer into the course website.

If you have an attendance concern, please contact the researcher for that project. If the researcher is unavailable or you need additional assistance, please contact the Assistant Basic Course Director or Director.

IV. My Account
The “My Account” page displays your personal information, including user name, name, phone number, email address, and call number. Please make your password something easy for you to remember. Passwords are not case sensitive. They can be any length and any combination of alphanumeric characters.

When enrolling in CROPs, new users will have to fill out a “Hint Question” to enable the “Password Retrieval” function. A function designed to help users, if the “Hint Question” is
answered correctly, the CROPs system will email your password to you. This feature was added in the summer, 2006. If you are a returning user and have not updated this information, please do so at this time. You can update your personal information and fill out your “hint question” by clicking the "Edit User Info“ link.

V. School of Communication Studies Homepage
The “Communication Studies“ link takes you to the School of Communication Studies main site at: https://cci-apps.kent.edu/crops/.

VI. Communication Research Center
The “Communication Research Center” link takes you to information about the Communication Research Center (CRC), a service of the School of Communication Studies. This webpage also includes this guide you are reading, as well as many other guides and important CRC documents.
Please visit http://www.kent.edu/comm/current-students/resources/index.cfm to learn more.

VII. Log In/Out
The “Log In” or “Log Out” link allows you to log in to view your personal information and the Administration link or to log out when you are finished using CROPs.

If you have not logged in before, your user ID must be set up and entered into CROPs by a site administrator. Please contact the Basic Course Assistant. Once you have a user ID, you can click the “New User?” link on this page. The first time you log in, you are prompted to enter a new password and your personal information. From then on, you can log in using that user ID and password.

IX. Help and FAQs
The “Help and FAQs” link allows you to view some frequently asked questions about the online research participation system. This link also provides you with contact information to get technical assistance if you need help.