Creating a Qualtrics Account

A Step-By-Step Guide
Getting Started

Open a Browser of your Choice

(For demonstration purposes, we are using Safari)

Go to Qualtrics website:

www.drake.qualtrics.com
Click to create an account
Enter Information

Email Address MUST be your Drake email

Password is unique to Qualtrics, not your Drake password

Click Get Started
Verifying Information

Completing this information makes it easier for administrators to assist you with your account.

- Enter name you prefer to be called
- Your last name
- Phone number is truly optional.
- Click “Finish”
Completing Registration

Click “Sign Me Up” – no need for an access code.
Verifying Account

Verification email should arrive within a few minutes
   If you do not receive it, check your junk/spam folder
   If you do not receive it, please contact your Qualtrics Administrator

Congratulations! You now have a Qualtrics account!