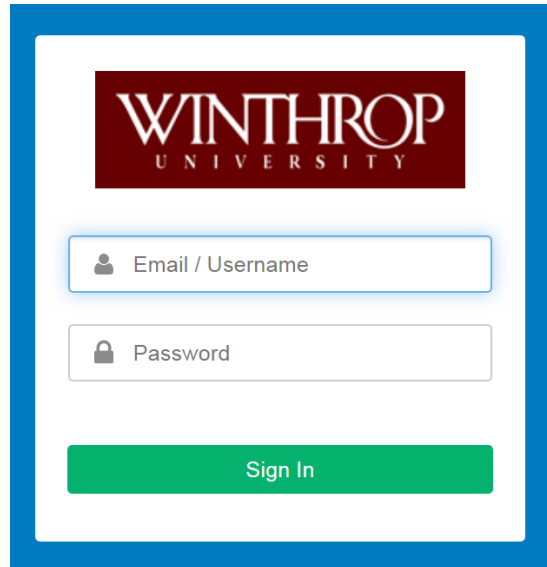


Qualtrics Initial Account Setup

Winthrop Faculty and Staff: Go to winthrop.qualtrics.com

Winthrop Students: Go to winthropstudents.qualtrics.com

1. Enter your Winthrop username and password, and click “Sign In.”

A screenshot of the Winthrop University Qualtrics login page. At the top is the Winthrop University logo in a dark red box. Below the logo are two input fields: the first is labeled "Email / Username" with a person icon, and the second is labeled "Password" with a lock icon. At the bottom of the form is a green button labeled "Sign In". The entire form is enclosed in a blue border.

2. A screen will appear stating that “This seems to be the first time you are logging in to Qualtrics.”
 - a. If you do not already have a Qualtrics account, click “I don’t have a Qualtrics account.”
 - b. If you have a previously existing Qualtrics account and want to keep it separate from this one, click “I don’t have a Qualtrics account” and skip to step 4.
 - c. If you have a previously existing Qualtrics account and want to import all of your surveys, results, etc. into your Winthrop branded Qualtrics account, click “I already have a Qualtrics account” and skip to step 4.

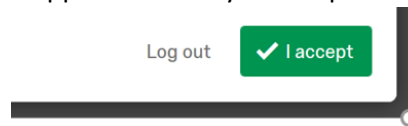
A screenshot of the Winthrop University Qualtrics first-time login screen. At the top left is the Winthrop University logo. At the top right is a gold padlock icon. Below the logo is a red horizontal bar. The main content area has a grey background and contains the text: "This seems to be the first time you are logging in to Qualtrics." Below this text are two buttons: "I don't have a Qualtrics account" and "I already have a Qualtrics account".

3. If you clicked “I already have a Qualtrics account,” you will be asked to enter your existing Qualtrics login information and click “Migrate Account.” If you do not want to migrate your existing surveys into your Winthrop Qualtrics account, click “I don’t have a Qualtrics account.”

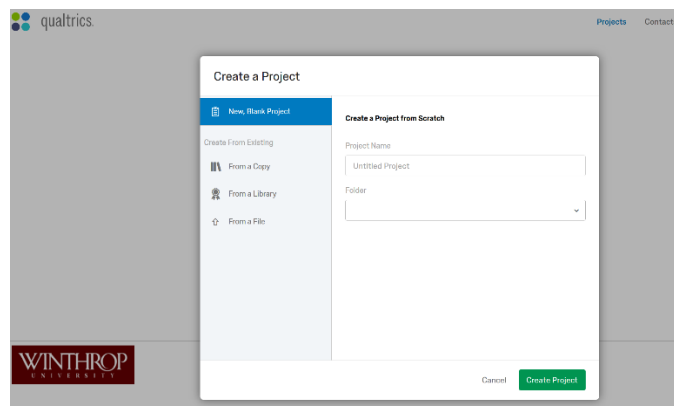


The image shows a web interface for Winthrop University. At the top left is the Winthrop University logo. At the top right is a padlock icon. Below the logo is a red horizontal bar. The main content area has a grey background and contains the following text: "Your organization has changed the way you log in. Enter your existing login information to migrate to the new login system." Below this text are two input fields: "Email / Username" and "Password". To the right of these fields is a button labeled "Migrate Account". Below the "Migrate Account" button is a link that says "I don't have a Qualtrics account".

4. The Terms of Service agreement appears next. If you accept the Terms of Service, click “I accept.”



5. You can now create your first Qualtrics Project by entering a name for the project and clicking the “Create Project” button.



The image shows the Qualtrics "Create a Project" dialog box. The dialog has a title bar "Create a Project" and a "New, Blank Project" button. Below the title bar are two sections: "Create from Existing" and "Create a Project from Scratch". The "Create from Existing" section has four options: "From a Copy", "From a Library", and "From a File". The "Create a Project from Scratch" section has a "Project Name" input field with "Untitled Project" entered, and a "Folder" dropdown menu. At the bottom right of the dialog are "Cancel" and "Create Project" buttons. The background shows the Qualtrics interface with the Winthrop University logo and "Projects" and "Contacts" tabs.

6. When you are ready to exit Qualtrics, click the icon of a person in the top right hand corner, and select “Logout” on the dropdown menu.

