

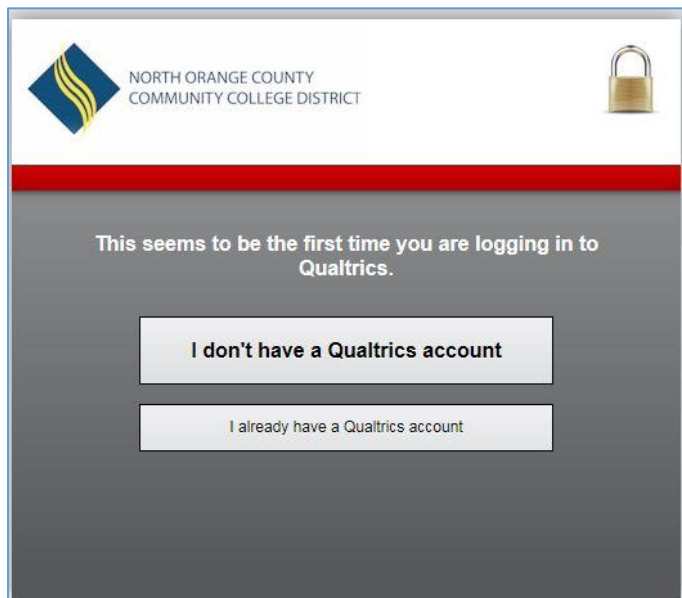
Qualtrics – Online Surveys

Qualtrics is a private research software company that enables users to do many kinds of online data collection and analysis using online surveys that you create!

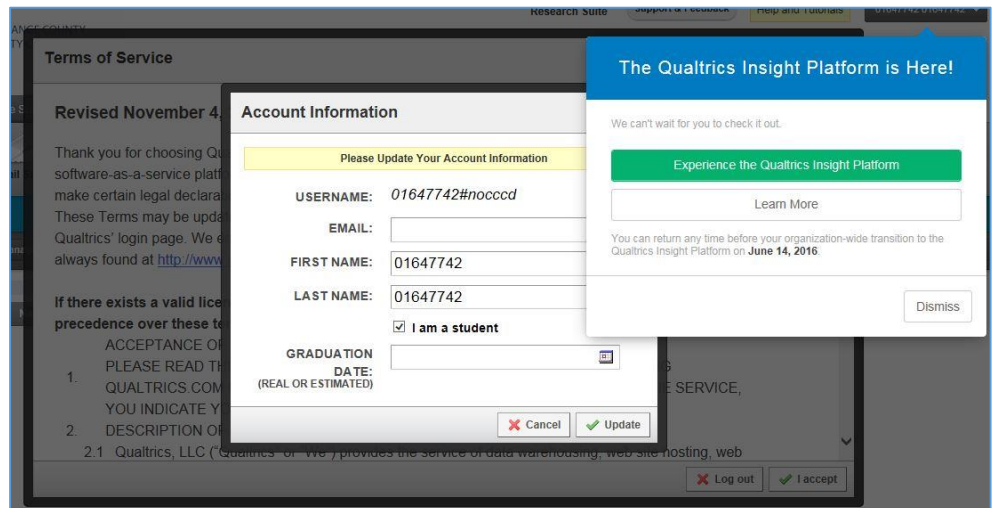
1. Sign in myGateway
2. Click on the Employee tab
3. In the Employee Links channel (box), click on **Qualtrics – Online Surveys**



4. The first time you click on Qualtrics, you'll need to set up an account. Click on **"I don't have an account"**

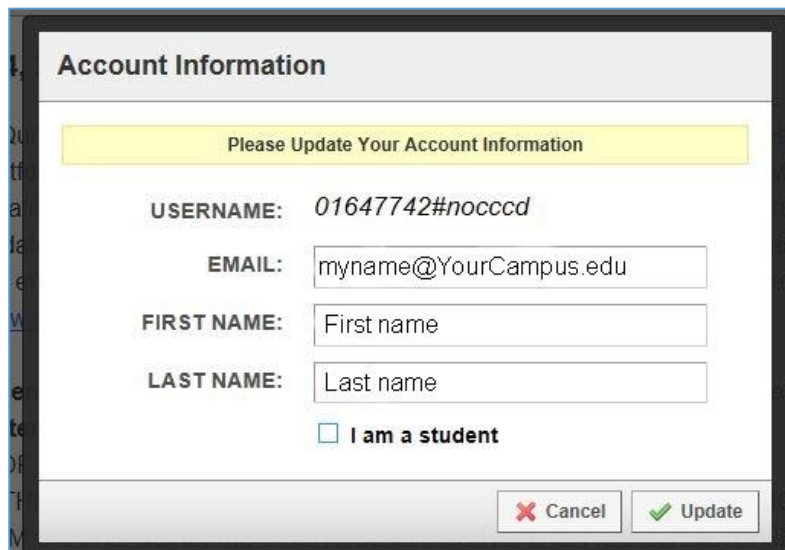


5. Click on **DISMISS** for the "Qualtrics Insight Platform"

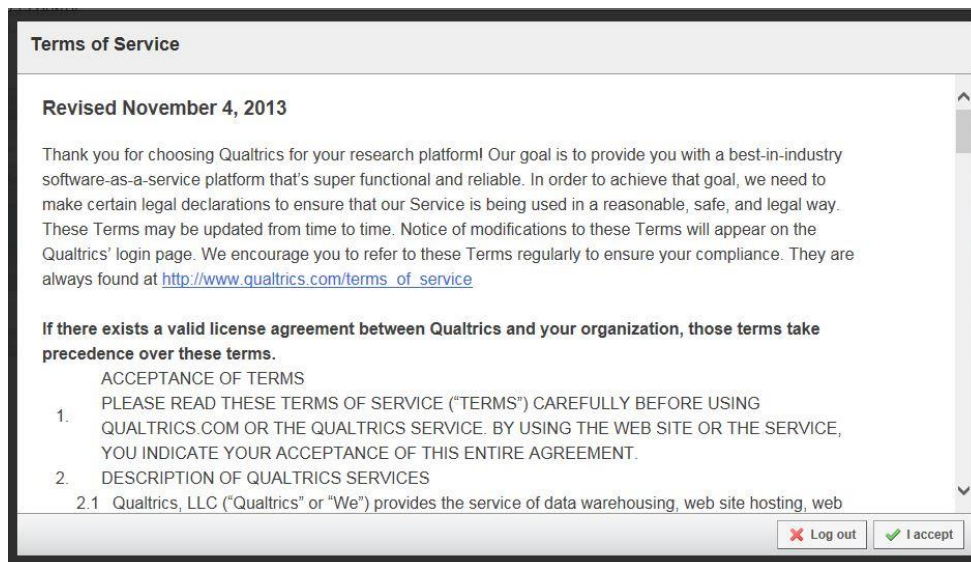


6. You will need to **fill in your account information:**

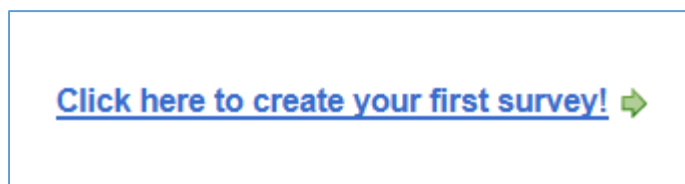
- Fill in your campus email address
- Remove the number that is in the first name field, and type in your first name.
- Same thing with the last name. Remove the number there and type in your last name.
- If you are a student, leave the check mark there. If you are an employee or staff, remove the check mark
- Click on UPDATE.



7. Read the Terms of Service. Click on **"I accept"**



8. You can easily create your own survey by clicking on the link.



9. Need help? Their Help and Tutorials are a click away!

