

## Qualtrics Account Migration

Starting July 11<sup>th</sup> 2014, the Qualtrics Research Suite will be available at Louisiana State University. LSU faculties, staff, and students are eligible to use the Qualtrics online survey development tool for their teaching, learning and research projects. The login portal and support documentation can be accessed at <http://lsu.qualtrics.com>

If you already have a Qualtrics account and wish to migrate the data into your LSU account, please follow the instruction below.

**Step 1.** Go to <http://lsu.qualtrics.com> and click on the “Login” link. You will need to login using your LSU ID and password. Please contact the Helpdesk ([helpdesk@lsu.edu](mailto:helpdesk@lsu.edu) or 225-578-3375) if you have questions regarding your LSU account.

**Step 2.** Users logging in for the first time will receive a prompt below:

The first time that a user logs in via SSO they will see the following prompt.

The first screenshot shows the Qualtrics logo and a lock icon. The message reads: "This seems to be the first time you are logging in to Qualtrics." Below the message are two buttons: "I don't have a Qualtrics account" and "I already have a Qualtrics account". A blue arrow points from a box labeled "I already have a Qualtrics account" to the second button.

The second screenshot shows the Qualtrics logo and a lock icon. The message reads: "Your organization has changed the way you log in. Enter your existing login information to migrate to the new login system." Below the message are two input fields: "Email / Username" and "Password". To the right of the input fields is a button labeled "Migrate Account". Below the input fields is a link labeled "I don't have a Qualtrics account".

If you wish to migrate your previously existing account, click on “I already have a Qualtrics account” button and enter the previous account information. After clicking on the “Migrate Account” button the system will transfer all your data

**Step 3.** If you miss the prompt or type incorrect account information, your new account will be created without connecting to your old account. You can correct this problem by contacting Qualtrics Support at [support@Qualtrics.com](mailto:support@Qualtrics.com).