Qualtrics Account Setup Instructions for Winthrop University Faculty Members

1. Go to winthrop.qualtrics.com. Enter your Winthrop username (e.g. doej) and password, and click “Log In.”

2. A screen will appear which says, “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”. (If you choose this option, SKIP TO STEP #4).
   b. If you HAVE AN EXISTING QUALTRICS ACCOUNT, click “I already have a Qualtrics account” and proceed to step #3.

3. If you clicked “I already have a Qualtrics account,” a screen will appear asking you to enter your existing Qualtrics login information. Enter your information, and click “Migrate Account” in order to migrate all of your current surveys, responses, etc into your new account.
   **If you do not want your existing surveys moved into your Winthrop Qualtrics account, go back to Step 2 and click “I do not have a Qualtrics account.” However, this is your one opportunity to easily migrate all of your existing information into your new Winthrop University licensed and branded Qualtrics account. So we strongly recommend that you migrate your existing account now.

4. You will now be taken to the home screen and may begin using your new Qualtrics account to create surveys.

5. When you’re ready to exit Qualtrics, click on the arrow to the right of your name in the top right corner of the screen and select “Logout.”