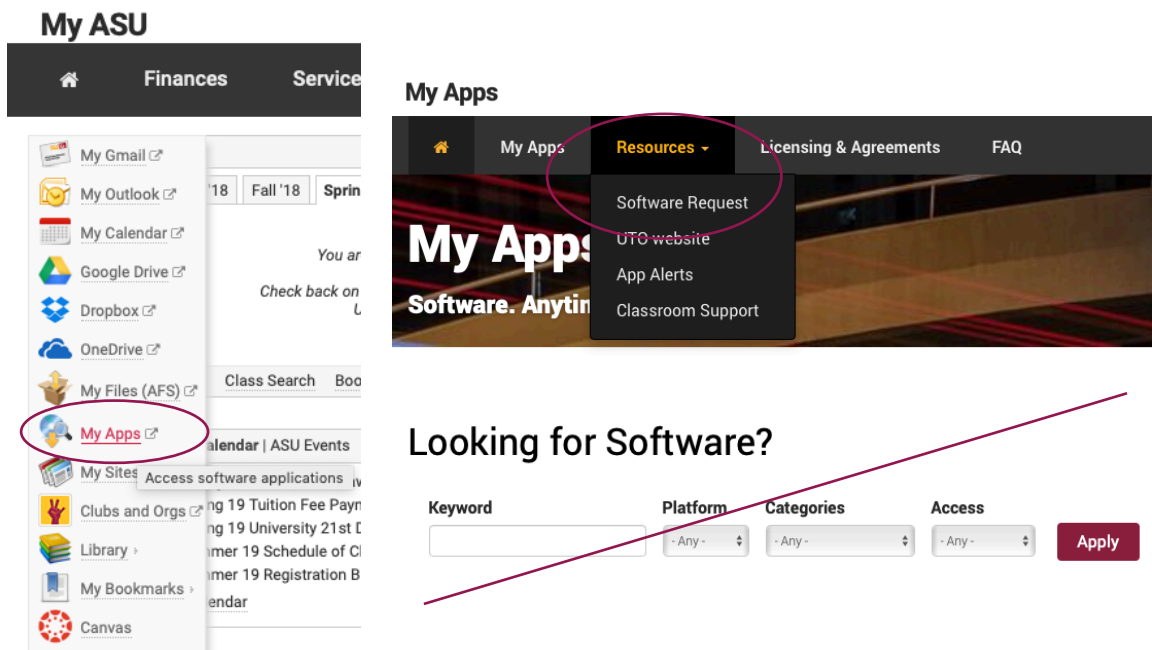


Qualtrics is an online survey tool (similar to Survey Monkey) for creating and posting online surveys, collecting data, and generating reports. It is widely used by social and behavioral science researchers, in particular, because users can easily set up experimental designs (e.g., random assignment to conditions, randomized or counterbalanced question order), integrate Qualtrics surveys with SONA Systems and Amazon Mechanical Turk, and download data in an SPSS data file (and other file formats) with variable and response scale information automatically entered. Qualtrics is incredibly user-friendly and there is excellent online and over-the-phone support for both survey design instruction and troubleshooting.

The SAM Lab recently purchased a Qualtrics site license that extends to all students, faculty, and staff affiliated with New College. To sign up for a new ASU Qualtrics account, follow the steps below:

1. Go to MyASU and click on "MyApps" in the left menu bar.



The image shows two screenshots from the MyASU portal. The left screenshot shows the 'My ASU' dashboard with a left-hand menu. The 'My Apps' link is circled in red. The right screenshot shows the 'My Apps' page with the 'Resources' dropdown menu open, and the 'Software Request' option is circled in red. Below the screenshots is a section titled 'Looking for Software?' with a search form.

**Looking for Software?**

Keyword  Platform  Categories  Access




2. Click on the "Resources" tab and select "Software Request." **For students, this is an essential step.** (If you search for Qualtrics in the general "MyApps" search window, you will be brought to a page where the only visible options for requesting access are for Faculty and Staff.)
3. A Software Request Form will open, with your name and ASURITE ID already filled in.
4. In the "Software Options" dropdown box, select "Qualtrics."
5. For "Request Type," select "Access."

NOTE: You should be able to leave the "Device Type" and "Operating System" fields blank. (If you are a student, your "Device Type" will most likely be "Personal." You can designate your computer's


operating system, however, this information should be irrelevant because Qualtrics is a web-based software.)

6. Enter any computer name that you'd like.
7. For "Software Purpose," indicate whether you'll be using Qualtrics primarily for teaching, research, or administrative purposes.


\* Requested for

 your name and ASURITE info will appear here  

\* Software options

Qualtrics 

\* Request type

Access 

Device Type

☐ ASU Owned

☐ Lab/Classroom

☐ Personal


Operating System

☐ Windows

☐ Mac

☐ Linux

\* Computer name

Anything 

\* Software purpose

☐ Teaching


☐ Research

☐ Administrative usage

\* Description

I am a [Student / Staff / Faculty Member] in the New College of Interdisciplinary Arts & Sciences. We have a Qualtrics license for our college. I would like to access to Qualtrics.

Submit

 Add attachments

8. In the "Description" box, you will need to indicate that you are a [Student / Staff / Faculty] in the New College of Interdisciplinary Arts & Sciences, that we have Qualtrics license for our college, and that you would like access to Qualtrics.
9. After submitting the form, you will receive a UTO Ticket Number for your request. You should receive follow up information within a day or two with an update on your Qualtrics account status.

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Once you have Qualtrics access, you will be able to login with your ASURITE ID and share/collaborate projects with other ASU people on <http://asu.qualtrics.com/>. If you already have a Qualtrics account, you can access your account directly on <http://asu.qualtrics.com>.

**SAM Lab Consultants can assist you with Qualtrics survey design questions that you may have! We will also be hosting a Qualtrics Workshop during the Spring 2019 semester.**