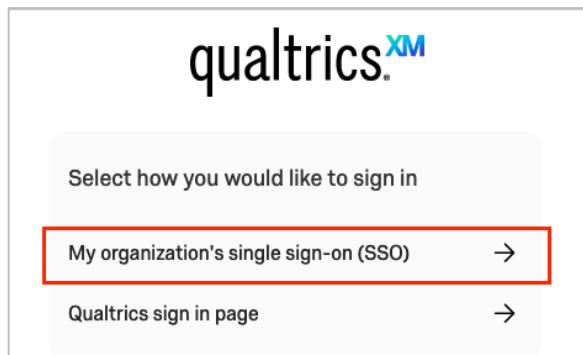


QUALTRICS SIGN ON/ACCESS

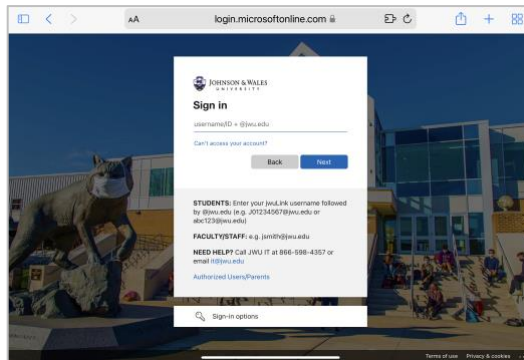
The university has an institutional license for Qualtrics, a site where surveys can be created to collect data. Faculty can access Qualtrics by following the steps outlined in this guide.

Instructions

1. With your mouse, **right click on the link below** and choose “open link in a new window (or tab)” <https://jwu.qualtrics.com>
2. Click on **My organization’s single sign-on (SSO)**.

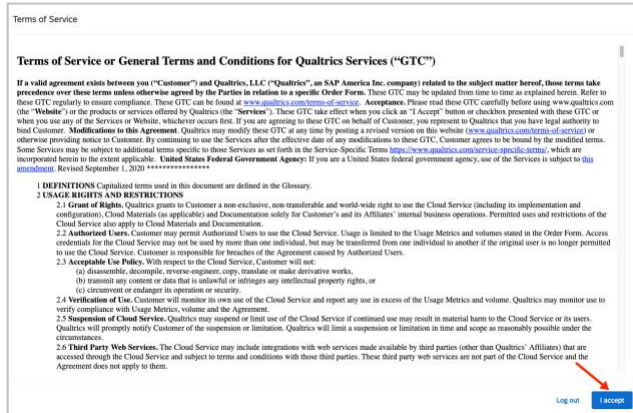


3. If your computer is already logged into your JWU account skip to the next step. If you are prompted, follow the steps to log in with your JWU username and password.

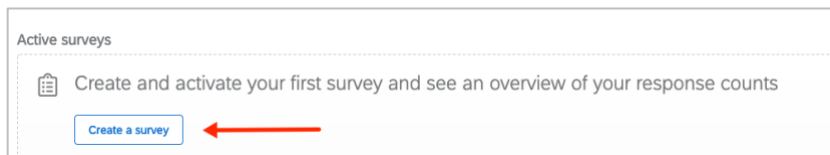


4. Once in the Qualtrics site, you are prompted to read and accept the Terms of Service. When done, click **I accept**.

QUALTRICS SIGN ON/ACCESS



5. The Qualtrics main page is displayed. To create a new survey, click **Create Survey** under the Active Surveys tab.



6. To access the library of user guides for Qualtrics, click on the (?) icon in the top right corner of the browser while on the Qualtrics site and then click **Support Site**.

