## QUALTRICS: SIGN ON/ACCESS



The university has an institutional license for Qualtrics, a site where surveys can be created to collect data. Faculty can access Qualtrics by following the steps outlined in this guide.

Instructions

- 1. Open a browser and go to this link: <u>https://jwu.qualtrics.com</u>
- 2. Click on My organization's single sign-on (SSO).



3. If your computer is already logged into your JWU account skip to the next step. If you are prompted, follow the steps to log in with your JWU username and password.



4. Once in the Qualtrics site, you are prompted to read and accept the Terms of Service. When done, click **I accept.** 

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s of Service or General Terms and Conditions for Qualtrics Services ("GTC")	1
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2.2 Authorized Users. Customer may permit Authorized Users to use the Cloud Service. Usage is limited to the Usage Metrics and volumes stated in the Order Form. Access credentials for the Cloud Service may not be used by more than one individual, but may be transferred from one individual to another if the original user is no longer permitted to use the Cloud Service. Customer sciencesho of the Arrenement cused by Autohorized Users.	
<ol> <li>Acceptable Use Policy, With respect to the Cloud Service, Customer will not:         <ul> <li>(a) disasemble, decompile, reverse-enviroser, conv. translate or make derivative works.</li> </ul> </li> </ol>	
(b) transmit any content or data that is unlawful or infringes any intellectual property rights, or (c) circumstent or and ansate its angention or security.	
2.4 Verification of Use, Customer will monitor its own use of the Cloud Service and report any use in excess of the Usage Metrics and volume. Qualities may monitor use to writy compliance with Usage Metrics, volume and the Agreement.	
2.5 Suspension of Cloud Service. Qualities may suspend or limit use of the Cloud Service if continued use may result in material harm to the Cloud Service or its users. Qualities will promptly notify Customer of the suspension or limitation. Qualities will limit a suspension or limitation in time and scope as reasonably possible under the circumstances.	
2.6 Third Party Web Services. The Cload Service may include integrations with web services made available by third parties (other than Qualitric' Affiliates) that are accessed through the Cload Service and subject to terms and conditions with those third parties. These third party web services are not part of the Cload Service and the Agreement does not apply to them.	

5. The Qualtrics main page is displayed. To create a new survey, click **Create Survey** under the Active Surveys tab.



6. To access the library of user guides for Qualtrics, click on the (?) icon in the top right corner of the browser while on the Qualtrics site and then click **Support Site**.



