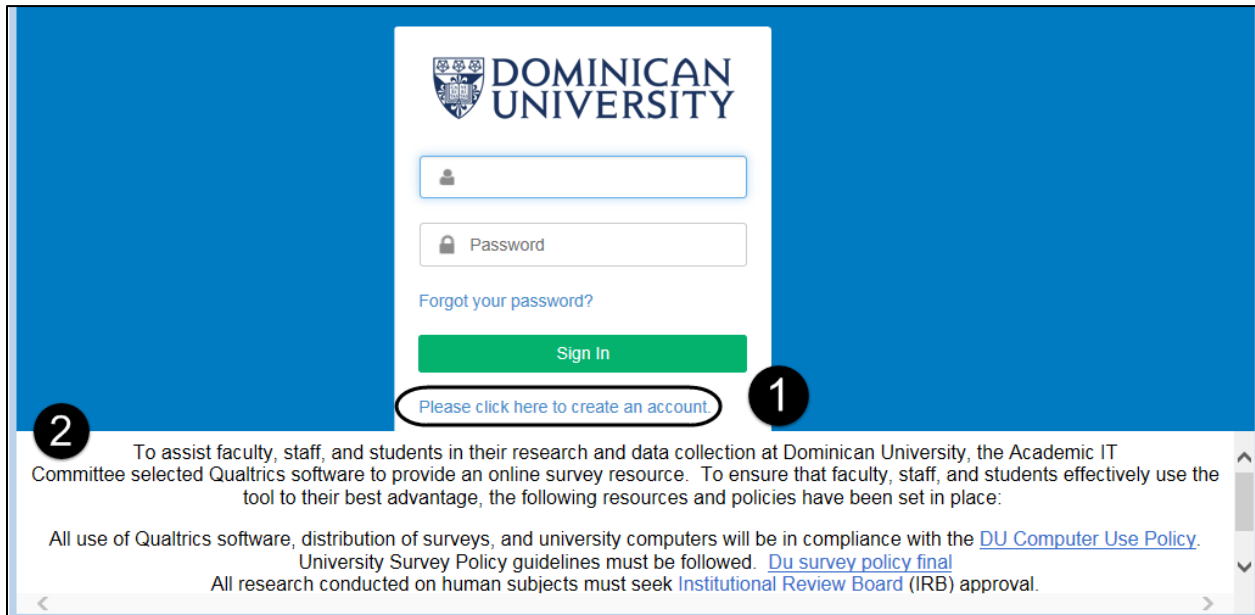


Signing Up for Qualtrics

Qualtrics is web-based survey service that Dominican University has a site license to for **faculty, staff**, as well as **students**. You must sign up using your Dominican email account.

- Head to: <http://dom.qualtrics.com>. You will see a **Please click here to create an account** (number **1** on screen capture below). You will *also* see service agreement at the bottom of the screen (number **2** below) that includes links to Dominican's computer use policy, survey policy, and the Institutional Review Board:



2 To assist faculty, staff, and students in their research and data collection at Dominican University, the Academic IT Committee selected Qualtrics software to provide an online survey resource. To ensure that faculty, staff, and students effectively use the tool to their best advantage, the following resources and policies have been set in place:

All use of Qualtrics software, distribution of surveys, and university computers will be in compliance with the [DU Computer Use Policy](#). University Survey Policy guidelines must be followed. [Du survey policy final](#)

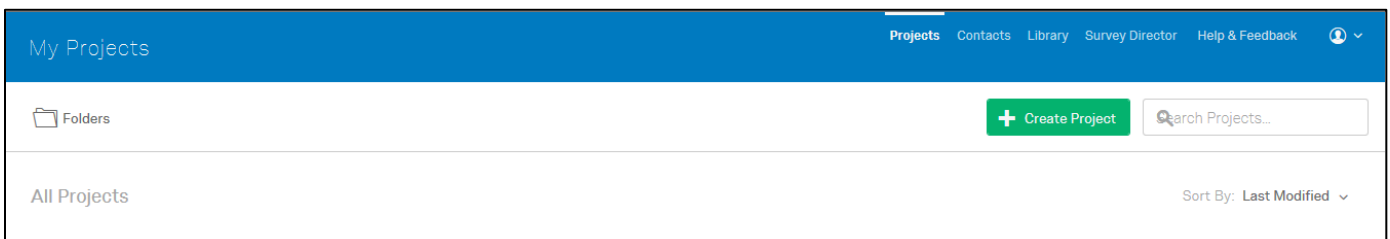
All research conducted on human subjects must seek [Institutional Review Board \(IRB\)](#) approval.

1 [Please click here to create an account](#)

- You will be asked to input your email address and a **password of your choice**. (You **MUST** use your Dominican email. Your password, however, can be **unique** and does not have to match the DU network password.) Afterwards, you will be prompted for your name and phone number, but neither of those is required.
- Next, click the **Finish** button. You will be sent an email for verification with a link to click on to confirm your registration.

Upon your first login, for your reading pleasure you will see the **Terms of Service**. It is worth noting that within these terms, it is stated: "You are responsible for creating backups of your own Content." This is pretty standard, but it is always worth remembering that you should backup your surveys, just in case! Fortunately, this is easily done in *Qualtrics* while editing a survey by heading to the **Tools** drop-down menu, and then clicking **Export Survey**.

After clicking **Accept** (as if you have any choice), you will see a screen such as this:



My Projects

Projects Contacts Library Survey Director Help & Feedback

Folders

+ Create Project Search Projects...

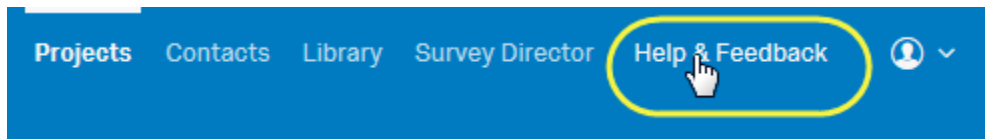
All Projects

Sort By: Last Modified

This is the **Projects** landing page. (Each survey is considered a "project" in *Qualtrics*-speak.) You are now ready to go!

Help

Qualtrics has LOTS of help available. At the very top right of any screen, you can click on **Help & Feedback**:



On the ensuing screen, click the **Qualtrics University** button. This will bring you to the same site as the following URL: <https://www.qualtrics.com/support/>, where you will see links to topics at the far right side of the screen:

Survey Platform	>
Employee Insights	>
Vocalize	>
Site Intercept	>
Target Audience	>
Integrations	>
Developer Tools	>
Training Tools	>

The top link, **Survey Platform**, is the one to head to for most of the information you will likely be interested in. The last link, **Training Tools**, will lead to **Webinars**, which you can register for a webinar but also access ones that were **recorded** so that you can view them whenever you like. Be aware you can always do a keyword search at the top of the screen at any time.

Qualtrics will *also* respond to email queries *very quickly* at: **support@qualtrics.com**