Activating your Duquesne Qualtrics Account

Purpose & Outcomes:
This document is intended to assist faculty, staff and students with activating their new or linking their existing Qualtrics account.

About:
Qualtrics is a user-friendly tool that Duquesne faculty, staff, and students can use to perform research and gain valuable insights into data obtained through surveys.

Instructions:

2. If you do not have an existing Qualtrics account:
   a. Choose I don’t have a Qualtrics account.
   b. Accept the Terms of Service to be taken into your Qualtrics account.
3. If you **have** an existing Qualtrics account:
   a. Select **I already have a Qualtrics account**.

   ![Login screen](image1)

   b. Enter your Qualtrics username or the email address you used to register for Qualtrics.

   c. Enter your Qualtrics password.

   d. Click **Migrate Account**.
      i. This will allow you to migrate all of your existing surveys and data over to your Duquesne Qualtrics account.

   ![Migrate Account screen](image2)

   e. You will be redirected to your Qualtrics account. All of the surveys that you created and data that you obtained through your original Qualtrics account will now be accessed through your Duquesne Qualtrics account.