

5/7/18



Instructions for Qualtrics Access

Arkansas State University
Office of Assessment

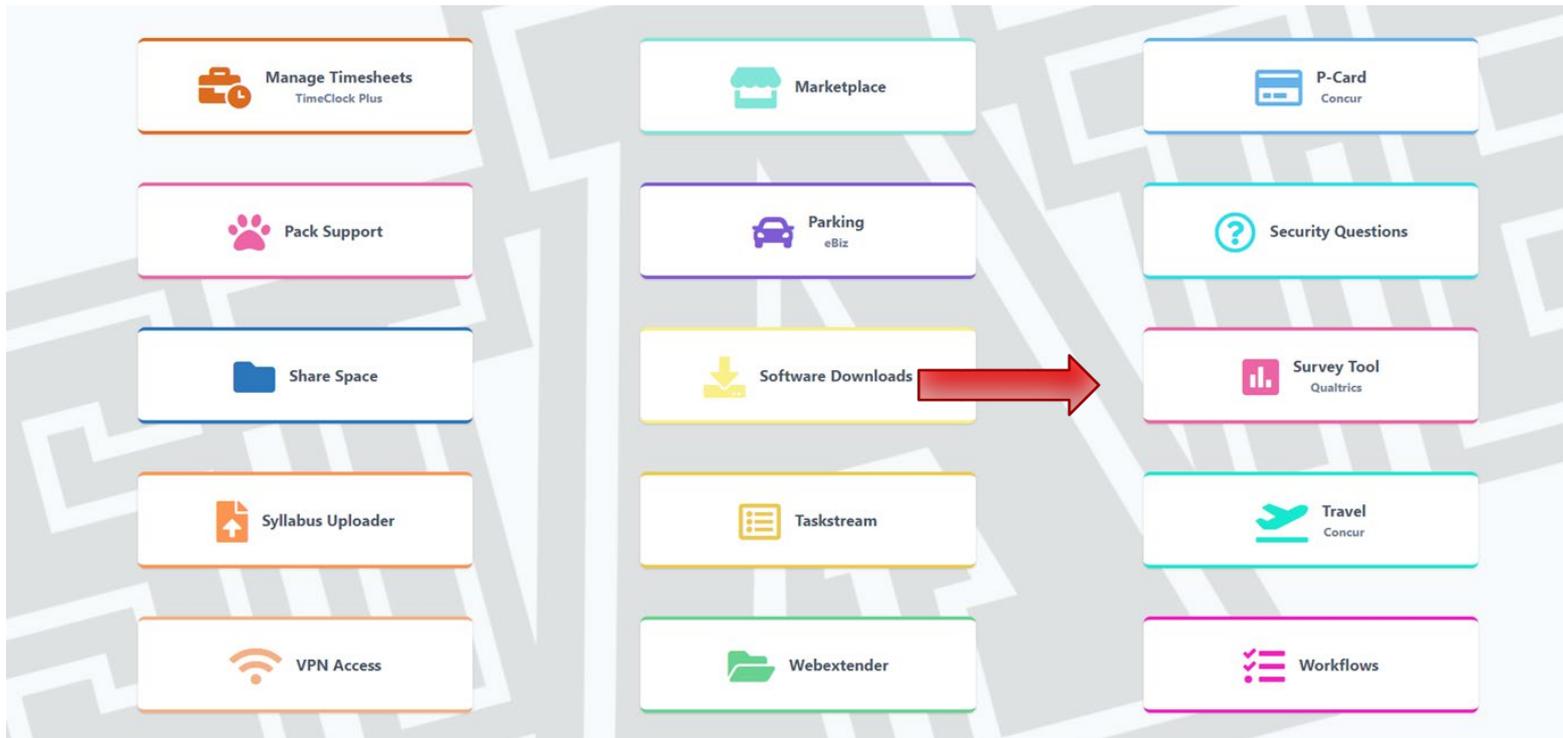
Step 1

- Log into your my.AState account



Step 2

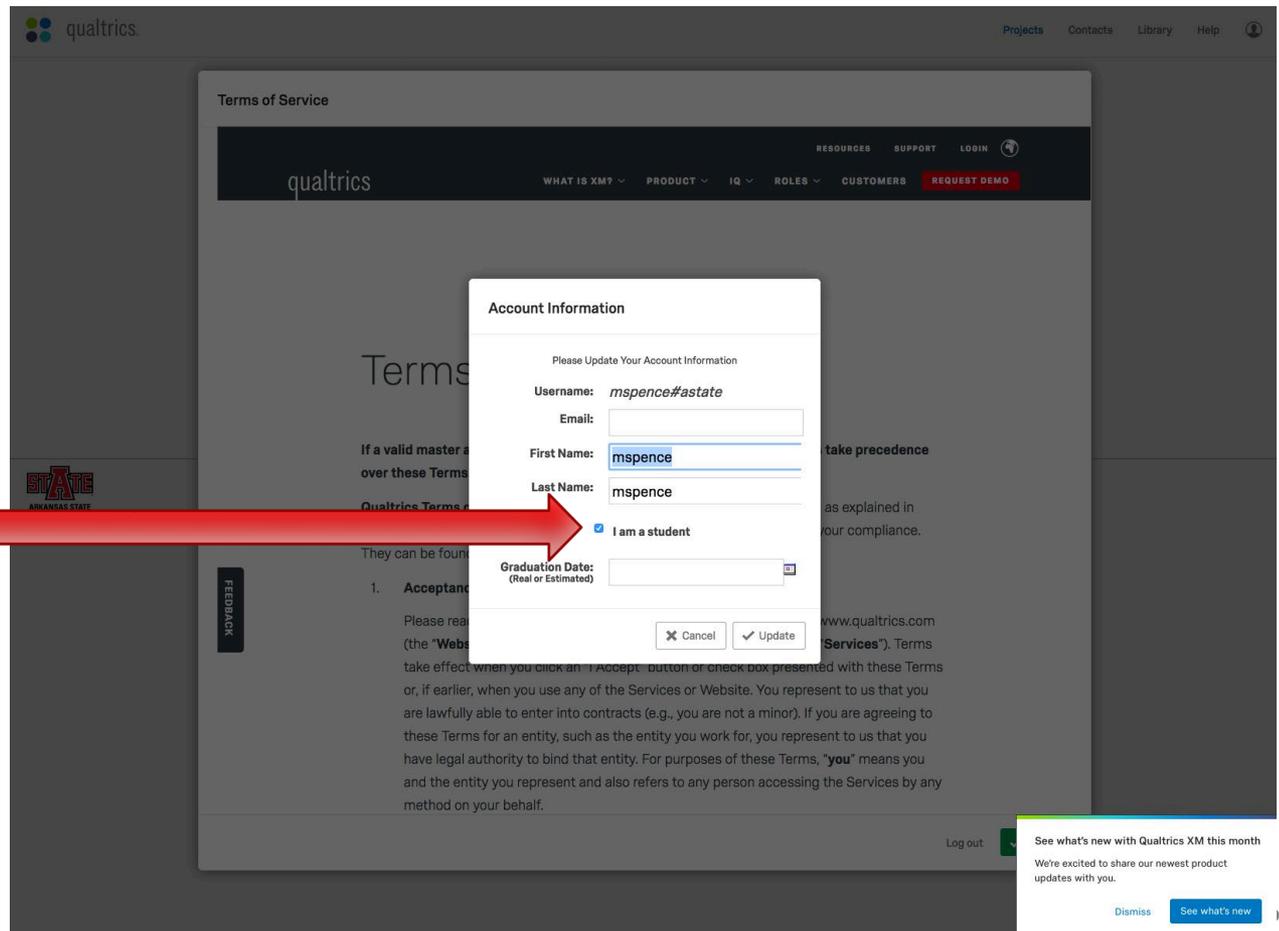
- Locate and click the Survey Tool Icon



Step 3

- You will be directed to the Qualtrics website and you will complete the following information:

- A-State email address, and your first and last name.
- If you are a student be sure to leave this area checked and enter your graduation date.



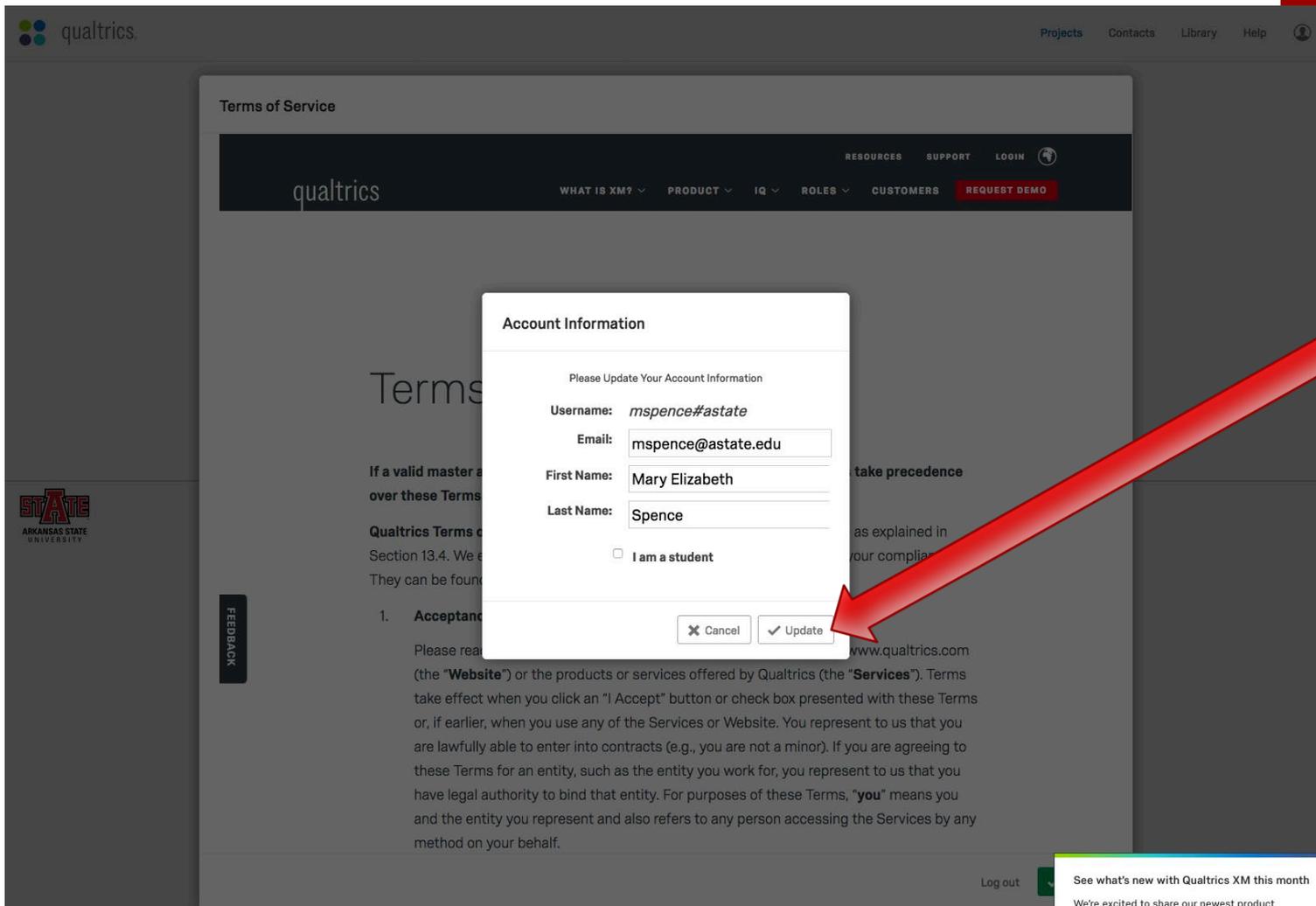
The screenshot shows the Qualtrics website interface. At the top, there is a navigation bar with the Qualtrics logo and links for Projects, Contacts, Library, and Help. Below this is a dark header with the Qualtrics logo and a menu with options: WHAT IS XM?, PRODUCT, IQ, ROLES, CUSTOMERS, and a red button for REQUEST DEMO. The main content area displays a 'Terms of Service' page. Overlaid on this is a white 'Account Information' form. The form has a title 'Account Information' and a subtitle 'Please Update Your Account Information'. It contains the following fields and options:

- Username: mspence#astate
- Email: [Empty text box]
- First Name: mspence
- Last Name: mspence
- I am a student
- Graduation Date: (Real or Estimated) [Empty text box]

At the bottom of the form are two buttons: 'Cancel' and 'Update'. A red arrow points from the text 'leave this area checked' in the list to the 'I am a student' checkbox. In the bottom right corner, there is a notification banner that says 'See what's new with Qualtrics XM this month' and includes a 'See what's new' button.

Step 4

- Once all information is entered, click update.



The screenshot shows the Qualtrics user interface. At the top, there is a navigation bar with the Qualtrics logo and links for Projects, Contacts, Library, and Help. Below this is a dark header with the Qualtrics logo and navigation links: WHAT IS XM?, PRODUCT, IQ, ROLES, CUSTOMERS, and a red REQUEST DEMO button. The main content area is titled "Terms of Service" and contains a large, semi-transparent modal window titled "Account Information".

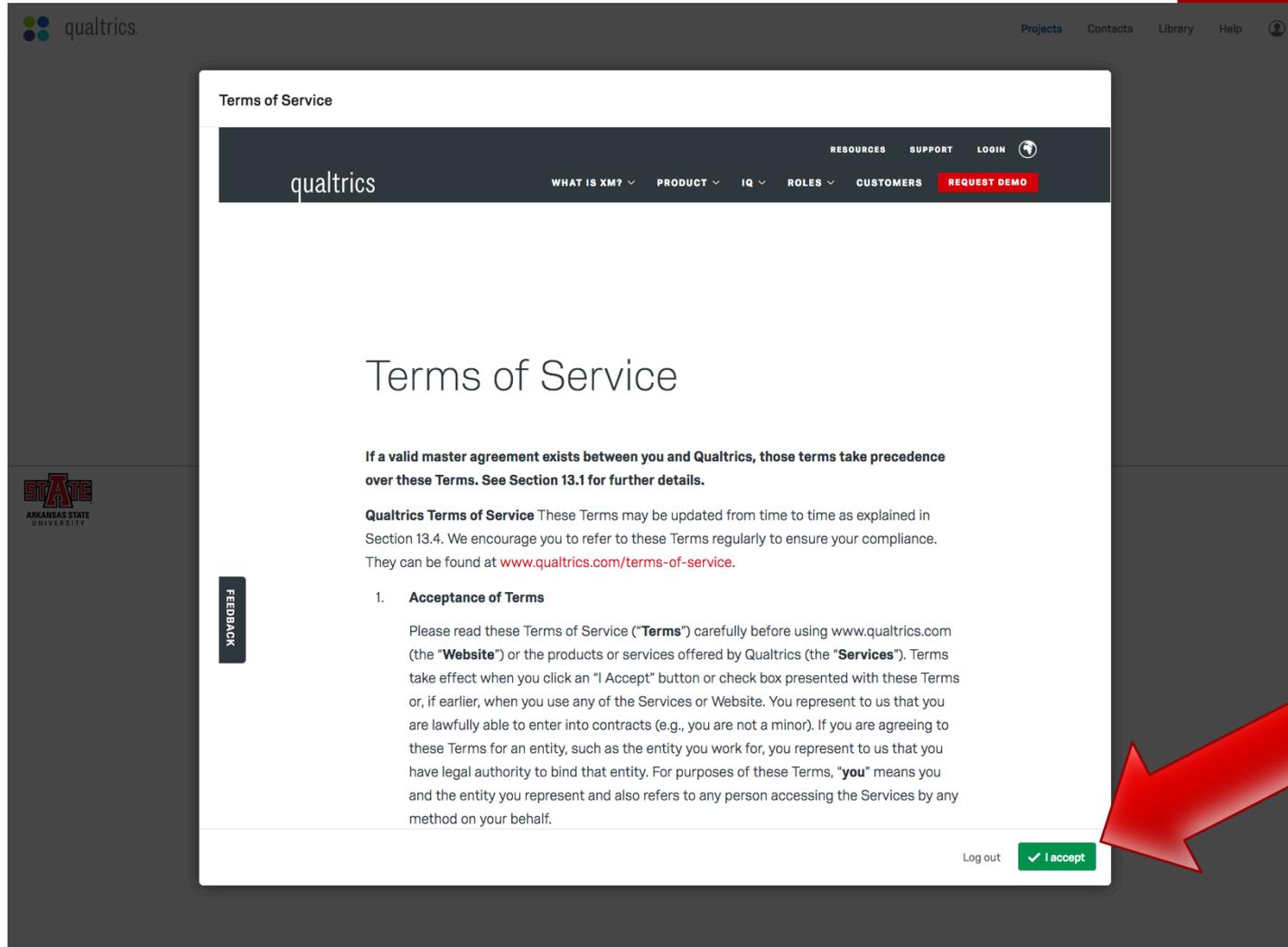
The "Account Information" modal window has the following fields and options:

- Username: mspence#astate
- Email: mspence@astate.edu
- First Name: Mary Elizabeth
- Last Name: Spence
- I am a student
- Buttons: Cancel, Update

A large red arrow points from the right side of the screen towards the "Update" button in the modal window. In the bottom right corner, there is a small notification box that says "See what's new with Qualtrics XM this month" and "We're excited to share our newest product updates with you." with buttons for "Dismiss" and "See what's new".

Step 5

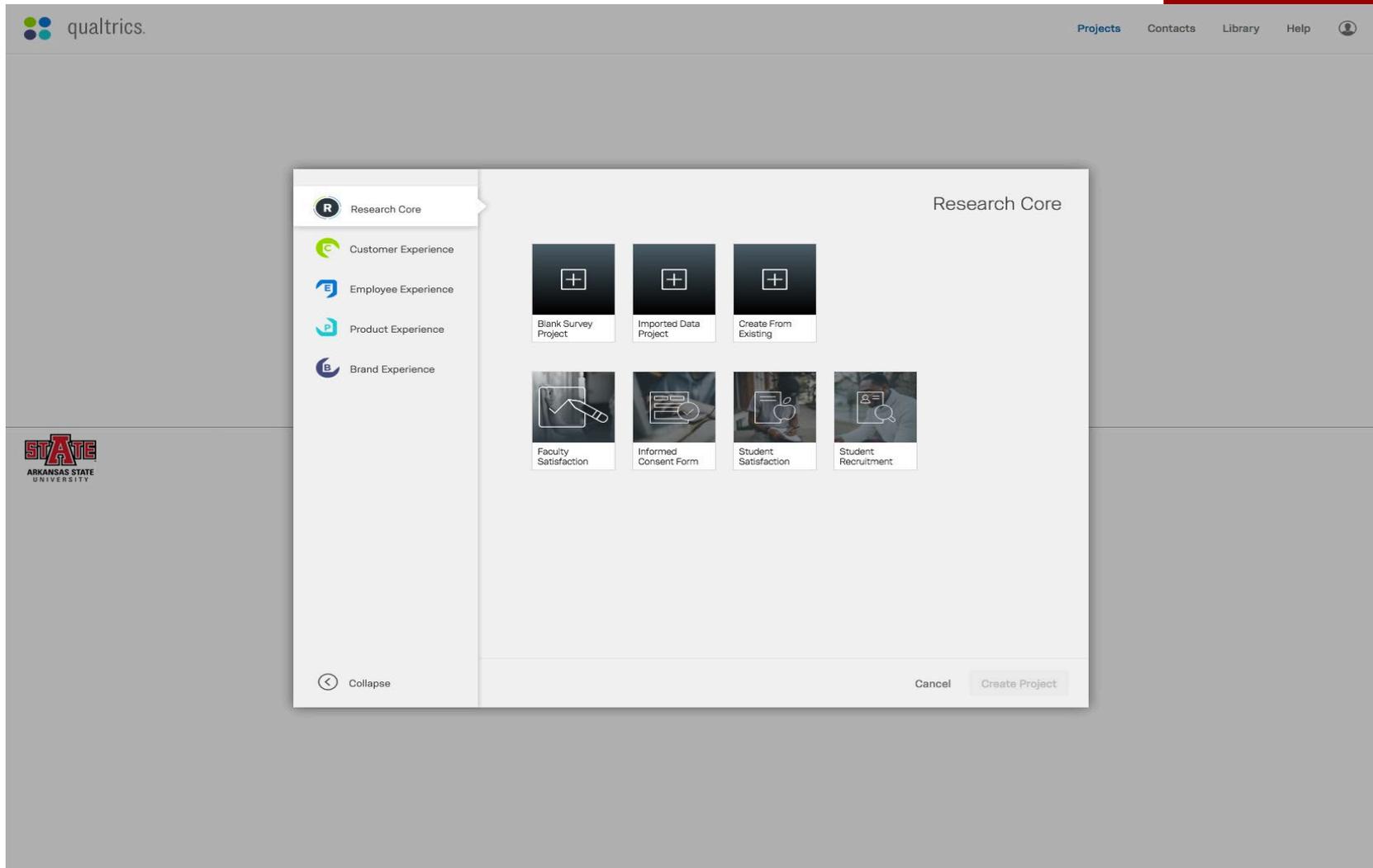
- In order to use Qualtrics, you must agree to the terms of service. Please read them and then click "I Accept."



The screenshot shows the Qualtrics Terms of Service page. At the top left is the Qualtrics logo. The page title is "Terms of Service". A navigation bar includes "RESOURCES", "SUPPORT", and "LOGIN". Below this is a secondary navigation bar with "WHAT IS XM?", "PRODUCT", "IQ", "ROLES", "CUSTOMERS", and a red "REQUEST DEMO" button. The main heading is "Terms of Service". A disclaimer states: "If a valid master agreement exists between you and Qualtrics, those terms take precedence over these Terms. See Section 13.1 for further details." The "Qualtrics Terms of Service" section explains that terms may be updated and provides the URL www.qualtrics.com/terms-of-service. A numbered list starts with "1. Acceptance of Terms", followed by a paragraph explaining that users must read the terms carefully before using the website or services, and that terms take effect upon clicking "I Accept". At the bottom right, there is a "Log out" link and a green "I accept" button with a checkmark. A large red arrow points to this button. On the left side of the page, there is a "FEEDBACK" button and the Arkansas State University logo.

Step 6

- This is the Qualtrics home screen. You may begin your survey here!



Contact Information

- Please contact Christopher Earnheart in the Faculty Center or Qualtrics if you have problems.
- Extension 2334
- cearnheart@astate.edu
- <https://www.qualtrics.com/support/survey-platform/getting-started/survey-platform-overview/>