



# @ Nazareth College

## Account Upgrade Instructions

*If you have any questions, or would like to request further training, please contact Jenna Sadue at [jsadue1@naz.edu](mailto:jsadue1@naz.edu).*

Qualtrics is a robust, user-friendly electronic survey design tool that is licensed for use by faculty, staff, and students at Nazareth College. Anyone with a MyNaz account can login. However, only authorized users can create and administer surveys.

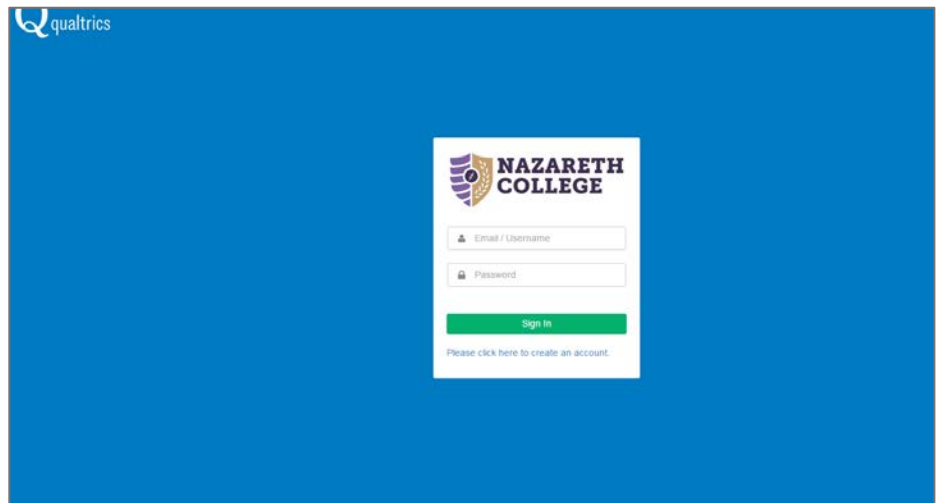
The following instructions outline how to upgrade your user account in order to get started designing surveys and collecting important data for your use.

### Step One: Accessing Qualtrics

- 1) Visit [naz.co1.qualtrics.com](http://naz.co1.qualtrics.com)
- 2) Log in using your MyNaz username (ex. bsmith1) and password.
- 3) Click the green “Sign In” button.
- 4) A pop-up window will appear with the “I don’t have a Qualtrics account” button\*—click this button!

*\*Note: this message will only appear the first time you log in*

- 5) You will be taken to the basic account homepage. The next page details how to upgrade your account in order to create and administrate surveys.




### 💡 Helpful Tip

[Click here](#) to access Qualtrics at our unique Nazareth College address. If you experience any issues upgrading your account, or would like further training on how to build a survey for primary research, contact the Teaching and Learning Technologies Department at 585-389-2117.

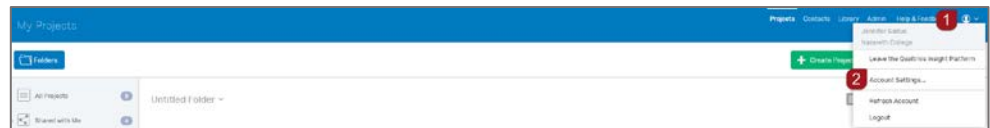
## **i Account Upgrade Codes**

The account upgrade code provided to you by the administrator activates your Qualtrics account at the *survey creator* or *survey approver* level. *Survey approver* accounts are available for faculty and staff use only.

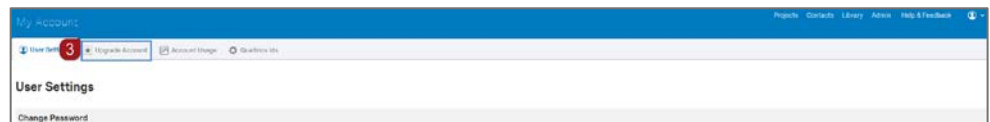
## **Step Two: Upgrading your Account**

1) Click on the user account icon  in the upper right corner.

2) Select the “Account Settings” menu from the drop down that appears.

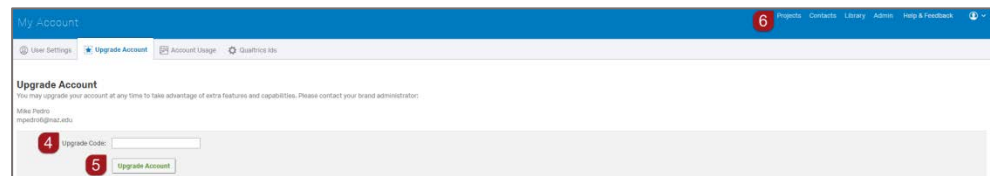


3) Click on the “Upgrade Account” tab.



4) Copy and paste the account upgrade code provided via email into the “Upgrade code” box.

5) Click the “Upgrade Account” button.



6) You will now be able to navigate to the “Projects” page to begin creating surveys.

## **Step Three: 24/7 Training & Support**

Written and video tutorials are available through Qualtrics University!

Click on the “Help & Feedback” link at the top of the page.

Then, select the green “Visit Qualtrics University” button. This will take you to the Qualtrics support page.

Select the “Survey Platform” option on the support page for step-by-step tutorials.

