CREATING AN ACCOUNT FOR
QUALTRICS SURVEY SOFTWARE

Information Services
Staffordshire University
Introduction

From January 2015 we are changing our access to the Qualtrics survey software so that all staff and students can access this using their normal username and password.

This document outlines how to migrate an existing Qualtrics staff account to the new system and how to create a new account.

Modifying an existing Qualtrics Staff account

If you already have a Qualtrics account you will need to migrate that account over to the new system the first time you log on. You should follow the steps below to do this:

1. Access the Staffs Uni Qualtrics site at: https://staffordshire.eu.qualtrics.com/ControlPanel/
   You can find this from the A-Z index under Q.

2. At the log in screen log in with your normal username and password

You will see the following screen:
4. Select the option for **I already have a Qualtrics account**.

**Note:** If you select “I don’t have a Qualtrics account” this will create a brand new account. This will **not** move over any of your previous surveys/data.

Do not select this option unless you specifically want to start with a clear account.

You will see the following screen:

3. Enter in the details you previously used to log in to Qualtrics. This would be your email address and a password of your choosing.

4. Click on **Migrate Account**.

5. Your account on the new Qualtrics system will be created and your existing surveys, data and reports will be copied over.

   Any surveys which are currently live will continue to operate and data will be collected in these as before.
Creating a New Qualtrics Account:

If you *not* previously use Qualtrics then you will need to create a new account. You should follow the steps below to do this:

   You can find this from the A-Z index under Q.

2. At the log in screen log in with your normal username and password

![Log in to Staffordshire Uni Qualtrics](image1.png)

3. You will see the following screen:

![Qualtrics login screen](image2.png)

4. Click on “I don’t have a Qualtrics account” and follow the prompts to create your new account.