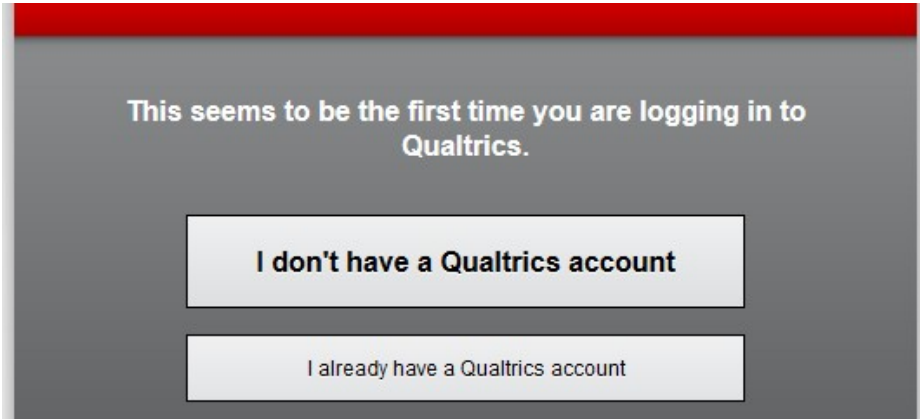


Qualtrics Account Setup Instructions for Winthrop University Faculty Members

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

A screenshot of a login form with a grey background. It features two input fields: "Email / Username" and "Password", both with rounded corners. To the right of the "Password" field is a blue button with the text "Log In" and a right-pointing arrow.

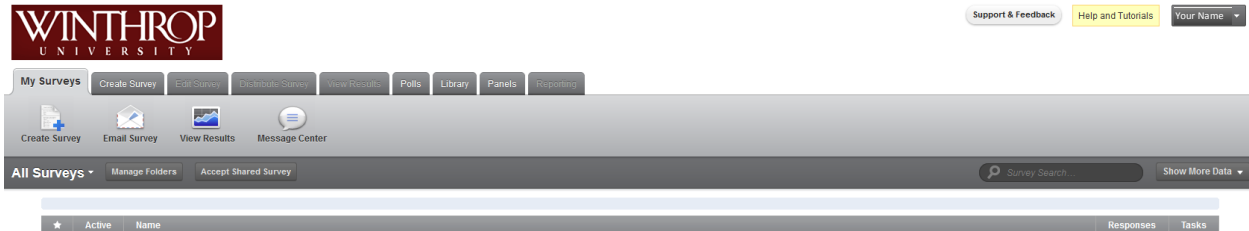
2. A screen will appear which says, “This seems to be the first time you are logging in to Qualtrics”:
 - a. If you do not already have a Qualtrics account, click “I don’t have a Qualtrics account”. (If you choose this option, SKIP TO STEP #4).
 - b. If you **HAVE AN EXISTING QUALTRICS ACCOUNT**, click “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.**

A screenshot of a grey screen with a red header bar. The text reads: "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 the "Password" field is a white button with black text that says "Migrate Account". Below the "Migrate Account" button is a link that says "I don't have a Qualtrics account".

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



[Click here to create your first survey!](#)

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.”