

Registering to use Qualtrics in the School of Informatics, Computing, and Engineering

Qualtrics is a cloud-based survey tool available to all faculty, staff, and students in the SICE. To start using Qualtrics, you will need to self-register following the instructions below.

1. **If you do not have an existing Qualtrics account**, you must first request an 'Upgrade Code' by submitting a SICE [Helpdesk](#) ticket and request a Qualtrics account. An Upgrade Code will be provided which will associate your account with SICE. Go to Step 3.
2. **If you already have an existing Qualtrics account**, you can upgrade that account to be part of the SICE division using these instructions starting with step 6.
 - a. Once you have received your SICE Upgrade Code and typed it in the system, you need not do so again, and can simply login.
3. Go to <http://qualtrics.iu.edu/> . Log into CAS with the Network ID for the account you would like to use with Qualtrics.
4. Click 'I don't have a Qualtrics account'.
5. Accept the Qualtrics terms of service.
6. In the upper right corner, click your name and select Account Settings....
7. On the User Settings page, select Upgrade Account.
8. In the "Upgrade Code:" field, enter your upgrade code*. Click Upgrade Account.
 - a. Be sure to enter the Upgrade Code exactly as you see it, with the correct case, and the underscore. Not doing so will leave you in a default division, which will limit access to some tools.
9. Click 'Create Project' to begin.

For more details, tutorials, and help with Qualtrics, click here: <https://kb.iu.edu/d/bfld>

If have questions or need assistance with these instructions, please post a request to the SICE [HelpDesk](#).