If you do not have a Qualtrics account, go to step 3 to create a new account. If you are a current SBS Qualtrics user, migrate your existing account (skip step 5).

1. In order to migrate your account, you need to know your SBS Qualtrics username.
   a. If you have been logging in at http://sbs.arizona.edu/qualtrics with your NetID and NetID password, your username is your NetID followed by #arizonacsbs, as in netid#arizonacsbs.
   b. If you have never logged in with your NetID and NetID password at http://sbs.arizona.edu/qualtrics, your username is the email address you use to log in.
2. You also need to know your SBS Qualtrics password.
   a. If you have been logging in with your NetID and NetID password, you will need to reset the SBS Qualtrics password first.
      i. Go to http://qualtrics.com/
      ii. In the upper right-hand corner, click on ‘LOG IN’
      iii. Click on ‘Forgot your password?’
      iv. Enter your netid#arizonacsbs username and click Submit.
      v. Follow the instructions in the email sent by Qualtrics and reset your password. This is the password you will use to migrate your account. Disregard the login screen that displays after you reset your password.
3. Enter http://qualtrics.arizona.edu/ in your browser to access the WebAuth Login page. Enter your NetID and NetID password.

4. The first time you log into the http://qualtrics.arizona.edu/ site, you will see the following screen.
5. Select “I don’t have a Qualtrics account” if you do not have a SBS Qualtrics account and update the account information.

6. Select “I already have a Qualtrics account” if you have a SBS Qualtrics account. Enter your username from Step 1 and password from Step 2 and click on Migrate Account. Your account will migrate and you will be logged into the qualtrics.arizona.edu site.

7. If you need to share your survey or data with people outside of the University of Arizona, you will need to upgrade your account to allow collaboration.
   a. While you’re logged into Qualtrics.arizona.edu, in the upper right-hand corner, click on your name.
   b. Click on Account Settings...
   c. Click on Upgrade Account.
   d. Enter 2collaborate6DW1 in the Access Code box and click on Upgrade Account.
8. For security purposes, ALWAYS log out of Qualtrics when you are finished so that you will be logged out of WebAuth.

If you have any questions or problems with Qualtrics, please submit a TicketDog ticket at http://sbs.arizona.edu/support/.