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:
1. Visit duq.qualtrics.com or click on the Qualtrics icon located in DORI.
   Note: The icon will be placed in DORI within the coming days.

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.

   ![Login screen](image2)

   c. Enter your Qualtrics password.

   ![Login screen](image3)

   d. Click **Migrate Account**.

   i. This will allow you to migrate all of your existing surveys and data over to your Duquesne Qualtrics account.

   ![Login screen](image4)

   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.