

# **QUALTRICS**

## **Getting Started Guide**

*for*

## **Springfield College**

## **Faculty/Staff & Graduate Students**

### **Getting Started Topics**

- I. Creating a Trial Account**
  - A trial account will enable you to do the on-line training
  - A trial account has very limited privileges
  
- II. Learn Qualtrics**
  
- III. Complete Comprehensive Review & Submit Scores**
  
- IV. Upgrading Your Account**
  
- V. Additional Information**

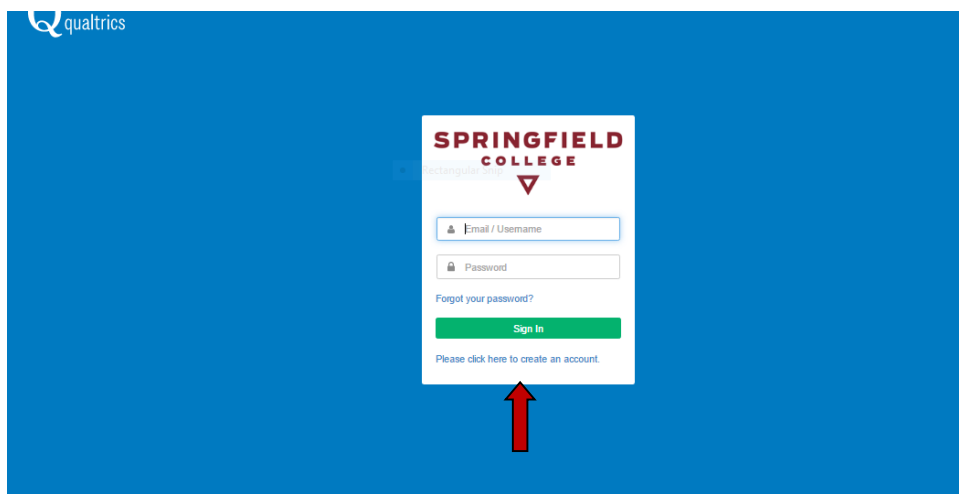
This guide is intended to provide enough training to create and distribute your own Qualtrics surveys for Springfield College academic use. The entire training and comprehensive review quiz should take roughly 45 minutes to an hour. The initial trial account is limited and only gets you through the training, therefore you must complete the training and pass the quiz before you are given an account with privileges to create your own surveys.

## I. CREATING A TRIAL ACCOUNT

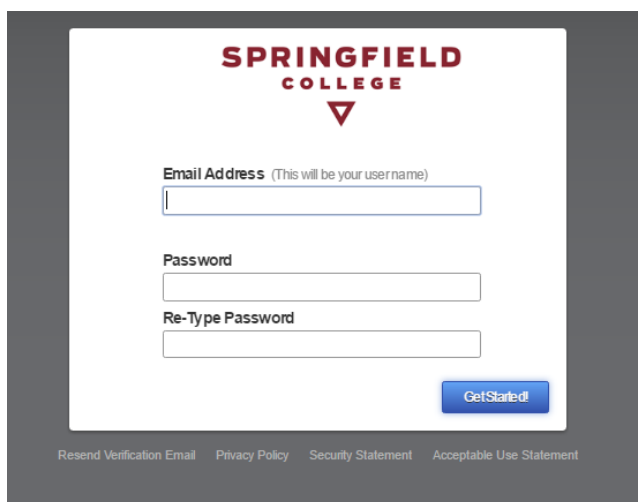
1). Access the Qualtrics login page at:

<https://springfieldcollege.co1.qualtrics.com>

2). Click on the link to create an account:



3). Enter your SC email address.





Create a password that is different from your college email password. Then, click “Get Started”.

Then you will need to enter some information about yourself (First name, last name, and phone number) on the next screen.

4). Enter this access code to activate your trial account:

**YVFKHXEDESCHKX**

### Access Code Screen

All Finished!  
To finish, you must enter your access code below.

I Have An Access Code

5). You will then see a screen to verify your email address. Check your email and you should find a link within the email from Qualtrics. Click on this embedded link to activate your account. Then you will be prompted to login with your username and password and will need to accept the terms of service.

## II. LEARN QUALTRICS

1). Keep your homepage open in Qualtrics. Open a new window to watch the *Quick Start with Qualtrics* webinar:

[https://training.co1.qualtrics.com/SE/?SID=SV\\_895lqryWSGoWEVT&Q\\_JFE=0&webinar=Quick%20Start&Q\\_Language=EN](https://training.co1.qualtrics.com/SE/?SID=SV_895lqryWSGoWEVT&Q_JFE=0&webinar=Quick%20Start&Q_Language=EN)

- You will be prompted to enter your name, email address, and organization to access the webinar.



2). This webinar contains the information to successfully pass the Comprehensive Review Quiz.

3). For more advanced Qualtrics surveys, or additional information, you can access all webinars and resources at:

<https://www.qualtrics.com/support/survey-platform/getting-started/survey-platform-overview/>

### **III. COMPLETE COMPREHENSIVE REVIEW & SUBMIT SCORES**

1). Use this link to access the Comprehensive Review

[https://springfieldcollege.co1.qualtrics.com/SE/?SID=SV\\_80bujj9uhepkATz](https://springfieldcollege.co1.qualtrics.com/SE/?SID=SV_80bujj9uhepkATz)

2). Upon completion of the Comprehensive Review, you will see your final score. The Institutional Research Office will receive an email confirming your score and we will then send you a code to upgrade to a Qualtrics account that grants access to begin creating your own surveys.

### **IV. UPGRADING YOUR ACCOUNT**

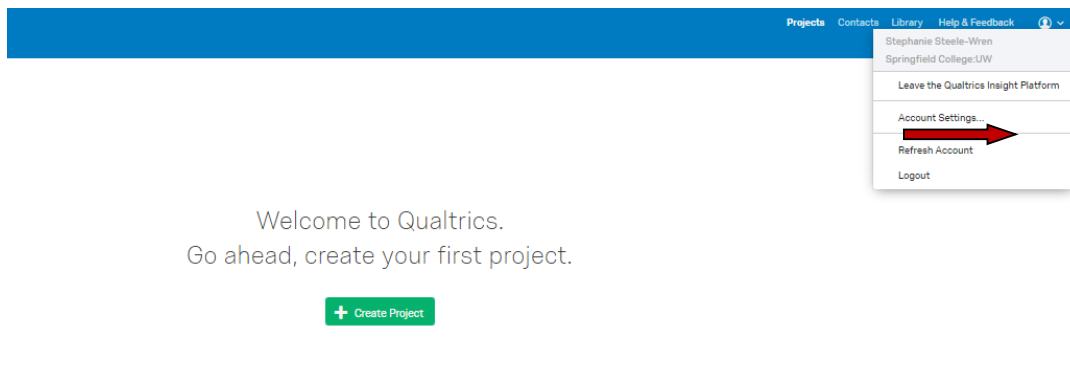
1). Login to your Qualtrics homepage. Click on the icon with the person image in the upper right hand corner of the screen to access the dropdown menu.



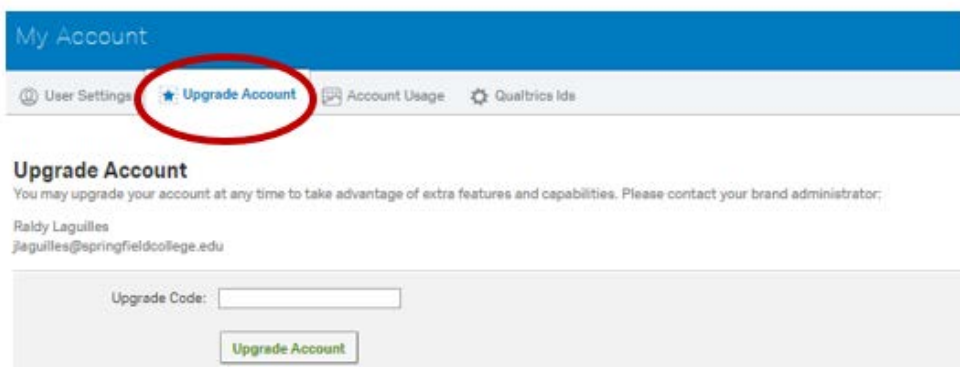
Welcome to Qualtrics.  
Go ahead, create your first project.



3). Then click on Account Settings.



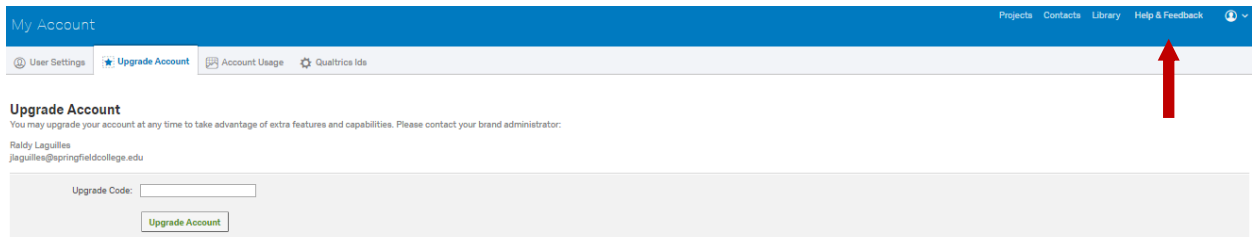
4). Click on Upgrade Account and enter the Upgrade Code provided by IR through your email in the space provided. Note: the upgrade will not create any visible changes.



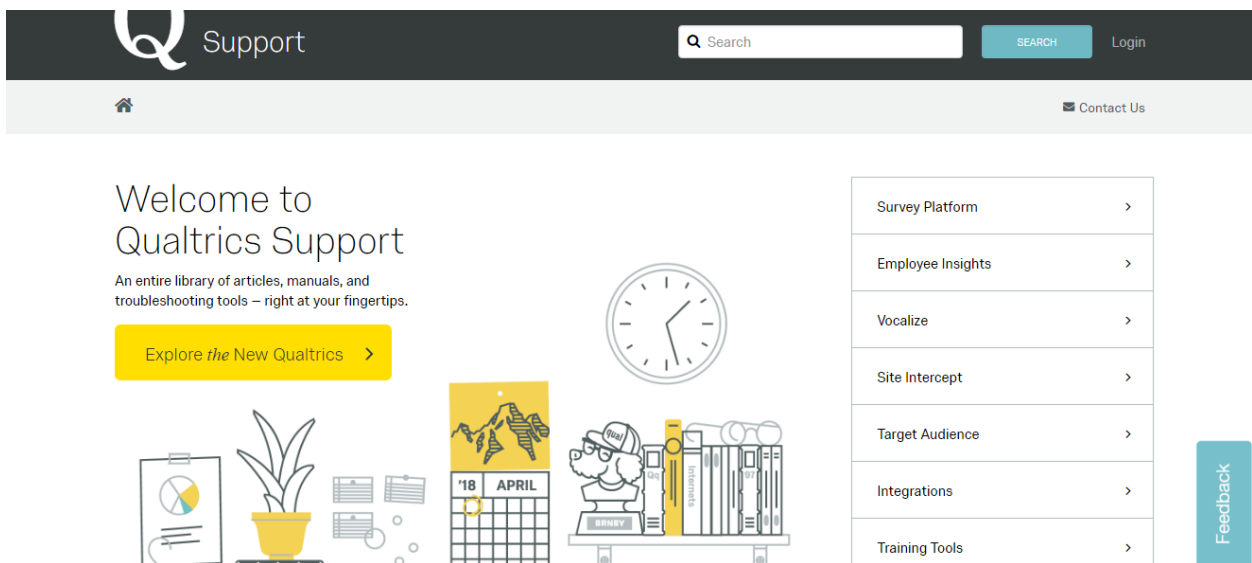
5). Click the Projects tab to begin creating a survey.

## V. ADDITIONAL INFORMATION

1). Click the Help and Feedback icon on your Qualtrics homepage to access additional resources within the Qualtrics University website.



2). The Qualtrics University website provides comprehensive support via drop-down menu categories, advanced search features, pre-recorded video trainings, documents, and over the phone consultation.





3) Still have questions?

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