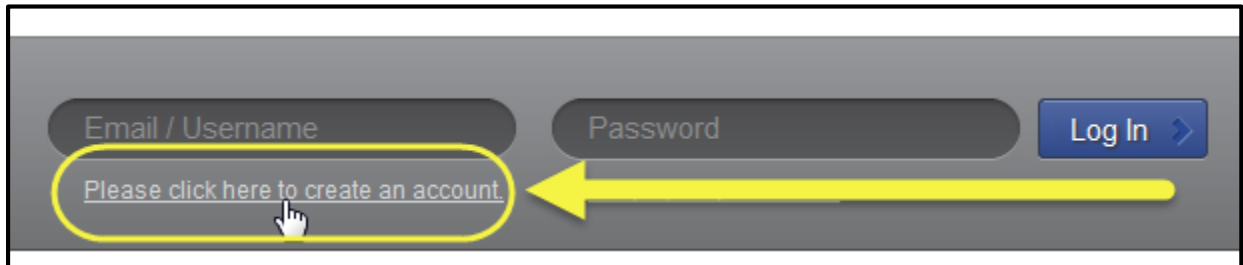


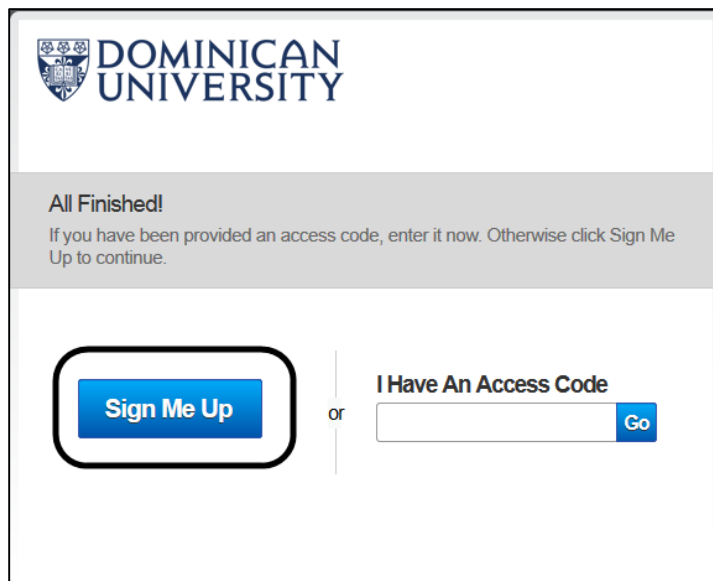
Signing Up for Qualtrics

Qualtrics is web-based survey service that Dominican University has a site license to for both **faculty** as well as **students**. You must sign up using your Dominican email account.

- Head to: <http://dom.qualtrics.com>. You will see a **Please click here to create an account** link:



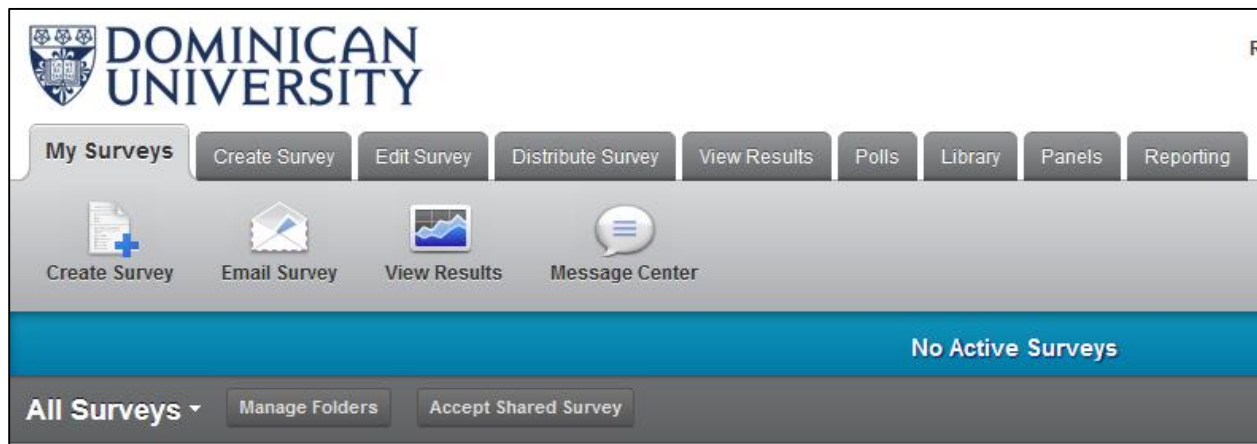
- You will be asked to input your email address and a **password of your choice**. (You MUST use your Dominican email. Your password, however, can be **unique** and does not have to match the DU network password.) Afterwards, you will be prompted for your name and phone number, but neither of those is required.
- Next, click the **Sign Me Up** button:



- You will be sent an email for verification with a link to click on to confirm your registration.

(Upon your first login, for your reading pleasure you will see the **Terms of Service**. It is worth noting that within these terms, it is stated: "You are responsible for creating backups of your own Content." This is pretty standard, but it is always worth remembering that you should backup your surveys, just in case! Fortunately, this is easily done in *Qualtrics* while editing a survey by heading to the far right and clicking the **Advanced Options** button, and from the ensuing screen selecting either **Export** option seen.)

- After clicking **Accept** (as if you have any choice), you will see a screen such as this:



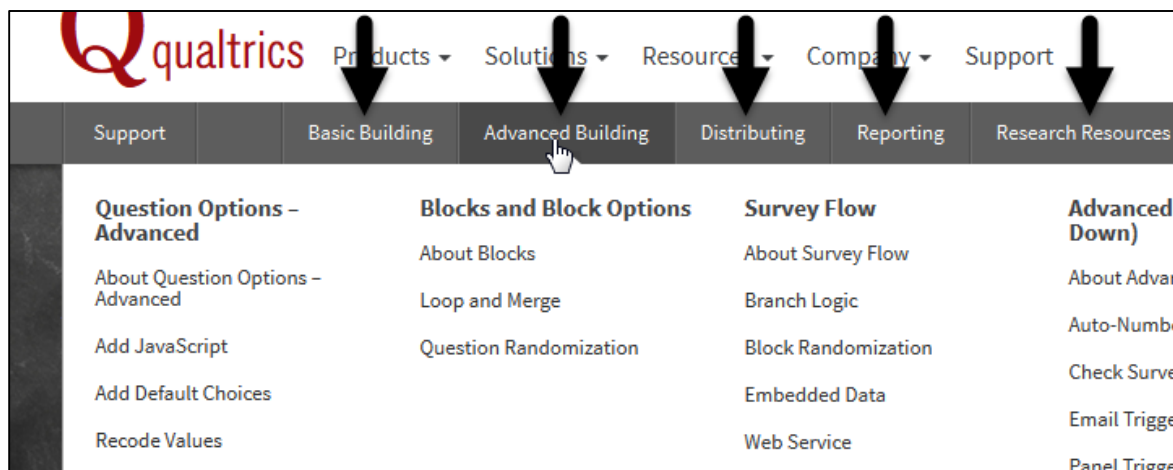
Along with a **Click here to create your first survey** link further on down the screen. You are now ready to go!

Help

Qualtrics has LOTS of help available. At the very top right of any screen, you can click on **Help and Tutorials**:



This will bring you to the same site as the following URL: <http://www.qualtrics.com/university/>, where you will see links to additional topics at the top of the screen, many of which contain brief video tutorials:



Scroll down on that same page, and it will lead to more detailed overviews, both **Basic** and **Advanced**, as well as links to ebooks. The **Learn Qualtrics in 5 Steps** program is also good to go through.