

Getting Started with Qualtrics

What is Qualtrics?

Qualtrics is an easy-to-use yet powerful web-based tool for building and conducting online surveys. To access Qualtrics, go to <https://sdsu.qualtrics.com/>

Who can use Qualtrics?

All SDSU students, faculty, and staff, as well as employees of the SDSU Research Foundation and SDSU Auxiliaries, are eligible to use Qualtrics for university-related business. Using Qualtrics for personal, commercial or other non-academic endeavors is not permitted.

How do I log into Qualtrics?

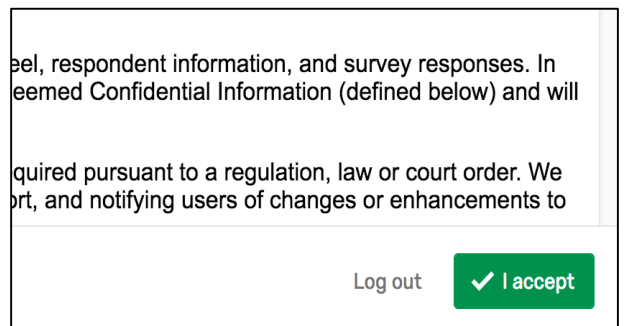
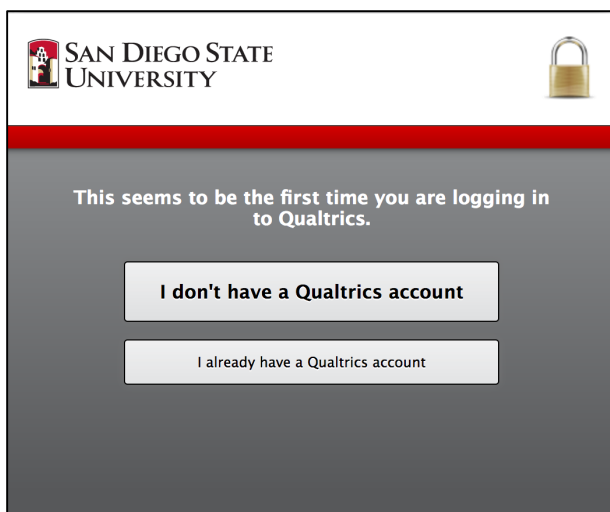
How you log into Qualtrics depends on whether you are a **new Qualtrics user**, or you have an **existing Qualtrics account**. The steps for each method are below.

New Qualtrics Users

If you are a **new Qualtrics user** and do not have an account, follow these steps to activate your new account:

Note: You must have an active SDSUid account to log into Qualtrics. If you don't, go to <http://it.sdsu.edu/sdsuid/> and follow the steps to activate your SDSUid before logging into Qualtrics.

1. Go to the SDSU Qualtrics login page at <https://sdsu.qualtrics.com/>. You will be forwarded to the SDSUid login.
2. Enter your SDSUid and password, and click "Sign In"
3. You will see a window titled "This seems to be the first time you are logging in to Qualtrics."
4. Click the "I don't have a Qualtrics account" button to create your new account.
5. As a new user, you will be presented with the Qualtrics Terms of Service. Click the "I accept" button to accept the terms and continue.



6. That's it! You are now in Qualtrics. You should see a screen titled "Create a Project".

To learn more about Qualtrics, the Qualtrics Support website is a great resource. You'll find step-by-step tutorials and short videos covering Qualtrics features at <https://www.qualtrics.com/support/survey-platform/>