Qualtrics
On-line Survey Tool

Creating Your Ok State COE Qualtrics User Account
www.qualtrics.com

• The College of Education has purchased a license to utilize this on-line survey tool.

• This service is available to students, staff, and faculty members of the College of Education.

• The first step is to create your user account.
1: Go to www.okstatecoe.qualtrics.com
2: You will be redirected to the Qualtrics Log-In page.

3: Type in your complete Ok State E-mail address.

4: Create a password of your own choosing. It is not recommended to use your O-Key password.

5: Click this link to create your new Qualtrics user account.
6: Enter your First Name and Last Name in the appropriate text fields.

7: Enter your work telephone number at your own discretion. It is recommended to not enter your personal telephone number.

8: Click the Finish button.
9: Ignore the Access Code text field.

10: Click the Sign Me Up button.
11: You will see a new page informing you of the need to verify your e-mail address.

Open your OK State E-mail account and open the E-mail from Qualtrics.

In most cases the e-mail will be in your Outlook or Entourage Junk E-mail folder.
Click this link to “confirm your request” for your Ok State COE Qualtrics account.
13: This webpage will open. Click the Log In link to access the Ok State COE Log In page.

http://okstatecoe.qualtrics.com
14: Log In to Ok State COE Qualtrics account using your complete Ok State E-mail address and the password you created at the start of the account creation process.
15: You have successfully created your OK State COE Qualtrics account.
16: Go to www.qualtrics.com/university to access Qualtrics training resources.