

How To Access Qualtrics Survey Tool

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How to Access Qualtrics Survey Tool

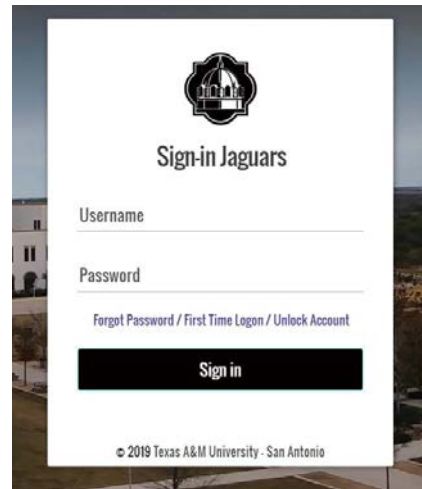
Overview

This document will show you how to access the Qualtrics Survey Tool, and set up your account for first time users.

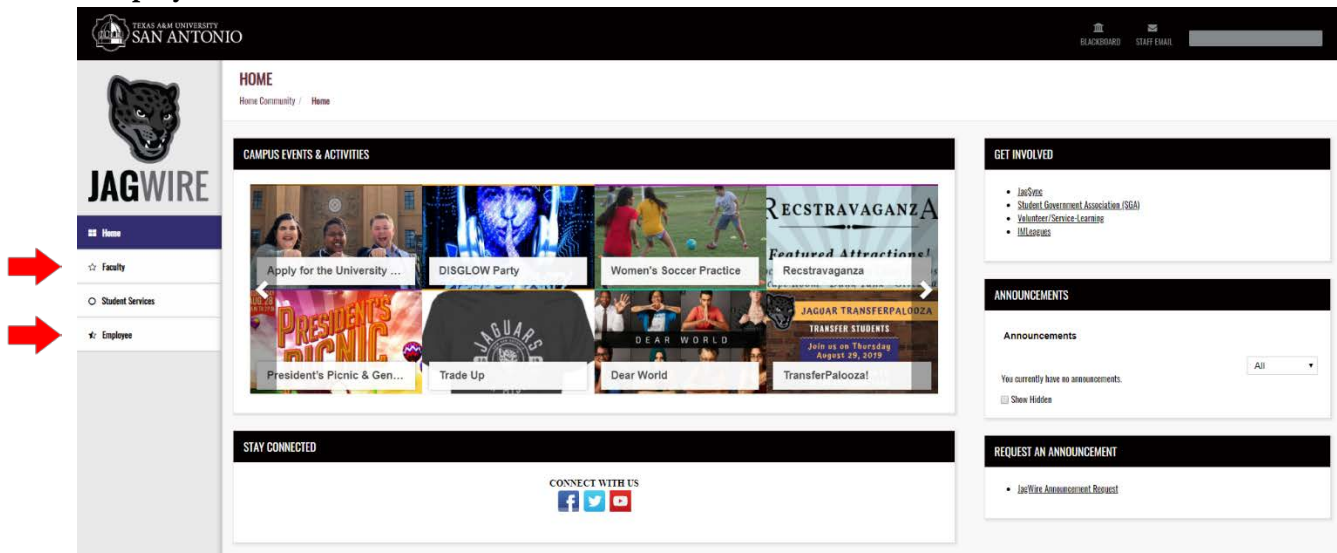
Section I. Accessing the Qualtrics Survey Tool

You will access the Qualtrics Survey Tool through the JagWire Portal.

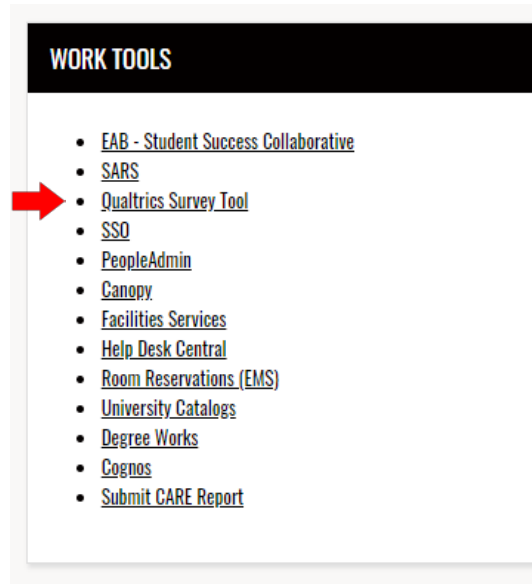
1. Navigate to <http://jagwire.tamusa.edu> and use your log in credentials to access the JagWire Portal.



2. Once you log into the JagWire Portal, depending on user status click on the 'Faculty' tab or "Employee" tab.



3. Under “Work Tools” click on ‘Qualtrics Survey Tool’.
If you have already established an account, you will be taken to the home page of Qualtrics. If you have NOT established an account, please refer to section 2 of this document.

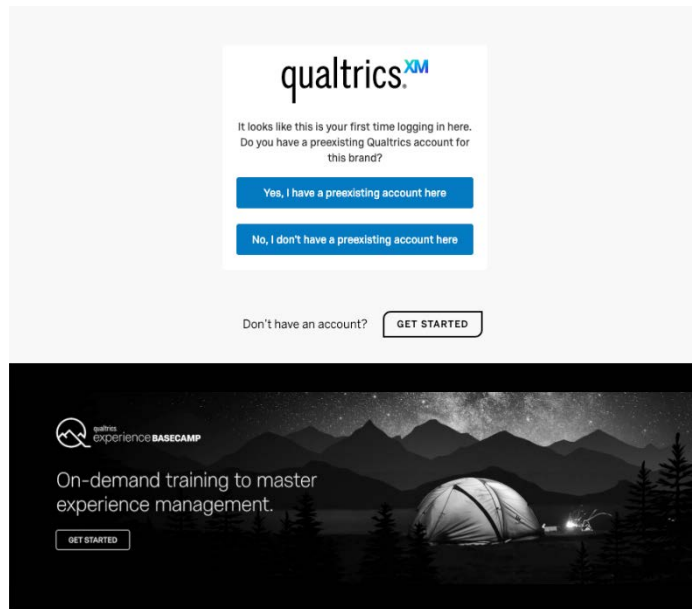


Section 2. How to Create an Account in Qualtrics

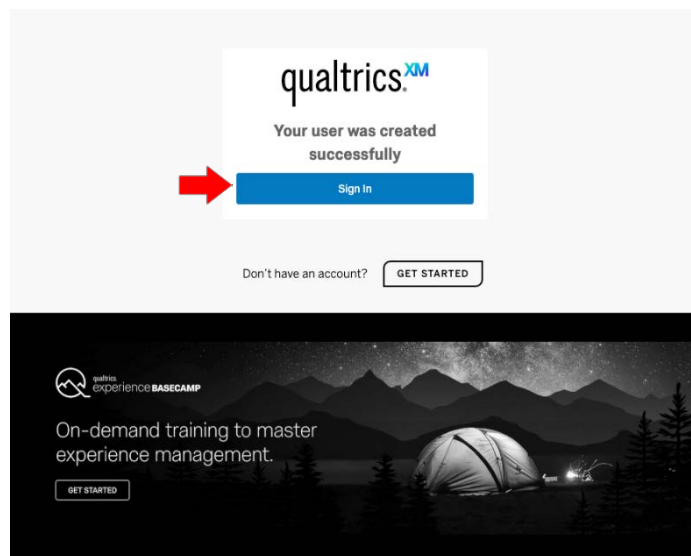
Follow these steps if it is your first time accessing Qualtrics.

1. If this is your first time accessing Qualtrics, you will see this box pop up on your screen.

If you do not have an account, click “No, I don’t have a preexisting account here”.



2. Once you click “No, I don’t have a preexisting account here”, you will be prompted to “sign in”. Click “sign in”.



- Once you click “sign in”, a screen will pop up titled “Account Information”.

The account will automatically generate your first name and last name using your username.

You must complete the boxes in putting your issued “tamusa” email, first name and last name.

To avoid account deletion, you must complete correctly.

The screenshot shows a modal dialog box titled "Account Information" with the subtitle "Please Update Your Account Information". It contains the following fields: Username (jmeyer#tamusa), Email (empty), First Name (jmeyer), and Last Name (jmeyer). At the bottom of the dialog are "Cancel" and "Update" buttons. The background is a dimmed "Terms of Service" page with a green "I accept" button at the bottom right.

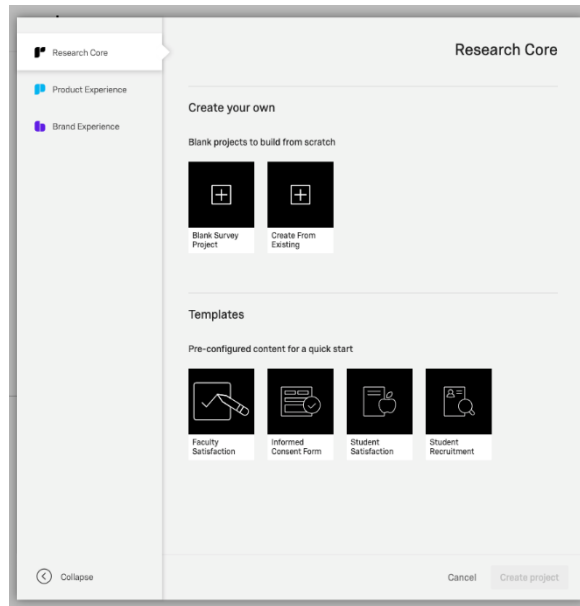
- Upon updating your information, you will be asked to accept the Terms of Service.

Please click accept.

The screenshot shows the "Terms of Service" page. The text includes: "If a valid master agreement exists between you and Qualtrics, those terms take precedence over these Terms unless otherwise agreed by the Parties in relation to a specific Order.", "Qualtrics Terms of Service ('Terms') These Terms may be updated from time to time as explained herein. We encourage you to refer to these Terms regularly to ensure your compliance. They can be found at www.qualtrics.com/terms-of-service.", "Acceptance of Terms Please read these Terms carefully before using www.qualtrics.com (the 'Website') or the products or services offered by Qualtrics (the 'Services'). These Terms take effect when you click an 'I Accept' button or checkbox presented with these Terms or when you use any of the Services or Website, whichever occurs first. You represent to us that you are lawfully able to enter into contracts (e.g., you are not a minor). If you are agreeing to these Terms on behalf of an entity, you represent to us that you have legal authority to bind that entity. For purposes of these Terms, 'you' means you and the entity you represent and also refers to any person accessing the Services by any method on your behalf.", and "Description of Qualtrics Services". At the bottom right, there is a "Log out" link and a green "I accept" button.

5. Once you accept the Terms of Service, you will see the following screen.

You now have an active Qualtrics account, and may begin creating surveys.



How to Get Additional Help

If you still have questions about how to access the Qualtrics Survey Tool, please contact the ITS Helpdesk by calling 210-784-4357 (HELP).

For questions regarding use or general inquiries as a user, please contact [Juliana Velez](#) or [Stephanie Gonzalez](#).

Related Documents and Helpful Links

- [Faculty/Staff Resources](#)
- [Learn the Survey Platform](#)

Feedback

We welcome your feedback about this document. Please email ITSFeedback@tamusa.edu , [Juliana Velez](#) or [Stephanie Gonzalez](#)

Document History

Version	Date	Revision history or Review (Author)
1.0	Feb. 2, 2017	Initial Release (Matt B.)
2.0	Aug. 23,	Edit Release (Juliana V.)