

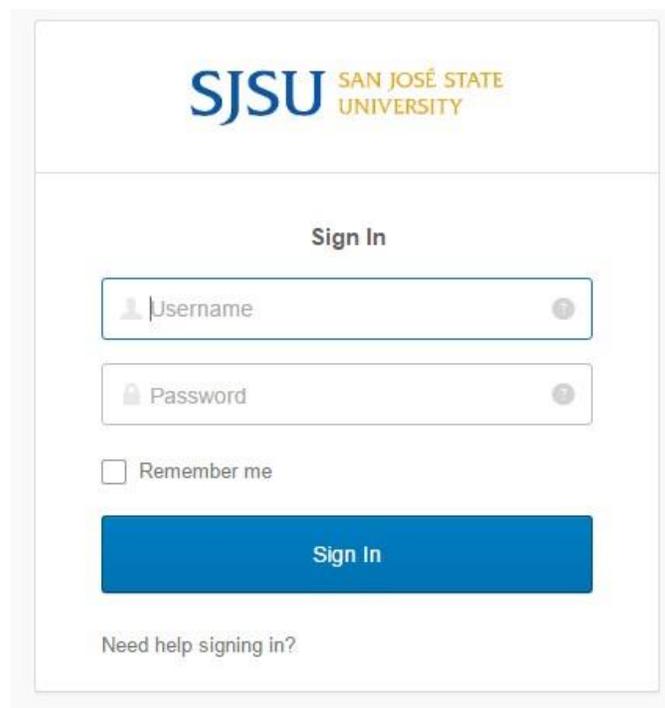
## Qualtrics Migration Tutorial

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This document will provide step by steps on how to migrate your Qualtrics account with San Jose State University.

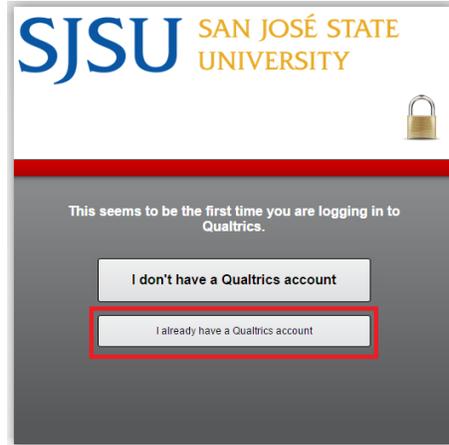
### Qualtrics login information:

- **URL:** <https://sjsu.qualtrics.com>
- **Username:** Your 9-digit ID number
- **Password:** Your SJSU Single SignOn password

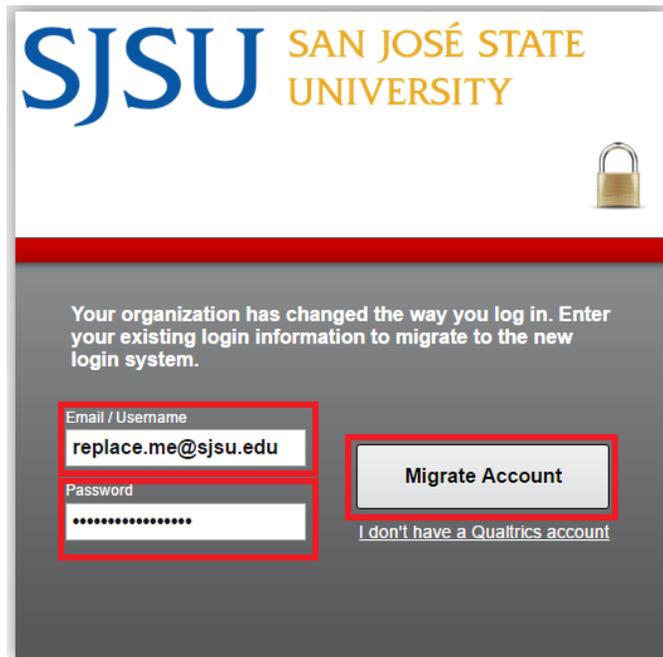


The screenshot shows the Qualtrics login interface for San José State University. At the top, the SJSU logo is displayed. Below it, the text "Sign In" is centered. There are two input fields: "Username" and "Password", each with a small eye icon to the right. Below the password field is a checkbox labeled "Remember me". A large blue button labeled "Sign In" is positioned below the checkbox. At the bottom of the form, there is a link that says "Need help signing in?"

1. Once logged in, click on **I already have a Qualtrics account**.



2. Log in with your **email** and **password**. Then, click on **Migrate Account**.



- You will now see your homepage with your data imported. All of your surveys will be listed and accessible. There will be no interruption of availability of surveys that are currently "live" and collecting data. All of your linked analyses, panels, etc. are accessible and complete.

The screenshot shows the Qualtrics Control Panel interface. At the top, there is a navigation bar with the Qualtrics logo and links for Projects, Contacts, Library, and Help. Below this is a 'Folders' section with a '+ Create Project' button and a search bar. The main content area is titled 'All Projects' and includes a 'View' toggle and a 'Sort By: Last Modified' dropdown. The projects are listed in two sections: 'Earlier' and 'Last 7 Days'. The 'Earlier' section shows a project named 'Course Evaluation - Copy' with a status of 'Active', 3 responses, and a '12 Day Trend' chart. The 'Last 7 Days' section shows a project named 'test' with a status of 'New', 1 question, an estimated response time of 1 minute, and 0 languages.

Project Name	Status	Responses	Questions	Est. Response Time	Languages
Course Evaluation - Copy	Active	3	-	-	-
test	New	-	1	1 minute	0

Showing page 1 of 1