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



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	
This seems to be the first time you are logg Qualtrics.	ing in to
I don't have a Qualtrics account	
I already have a Qualtrics account	

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

erms of Service			The Qualtrics Insight Platform is Here
Revised November 4	Account Information		We can't wait for you to check it out.
Thank you for choosing Qu software-as-a-service platf	Please U	Jpdate Your Account Information	Experience the Qualtrics Insight Platform
make certain legal declara These Terms may be upda	USERNAME:	01647742#nocccd	Learn More
Qualtrics' login page. We e	EMAIL:		You can return any time before your organization-wide transition to the
always found at http://www	FIRST NAME:	01647742	— Qualtrics Insight Platform on June 14, 2016.
If there exists a valid lice	LAST NAME:	01647742	Dism
precedence over these te		☑ I am a student	
ACCEPTANCE OF PLEASE READ TH QUALTRICS.COM	GRADUATION DATE: (REAL OR ESTIMATED)		E SERVICE,
2. DESCRIPTION OF		Cancel	✓ Update
2.1 Qualtrics, LLC ("Ge	additions of the policy of	-Same Schuleenen addie wereinens	ang, web site hosting, web

## 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.

## Read the Terms of Service. Click on "I accept"

Please L	Jpdate Your Account Information
USERNAME:	01647742#nocccd
EMAIL:	myname@YourCampus.edu
FIRST NAME:	First name
LAST NAME:	Last name
	🔲 I am a student

Revis	sed November 4, 2013			
softwa make These Qualtr	a you for choosing Qualtrics for your research platform! Our goal is to provide you with a best-in-industry are-as-a-service platform that's super functional and reliable. In order to achieve that goal, we need to certain legal declarations to ensure that our Service is being used in a reasonable, safe, and legal way. Terms may be updated from time to time. Notice of modifications to these Terms will appear on the rics' login page. We encourage you to refer to these Terms regularly to ensure your compliance. They are s found at <a href="http://www.qualtrics.com/terms">http://www.qualtrics.com/terms</a> of service			
lf ther	re exists a valid license agreement between Qualtrics and your organization, those terms take			
prece	dence over these terms.			
	ACCEPTANCE OF TERMS			
1.	PLEASE READ THESE TERMS OF SERVICE ("TERMS") CAREFULLY BEFORE USING			
	QUALTRICS.COM OR THE QUALTRICS SERVICE. BY USING THE WEB SITE OR THE SERVICE, YOU INDICATE YOUR ACCEPTANCE OF THIS ENTIRE AGREEMENT			
2.	DESCRIPTION OF QUALTRICS SERVICES			
2	.1 Qualtrics, LLC ("Qualtrics" or "We") provides the service of data warehousing, web site hosting, web			
	X Log out			

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

Click here to create your first survey!

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

Research Suite Support & Feedback Help and Tutorials