

# Qualtrics

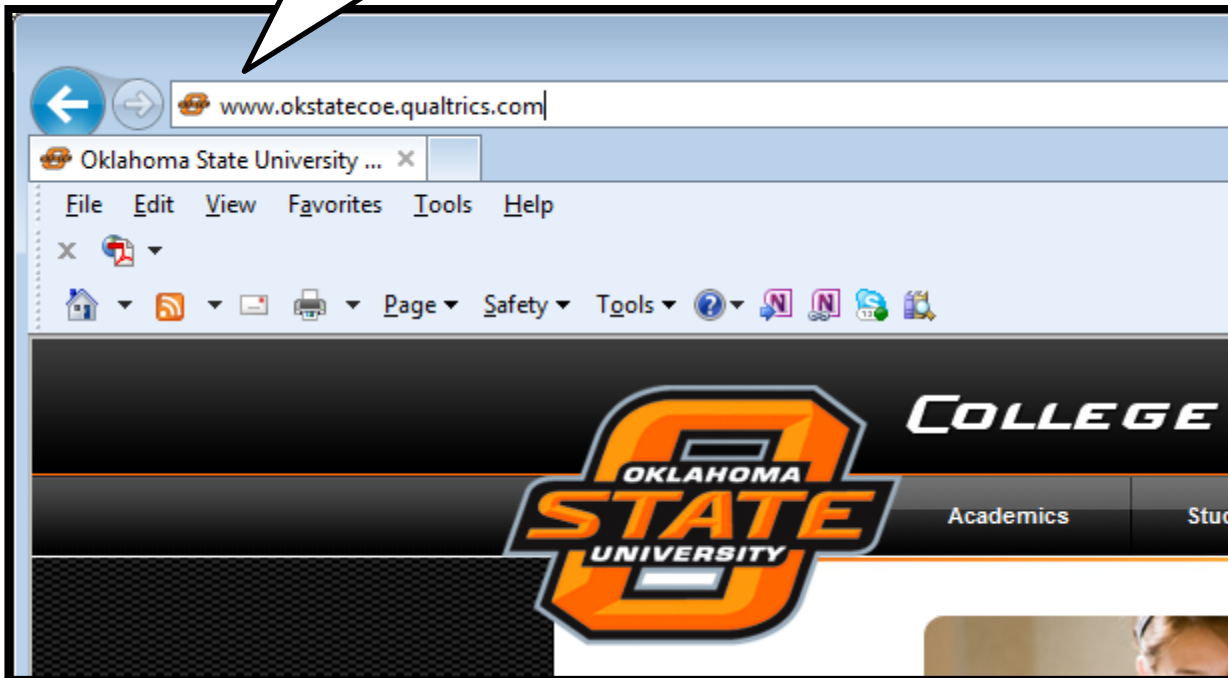
On-line Survey Tool

Creating Your Ok State COE Qualtrics User Account

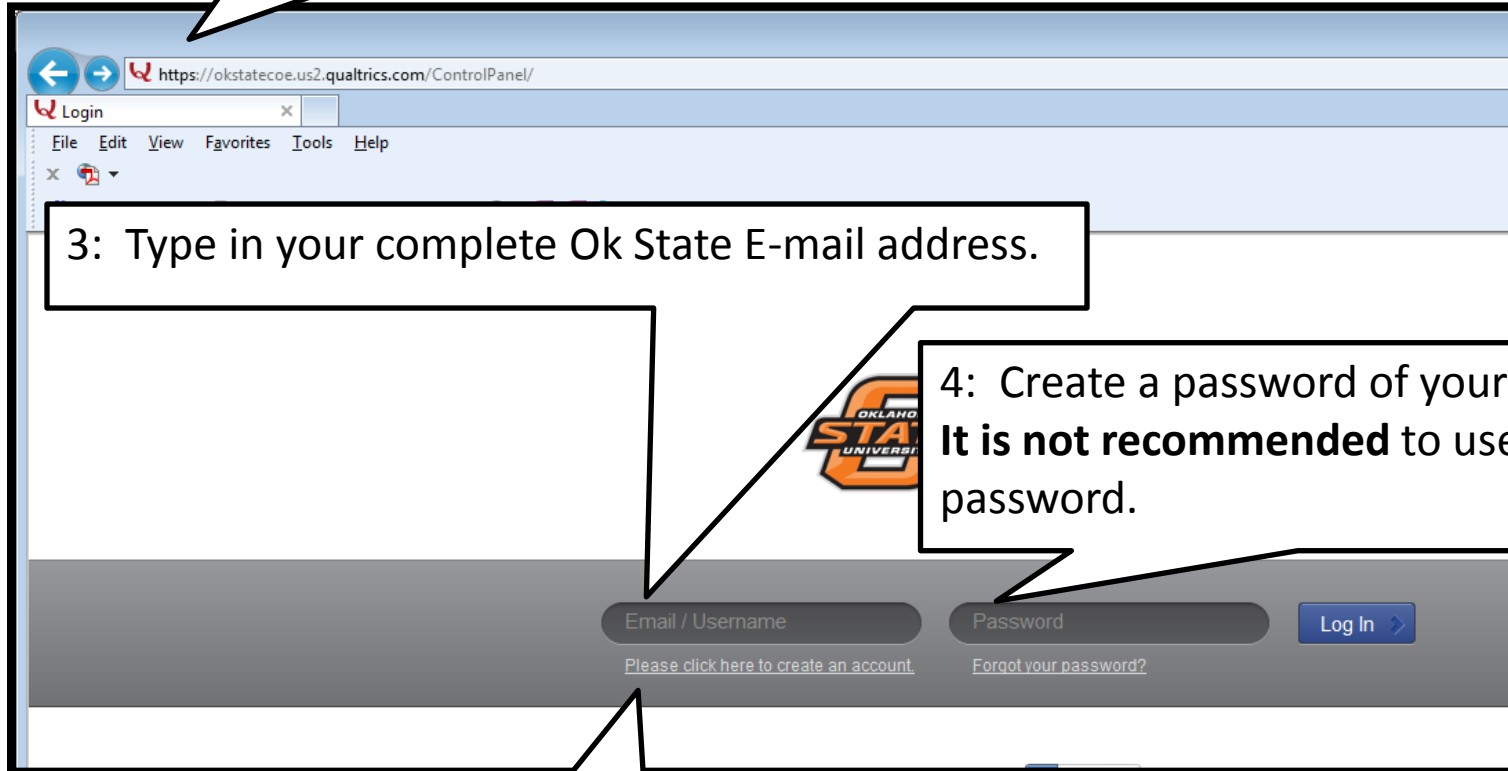
[www.qualtrics.com](http://www.qualtrics.com)

- 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](http://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.



COLLEGE OF Education

First Name (Optional)

Coe

Last Name (Optional)

TechTeam

Phone Number (Optional)

744-8010

Finish



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All Finished!

If you have been provided an access code, enter it now. Otherwise click Sign Me Up to continue.

9: Ignore the Access Code text field.

**Sign Me Up**

or

**I Have An Access Code**

 **Go**

10: Click the Sign Me Up button.



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Before you can login we need to verify your email address.

An email has been sent to **wild-002-fd@okstate.edu** with instructions on how to verify your address.

[Resend Verification Email](#)

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.

**FW: Please verify your new Qualtrics account**

WLLD 002 Front Desk

Sent: Wed 11/2/2011 2:12 PM

To: Graham, Aarond

Message  qualtrixConfirmation.docx (142 KB)

**From:** noreply@qemailserver.com [mailto:noreply@qemailserver.com]

**Sent:** Wednesday, November 02, 2011 2:08 PM

**To:** WLLD 002 Front Desk

**Subject:** Please verify your new Qualtrics account



**Thank you for registering with Qualtrics!**

To ensure your privacy and security, Qualtrics requires all users to confirm their registration request before using our service.

**Please click here to confirm your request**

Your user name will be your email address:

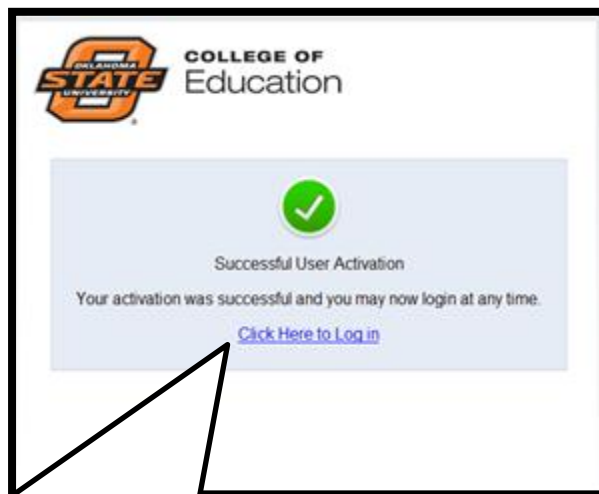
**wlld-002-fd@okstate.edu**

Please use this email address to log in.

Thanks!  
The Qualtrics Team

12: 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>

The image shows a web browser window displaying the login page for the Oklahoma State University College of Education Qualtrics account. The browser's address bar shows the URL <https://okstatecoe.us2.qualtrics.com/ControlPanel/>. The page features the Oklahoma State University logo and the text "COLLEGE OF Education". Below the logo, there is a login form with two input fields: one for the email address and one for the password. A "Log In" button is positioned to the right of the password field. Below the input fields, there are two links: "Please click here to create an account." and "Forgot your password?". Below the login form, there is a section for social login with the text "Or sign in with" and a "Google" button. A callout box with a black border and white background is positioned at the bottom of the page, containing the text: "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." The browser's status bar at the bottom right shows "100%".

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.



Get Help Ask a Question

All Surveys (0)

★	Active	Name	Responses	Tasks
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15: You have successfully created your OK State COE Qualtrics account.

16: Go to [www.qualtrics.com/university](http://www.qualtrics.com/university) to access Qualtrics training resources.

The screenshot displays the Qualtrics University website in a browser window. The address bar shows the URL <http://www.qualtrics.com/university/researchsuite/>. The page features the Qualtrics University logo, a search bar, and a navigation menu with categories: BASIC BUILDING, ADVANCED BUILDING, DISTRIBUTING, REPORTING, and A-Z. The main content area is titled "Online Training Programs" and includes a sub-header "CLICK ON THE THUMBNAIL BELOW TO VIEW OUR FREE FIVE-STEP TRAINING PROGRAM." Below this is a large graphic for "Learn Qualtrics in 5 Steps" with the numbers 1, 2, 3, 4, and 5. A text box below the graphic says "Click here to master Qualtrics in minimum time." Underneath, it says "Or check out these pre-recorded trainings:" and lists five video thumbnails: BASIC TRAINING, BEST PRACTICES, ADVANCED EDITING, ADVANCED REPORTING, and ADVANCED DISTRIBUTION. To the right, a "Learn by Topic" sidebar lists: BASIC BUILDING, ADVANCED BUILDING, DISTRIBUTING, REPORTING, GLOSSARY, FAQs, and A-Z. At the bottom, there is a red bar labeled "ADDITIONAL RESOURCES" and four buttons: "Coder's", "Free", "Research", and "Contact".