Qualtrics – Authenticator Advanced
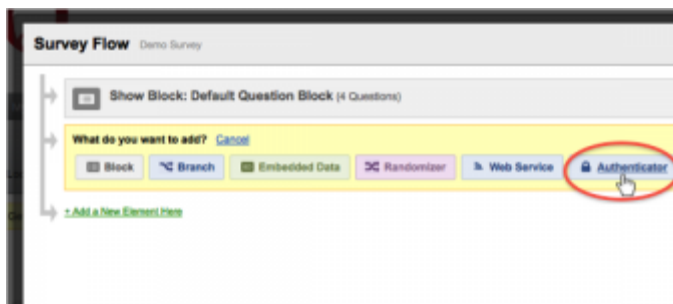**https://siue.qualtrics.com**

Verify a respondent's information by prompting them to enter in their information, like an ID number or email address, before they can access the survey. When you use the authenticator, you can link a respondent's information to their response even when you are using the anonymous survey link.
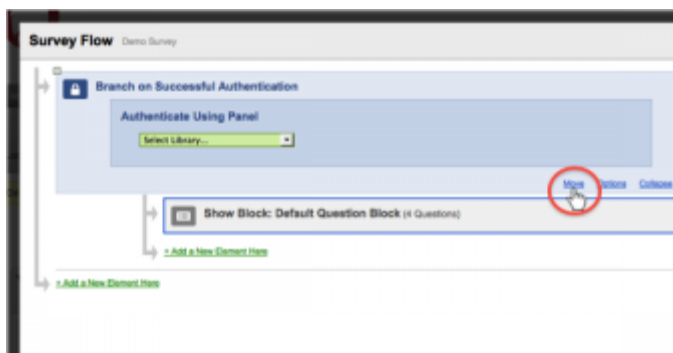
Before setting up the Authenticator, you will need to create a panel in your Panels tab that contains the information you will be using to authenticate.
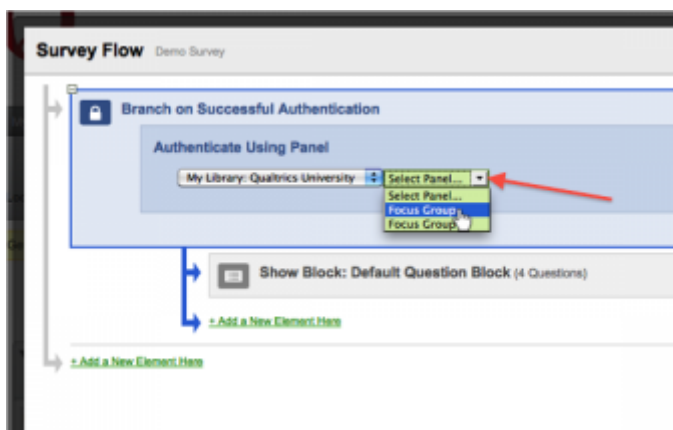
To set up the Authenticator:

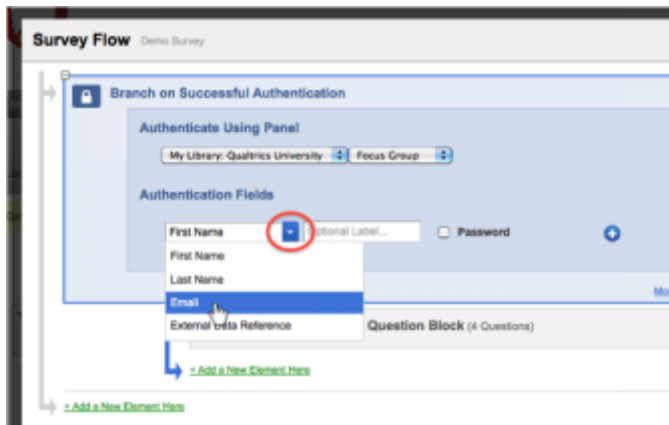1. Go to **Survey Flow**, click on **add a new element**, and select the **Authenticator** element.

2. Move the Authenticator to the beginning of your survey flow and place the blocks you'd like to authenticate beneath the Authenticator element.
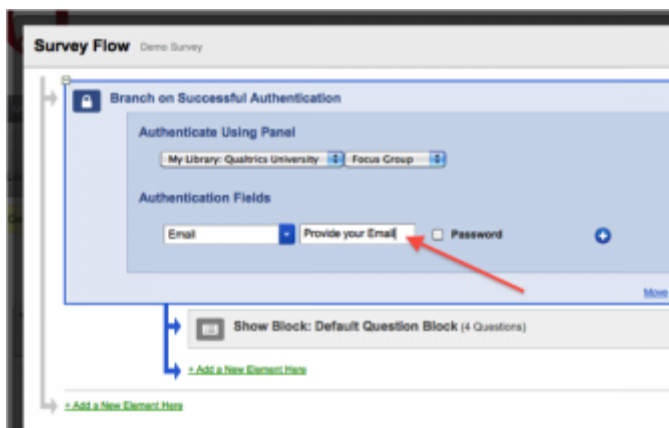

3. Select the **library** and panel you'll use to verify each respondent's information.
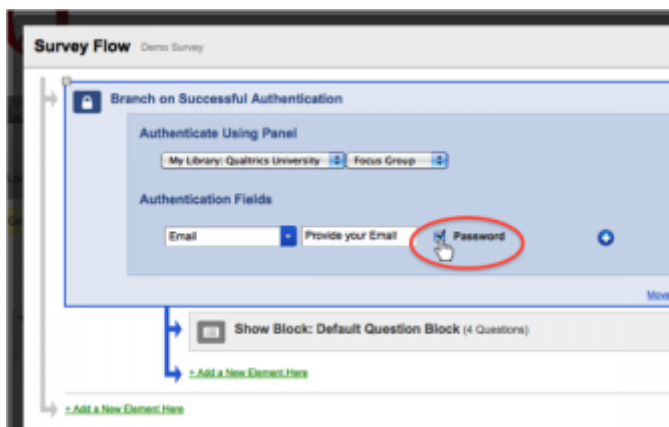
4. Use the **blue drop-down arrow** under Authentication Fields to identify the panel fields you'd like the respondent to enter for authentication.
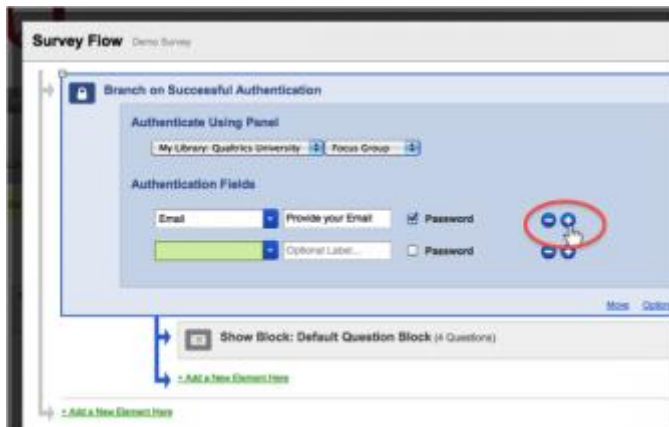

5. Type in a label if you want the label to be different than the panel field name.
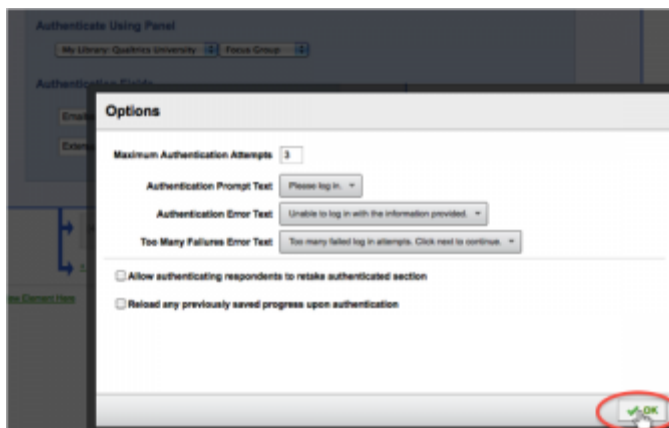

6. You can select the **password box** to hide the characters the respondent types in.
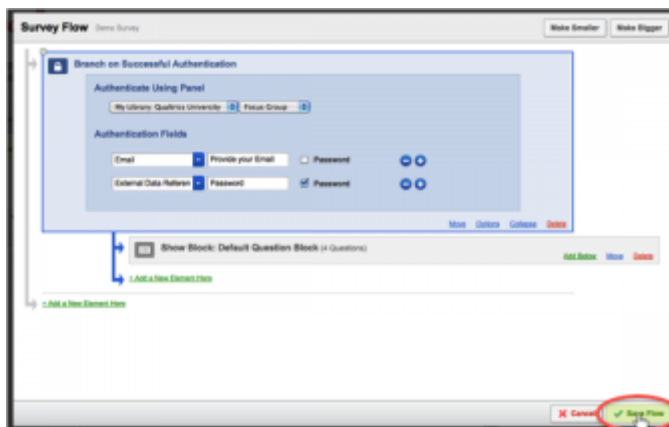
7. Use the **plus** or **minus** buttons to add or remove additional fields from your Authenticator.

8. Review the settings under **Options**.

9. **Save** Survey Flow.

More Information

Authenticator Options

1. Select the amount of authentication attempts allowed.
2. Change the text for the authentication prompt or error message by selecting a message from your library or creating a new one.
3. Select the "Allow authenticating respondents to retake authenticated section" option to allow respondents to retake the authenticated portion of the survey.
4. Select to have the system reload any previously saved progress upon authentication. Beware that if you select this option you will need to have only one authenticator in your flow and it will need to be at the beginning of your flow. Also, Save and Continue in the Survey Options will need to be disabled.

When to Use the Authenticator

Use the Authenticator when you want the benefits of using the mailer without sending your survey through the mailer.

The authenticator allows you to collect responses that are connected to panel information without generating unique links. It does this by prompting the respondent to log-in. This means that you can copy and paste the anonymous link onto a website or into an email and still track who has responded. Only people who are listed in your panel can take the survey so even when using the anonymous link you will not collect unwanted responses.

Removing Authenticator

To remove the Authenticator, move all blocks out from under the Authenticator and click **Delete** in the bottom right hand corner of the Authenticator element. If you delete the Authenticator without moving the blocks so they are no longer under the Authenticator, all the blocks will be deleted. If you do accidentally delete your blocks, hit **cancel** at the bottom of your Survey Flow and all of the changes you made will not be saved.

QTips

*   Make sure all blocks that you want authenticated are under the Authenticator element. This means they are not on the same outside tear as the Authenticator in the Survey Flow, but indented under the Authenticator.
*   If you are going to be testing out your Authenticator, make sure you add extra dummy contacts to your panel so you can log-in to the Authenticator yourself while testing. Otherwise, wait to put your survey elements under the Authenticator till you are done testing.
*   Make sure that the respondent has the information they need to log-in to the Authenticator.
*   When selecting the **Reload any previously saved progress upon authentication**, make sure you only have one Authenticator in your Survey Flow and that it is at the beginning of the flow.