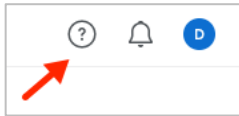# QUALTRICS: TRAINING

Qualtrics has a training site with access to on-demand and live training. This user guide will walk through the process of accessing this training.
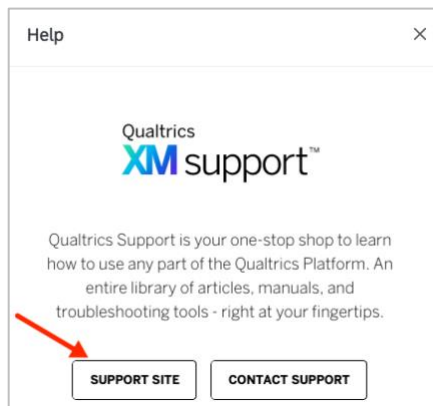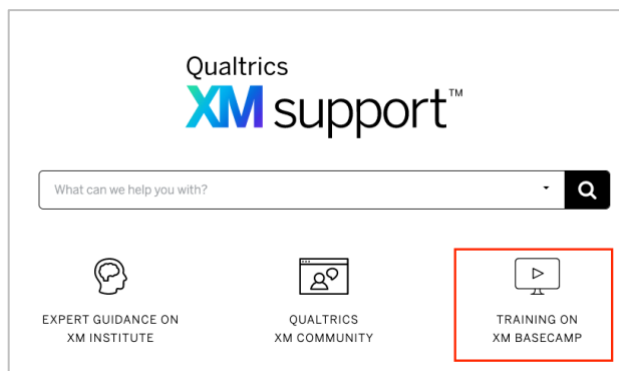
Instructions

1. Access Qualtrics by **right clicking on the link below with your mouse** and choose "open link in a new window (or tab)" https://jwu.qualtrics.com

2. Click on **My organization's single sign-on (SSO)**.

3. To access the training click on the **(?)** icon in the top right corner of the browser while on the Qualtrics site.
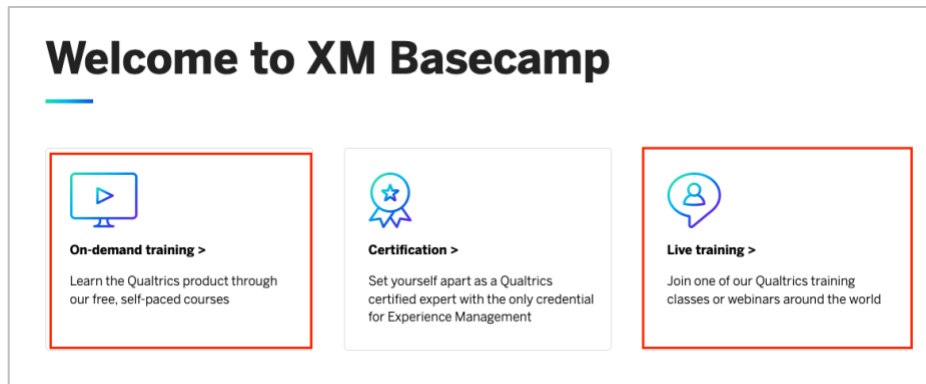

4. Click on **Support Site**.

5. A new browser window or tab opens.

6. Click on **Training on XM BaseCamp.**

QUALTRICS: TRAINING

7. Some options are presented. You can elect to access the library of **On-demand training** or sign up for **Live training**.
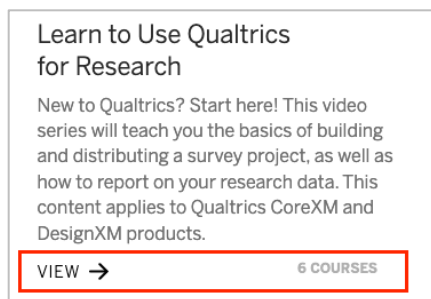

On-demand Training

1. When you click on On-demand training you are presented with various modules or courses you can access. Click one that interests you.
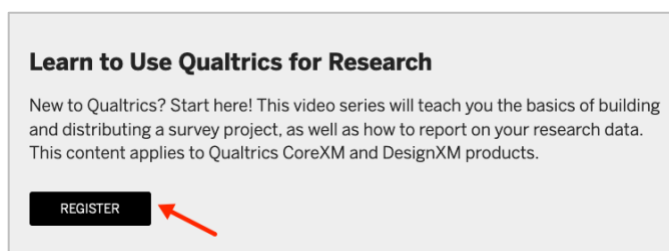

2. Click **Register** to register for the training course.

Live Training

1. When you click on Live training you are presented with various upcoming trainings and/or webinars that you can register for. Click one that interests you.

2. Click **Register** to register for the Webinar.