

Instructions for Creating an NC State Qualtrics Account

1. Access the [NC State Qualtrics New User Form](#).
 - Read the instructions and details on each page carefully.
 - A completed form must be completed for all new Qualtrics accounts, or your registration will not go through.
2. Complete the registration form. **Make a note of the “access code” that will be provided to you at the end of the New User Form - you must have it for a subsequent step!**
3. Once you have written down the access code, click “Next.” You will be automatically redirected to the NC State Qualtrics login page.
 - *Note that, although you have completed the NC State registration form, you do not have a Qualtrics account yet! You must complete the next steps to finish the account creation and registration process.*

NC STATE UNIVERSITY

New User Form

As _____ at NC State, after creating and activating your account with the access code provided below, you will have the following permissions when using Qualtrics:

- Ability to activate surveys
- Ability to collaborate on surveys with Qualtrics users not affiliated with NC State
- Unlimited total surveys
- A maximum of ___ simultaneously "live" surveys
- A maximum of ___ questions per survey
- Unlimited responses
- Unlimited panels (i.e., survey samples uploaded to Qualtrics to use when distributing surveys)
- Unlimited names per panel

- No inaccessible question types allowed (i.e., those that are not ADA compliant, e.g., slider, heat map, hotspot, and any other questions that cannot be read with a screen reader)

- No personally identifiable information included with responses (i.e., IP address, and, if using a panel through Qualtrics, email address). This permission is set in order to protect the confidentiality of survey respondents. *Note that, however, if your survey specifically asks for personally identifiable information, such as name or email, information provided by respondents will be included in your results.*

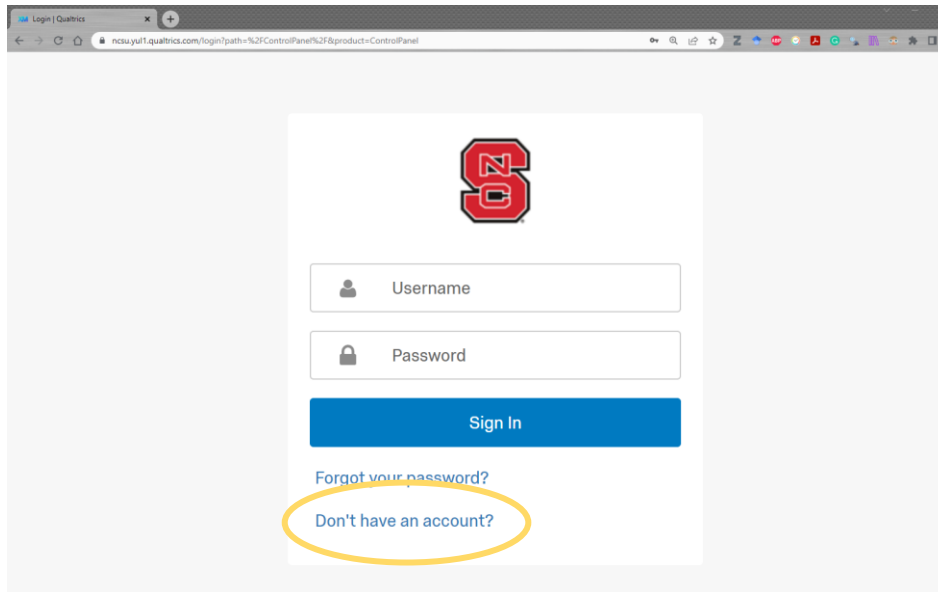
Please contact Institutional Strategy and Analysis at qualtrics_support@ncsu.edu if you would like to discuss upgrading your account.

Access Code: _____

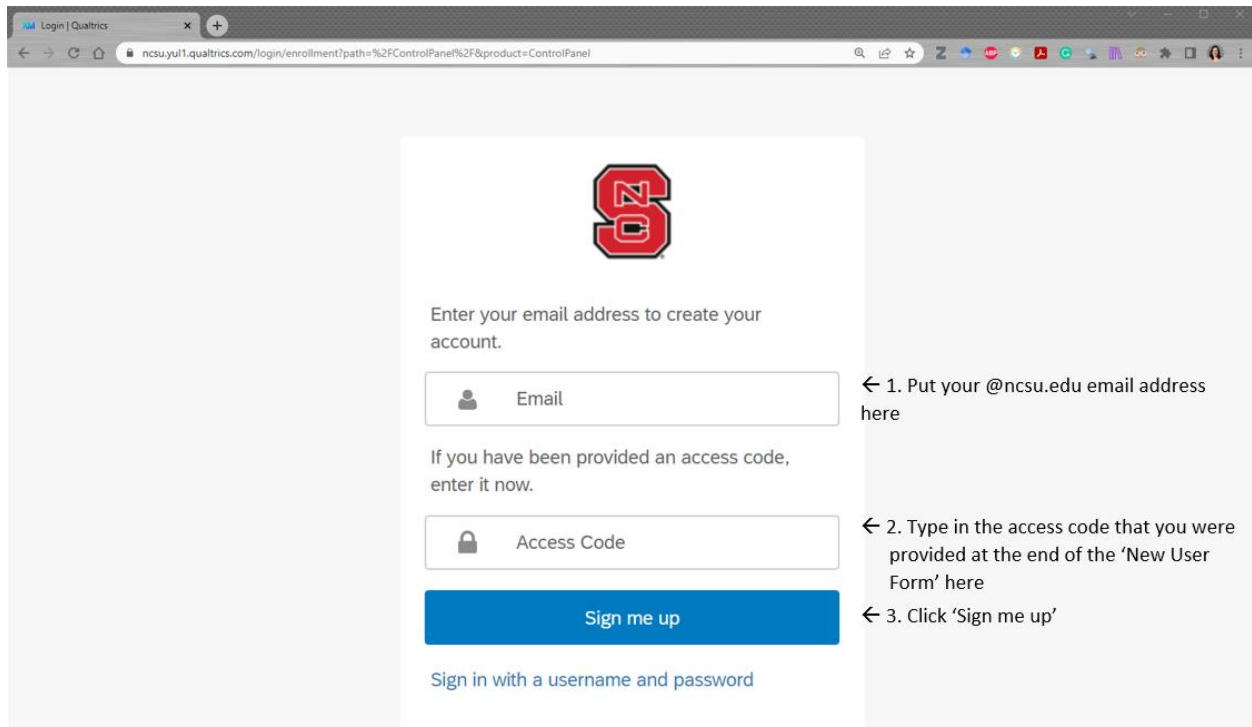
Write this access code down! You will need to use this code in the next few registration steps in order to obtain full account permissions. Once you have written down your access code, click on the 'Next' button to proceed to the Qualtrics Registration Page.

[Back](#) [Next](#)

4. Leave the "Username" and "Password" fields blank. Click on "Don't have an account?" to get to the sign-up page.



5. Fill in the fields with your email address and the access code that you were provided at the end of the New User Form. Then, click on "Sign me up."



Troubleshooting tip:

If for some reason you are not redirected or if you closed the new window too early, you can copy and paste the following URL into your browser to get to the sign-up page:

ncsu.yul1.qualtrics.com/login/enrollment?path=%2FControlPanel%2F&product=ControlPanel

However, if you did not complete the New User Form first, you will not be able to finish registering your account under our NC State Qualtrics brand license. *Don't try to skip steps!*

If you completed the form but forgot your access code, reach out to qualtrics_support@ncsu.edu.

6. You will see a confirmation screen with a note saying that an email has been sent to your @ncsu.edu email address. Go to your inbox and find the email that says "Please verify your new Qualtrics account."
 - It may take a few minutes for it to appear. If you don't see it, check your spam folder for an email from Qualtrics (no-reply_surveys@ncsu.edu). Be sure to whitelist this email address for future communications!



Before you can login we need to verify your email address.

An email has been sent to @ncsu.edu with instructions on how to verify your address.

[Sign in with a username and password](#)

7. Open the "Please verify your new Qualtrics account" email and click on the "Verify My Email" button. A new browser window will open with the next step in the registration process.

qualtrics^{XM}

Hello,

Thanks for registering with Qualtrics!

Please confirm your registration and verify your email address by clicking the button below.

[Verify My Email](#)

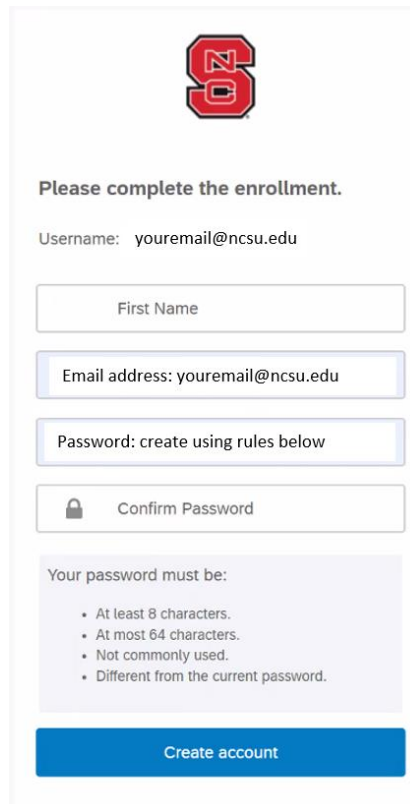
Alternatively, you may copy and paste the link below into your browser.

<https://ncsu.yul1.qualtrics.com/login/enrollment?code=>

If you didn't make this request, please [contact us](#).

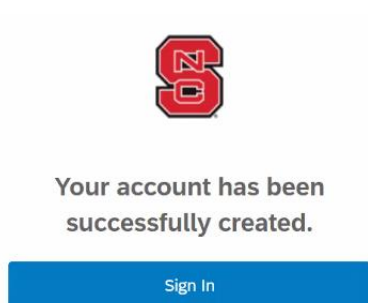
Thanks,
Qualtrics

8. Fill out the “Please complete the enrollment” page.
 - Your username for your Qualtrics account will be your @ncsu.edu email address. You cannot change this.
 - Fill out the first box with your first name.
 - The email address field will automatically populate with your @ncsu.edu email address.
 - The next two boxes are for you to set your password. We recommend creating a strong password. You must save and remember this password for all subsequent logins.
 - Click “Create account.”

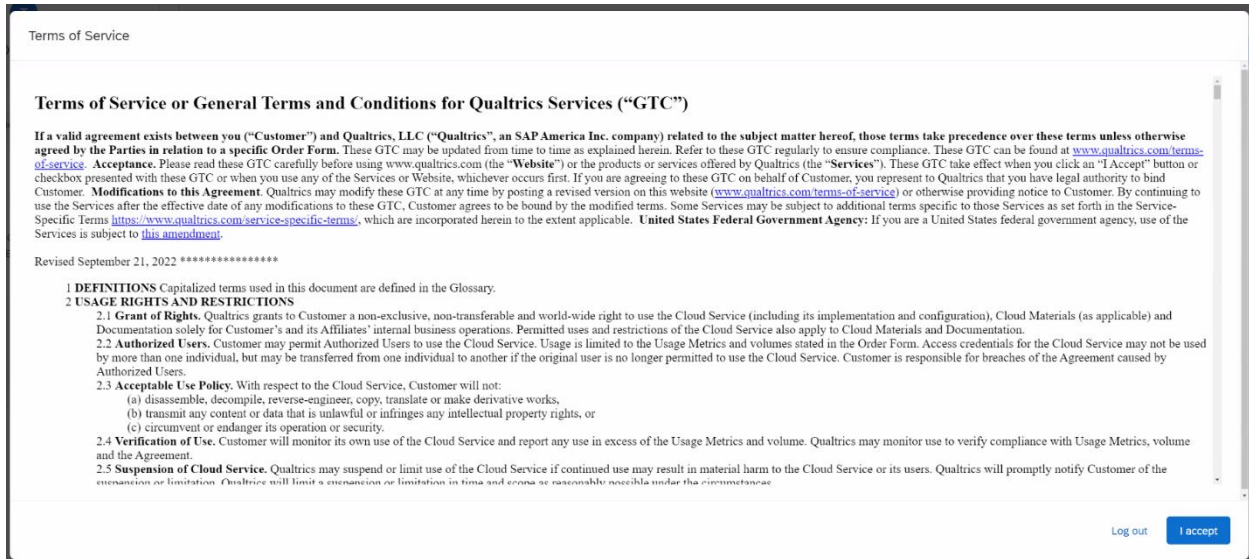


The screenshot shows the Qualtrics enrollment page. At the top is the NC State logo (a red 'S' with a blue 'N' and 'C'). Below the logo is the heading "Please complete the enrollment." followed by the text "Username: youremail@ncsu.edu". There are four input fields: "First Name", "Email address: youremail@ncsu.edu", "Password: create using rules below", and "Confirm Password". Below these fields is a section titled "Your password must be:" with a list of requirements: "At least 8 characters.", "At most 64 characters.", "Not commonly used.", and "Different from the current password.". At the bottom is a blue button labeled "Create account".

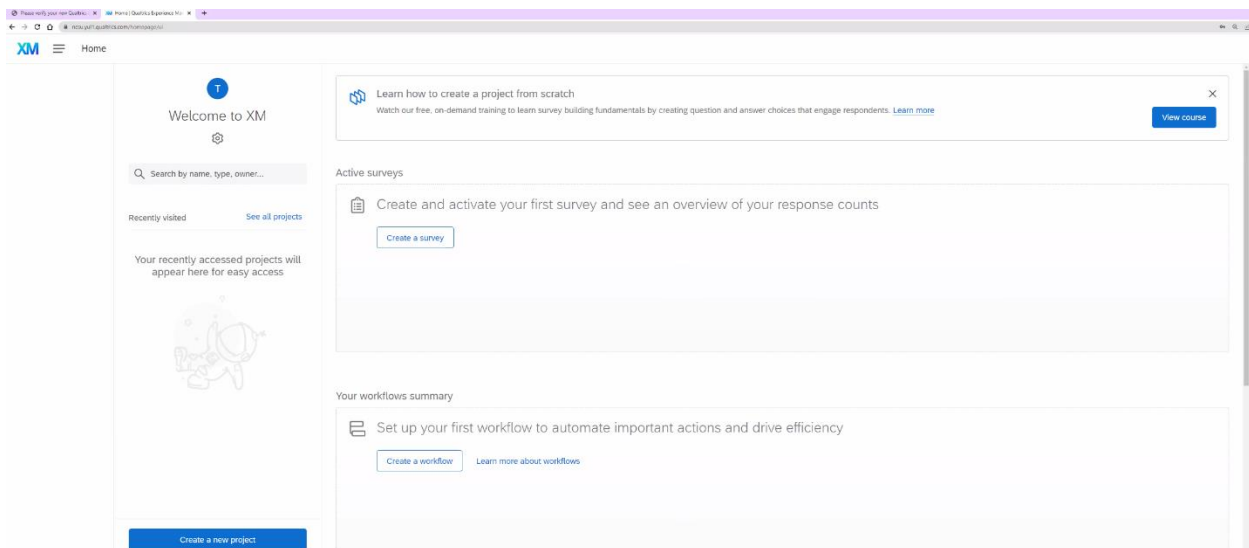
9. You should see the “Your account has been successfully created” message. Click on “Sign In” and sign in using your Qualtrics username (@ncsu.edu email address) and the password you just created.



10. The next window you will see are the Qualtrics Terms of Service. Click “I accept” to continue to the homepage.



11. You have now completed the registration process and have created your account! From the homepage, you can get started with the first training course or by creating a survey project.



12. To log into your Qualtrics account in the future, go to Qualtrics.com, click on “LOGIN” in the top right-hand corner, and sign in using your Qualtrics username and password.
13. If you have any further questions about your account permissions, or if you are looking for additional resources or information about using Qualtrics at NC State, visit our website at isa.ncsu.edu/surveys/qualtrics. To discuss upgrading your account permissions, contact us at qualtrics_support@ncsu.edu.