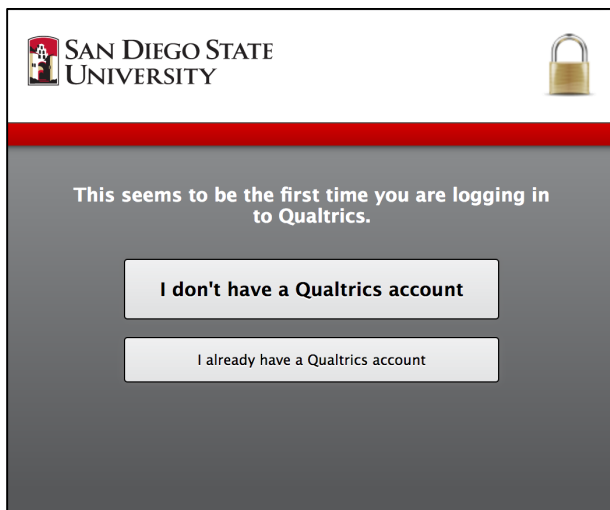


Existing Qualtrics Accounts

If you have an **existing Qualtrics account**, such as through the College of Business, College of Education, PSFA, or the Department of Psychology, follow these steps to migrate your existing account:

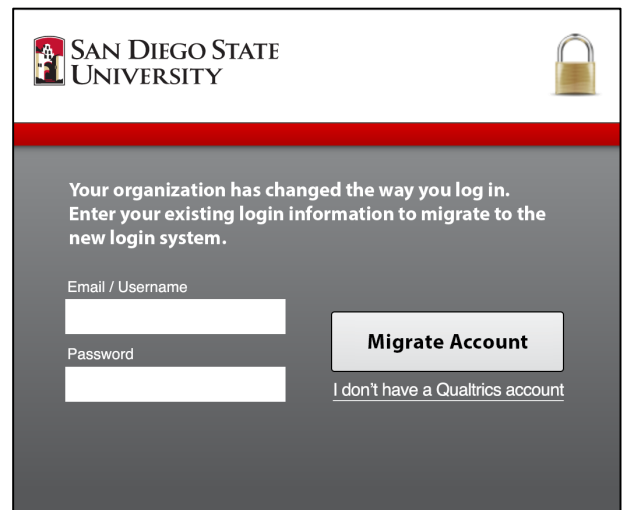
Note: You must have an active SDSUid account to log into Qualtrics. If you don't, go to <http://it.sdsu.edu/sdsuid/> and follow the steps to activate your SDSUid before logging into Qualtrics.

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 with the title "This seems to be the first time you are logging in to Qualtrics."



4. Click the "I already have a Qualtrics account" button.
5. Next, you will see a window with the text "Your organization has changed the way you log in..." Enter your existing Qualtrics username and

password, then click the "Migrate Account" button.



6. Since it's your first time in the new SDSU Qualtrics system, you will be presented with the Qualtrics Terms of Service. Click the "I accept" button to accept the terms and continue.
7. That's it! Your previous Qualtrics account, including any surveys and data, are migrated into your new Qualtrics account that you will access with your SDSUid.

To brush up on 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/>