

How To Access Qualtrics Survey Tool

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How to Access Qualtrics Survey Tool

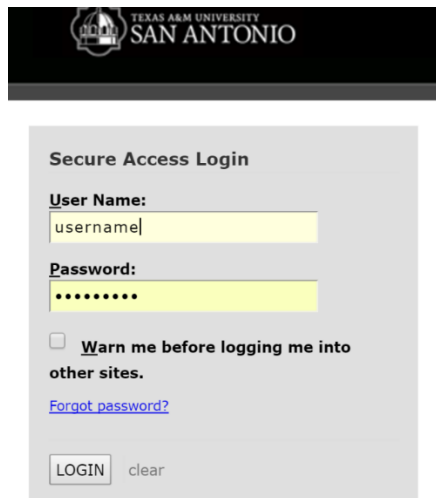
Overview

This document will show you how to access the Qualtrics Survey Tool, and set up your account for first time users.

Accessing the Qualtrics Survey Tool

You will access the Qualtrics Survey Tool through the JagWire Portal.

- I. Navigate to <http://jagwire.tamusa.edu> and use your log in credentials to access the JagWire Portal.



TEXAS A&M UNIVERSITY
SAN ANTONIO

Secure Access Login

User Name:
username

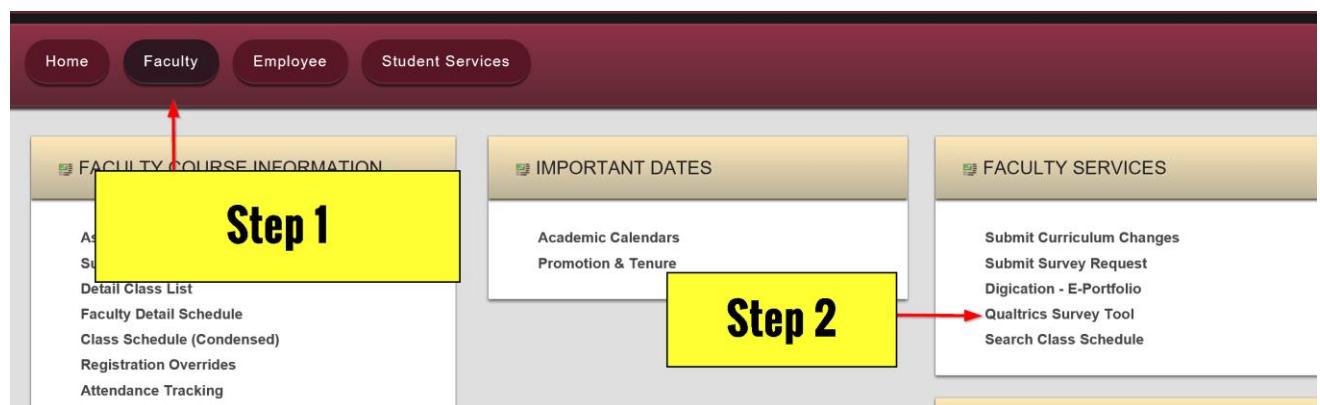
Password:
.....

Warn me before logging me into other sites.

[Forgot password?](#)

LOGIN clear

2. Once you log into the JagWire Portal, click on the 'Faculty' Tab. Then click on 'Qualtrics Survey Tool' under the 'Faculty Services' Section.
If you have already established an account, you will be taken to the home page of Qualtrics. If you have NOT established an account, please refer to section 2 of this document.



Home Faculty Employee Student Services

FACULTY COURSE INFORMATION

Academic Calendars
Promotion & Tenure

FACULTY SERVICES

Submit Curriculum Changes
Submit Survey Request
Digitization - E-Portfolio
Qualtrics Survey Tool
Search Class Schedule

Step 1

Step 2

How to Create an Account in Qualtrics

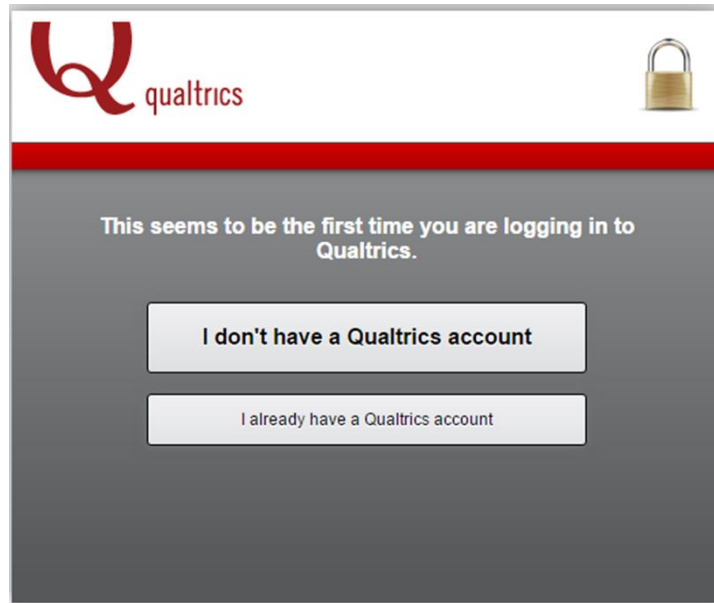
Follow these steps if it is your first time accessing Qualtrics.

1. If this is your first time accessing Qualtrics, you will see this box pop up on your screen.

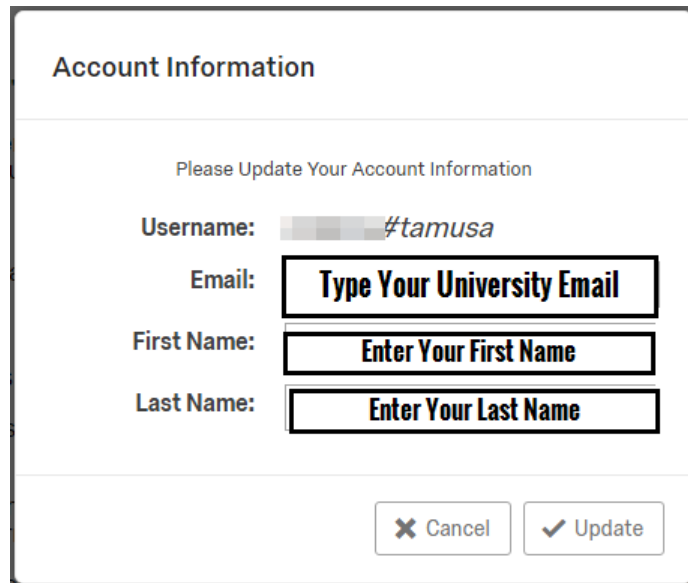
If you do not have an account, click 'I don't have a Qualtrics Account.'

If you had a PRIOR account, perhaps at another institution, click the 'I already have a Qualtrics account.' You will be asked to enter your old log in information and the two accounts will merge.

2. Once you click 'I don't have a Qualtrics Account,' you will be prompted to update your information as in this image. Once you update your information, click 'Update.'



The image shows the Qualtrics login interface. At the top left is the Qualtrics logo, and at the top right is a padlock icon. A red horizontal bar is below the header. The main content area is grey and contains the text: "This seems to be the first time you are logging in to Qualtrics." Below this text are two buttons: "I don't have a Qualtrics account" and "I already have a Qualtrics account".



The image shows the "Account Information" update form. The title is "Account Information". Below the title is the instruction "Please Update Your Account Information". The form contains the following fields:

- Username: [blacked out] #tamusa
- Email: **Type Your University Email**
- First Name: **Enter Your First Name**
- Last Name: **Enter Your Last Name**

At the bottom right of the form are two buttons: "X Cancel" and "✓ Update".

3. Upon updating your information, you will be asked to accept the Terms of Service. Please click accept.


Terms of Service

Qualtrics Terms of Service These Terms may be updated from time to time as explained in Section 12.4. We encourage you to refer to these Terms regularly to ensure your compliance. They are always found at www.qualtrics.com/terms-of-service.

If a valid license agreement exists between you and Qualtrics, those terms take precedence over these Terms.

- 1. Acceptance of Terms**

Please read these Terms of Service ("Terms") carefully before using www.qualtrics.com (the "Website") or the products or services offered by Qualtrics (the "Services"). These Terms take effect when you click an I Accept button or check box presented with these Terms or, if earlier, when you use any of the Services or Website. You represent to us that you are lawfully able to enter into contracts (e.g., you are not a minor). If you are agreeing to these Terms for an entity, such as the entity you work for, you represent to us that you have legal authority to bind that entity.
- 2. Description of Qualtrics Services**
 - 2.1 Qualtrics, LLC ("we" or "us") provides a variety of Services, including access to proprietary computer software programs developed by us that facilitate and automate the process of conducting surveys, polls, assessments, intercepts, and related systems, security, updates and support services, via a web browser and the Internet.
 - 2.2 For purposes of these Terms, "you" means you and the entity you represent and also refers to any person accessing the Services by any method on your behalf.
 - 2.3 For purposes of these Terms, data includes all survey responses, reports, and any other information input or generated on behalf of you in connection with the Services ("Data").
 - 2.4 Subject to your compliance with these Terms and your payment of any applicable fees, Qualtrics grants you a non-exclusive, non-transferable, royalty-free, revocable license to use the Services for your own internal business purposes.
 - 2.5 Qualtrics may make modifications to the Services at any time, as it deems appropriate, and in its sole discretion.
- 3. Your Data**
 - 3.1 You own all right, title and interest in all Data entered into the Service including the survey look and feel, respondent information, and survey responses. In addition, all reports and downloads derived from your Data are also owned by you. All such Data are deemed Confidential Information (defined below) and will not be utilized by Qualtrics for any purpose other than to perform its obligations under these Terms.
 - 3.2 We do not sell or make available sp... as required pursuant to a regulation, law or court order. We maintain

Click to Accept  I accept

How to Get Additional Help

If you still have questions about how to access the WebEx Meeting Tool, please contact the ITS Helpdesk by sending an email to helpdesk@tamusa.edu or calling 210-784-4357 (HELP).

Related Documents and Helpful Links

Feedback

We welcome your feedback about this document. Please email ITSFeedback@tamusa.edu or use Twitter [@TAMUSA_ITS](https://twitter.com/TAMUSA_ITS).

Document History

Version	Date	Revision history or Review (Author)
1.0	Feb. 2, 2017	Initial Release (Matt B.)