

# Qualtrics

## What is Qualtrics?

Qualtrics allows you to easily design surveys with question libraries, point-and-click design, automatic choices, and question randomization. It includes advanced features such as a comprehensive selection of question types, skip logic and branching options, and collaboration tools. Qualtrics also allows users to easily distribute surveys to participants; compile, organize, and analyze responses; and generate reports from survey data.

## How do I get a Qualtrics account?

Faculty and administrators, please click on the following link to submit a request for an account. <http://www.suffolk.edu/explore/57640.php>

Students, your faculty will provide you with instructions for access.

Your account will be immediately approved to create and distribute surveys.

You must register at the <https://suffolk.qualtrics.com> site provided above. If you go to the public Qualtrics company website and create a trial account, any surveys you create or data you collect will not be accessible from the university Qualtrics site. If you already created an account on the Qualtrics site, you will need to contact them to remove your account as users can only have one account associated with the same email address. Contact Qualtrics via e-mail anytime at [support@qualtrics.com](mailto:support@qualtrics.com) or by phone at 1-800-340-9194 (between 9am-8pm EST).

## Can my students use Qualtrics?

Yes, faculty who want their students to use Qualtrics will have to provide them with a special student self-enrollment code. To obtain the code, faculty should contact the service desk at [servicedesk@suffolk.edu](mailto:servicedesk@suffolk.edu)

Students must use their Suffolk email address. Non-Suffolk accounts cannot be used. Once students self-enroll, they will have access to immediately create and distribute surveys.

You must register at the <https://suffolk.qualtrics.com> site provided above. If you go to the public Qualtrics company website and create a trial account, any surveys you create or data you collect will not be accessible from our Qualtrics site.

## How can I get help with Qualtrics?

- If you are experiencing access problems (not able to create an account or not able to login to Qualtrics), please contact the service desk at [service desk@suffolk.edu](mailto:service_desk@suffolk.edu).
- Most questions can be answered by going to the [Qualtrics University](http://www.qualtrics.com/university) website. The website offers an extensive set of online resources.
- Contact Qualtrics via e-mail anytime at [support@qualtrics.com](mailto:support@qualtrics.com) or by phone at 1-800-340-9194 (between 9am-8pm EST).

## I am new to Qualtrics. How do I learn more about it?

Qualtrics offers a fully-featured, self-paced Online Training Program called Qualtrics University at <http://www.qualtrics.com/university>. On their website you can learn by topic, get basic training, or learn more advanced functions. This is your best resource to learn about Qualtrics at your convenience.

You may also email us at [servicedesk@suffolk.edu](mailto:servicedesk@suffolk.edu) and we'll do our best to direct you to the appropriate resources.