



# Nazareth COLLEGE

Email / Username

[Please click here to create an account.](#)

Password

[Forgot your password?](#)

Log In >

Qualtrics is a fully-featured survey tool that is licensed by Nazareth for use by faculty, staff and students. While anyone with a MyNaz account can login, only authorized users can build or administer surveys.

This documentation is geared toward faculty, and outlines the process of setting up an account, and accessing training.

## Accessing Qualtrics for the First Time

Visit <https://naz.qualtrics.com>, and log in using your MyNaz username and password.

Click the 'I don't have a Qualtrics account' button to activate your account. This will only appear the first time you log in.

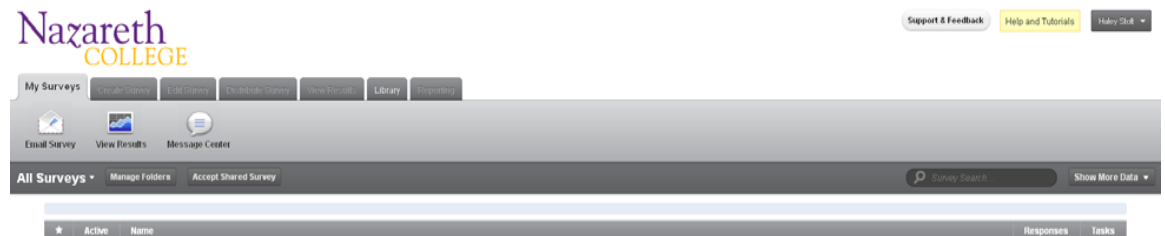
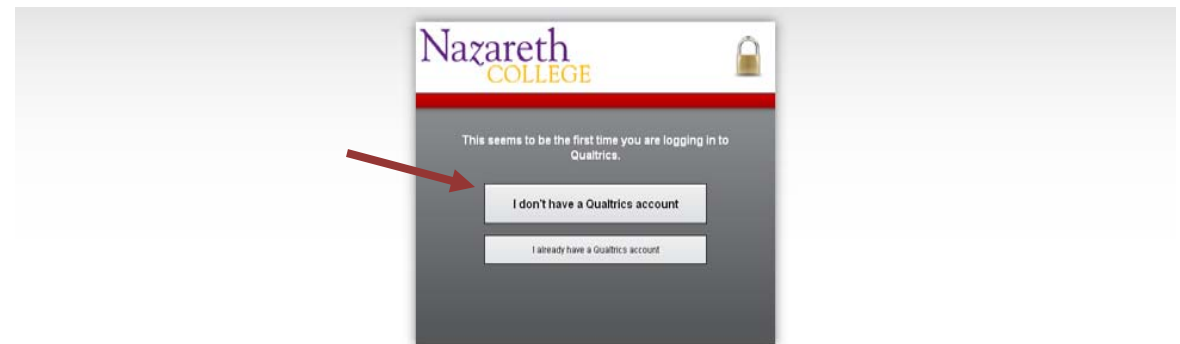
Although you are logged in, you don't yet have permission to do anything.

The following steps will walk you through the process of upgrading your account, so that you can create and manage a survey.

Nazareth  
COLLEGE

Email / Username Password Log In >

[Please click here to create an account.](#) [Forgot your password?](#)



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

## Upgrading Your Account

First, click the button with your name on it in the upper right, and select 'Account Settings' from the menu.



Next, click the 'Upgrade Account' icon.



Finally, enter the 'Access Code' that you received. This code will upgrade your account so that you have the ability to create surveys.

**NOTE:** If you enter a valid code, your 'Create Survey' tab should change to white, indicating that you have successfully upgraded your account. This page will not display a confirmation message.

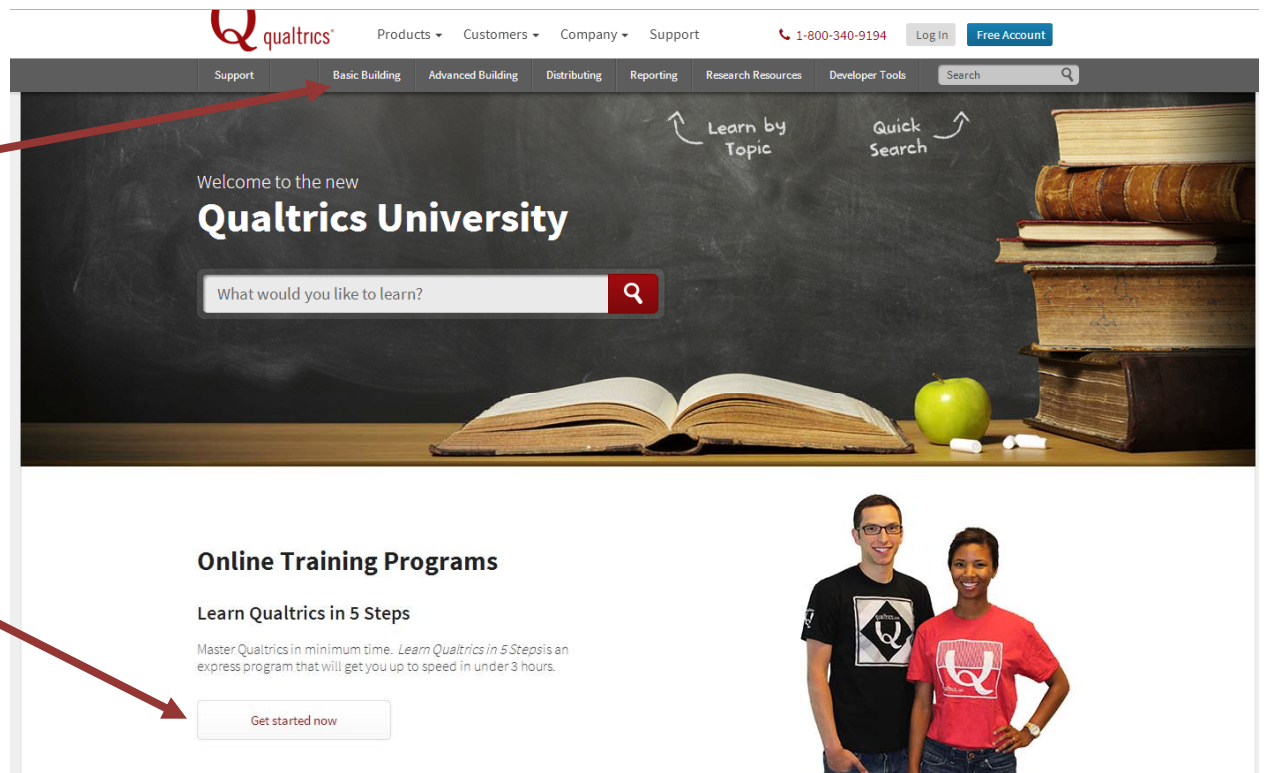


# Training

Click the 'Help and Tutorials' button to access the Qualtrics University site, which contains training materials and support documents.



Text-based training documents are available across the top of the page. 'Basic Building' contains all of the information you need to create a simple survey. 'Distributing' contains the information needed to launch your survey.



If you would prefer a video tutorial, click the 'Get Started Now' button to access the 5-step video training guide.