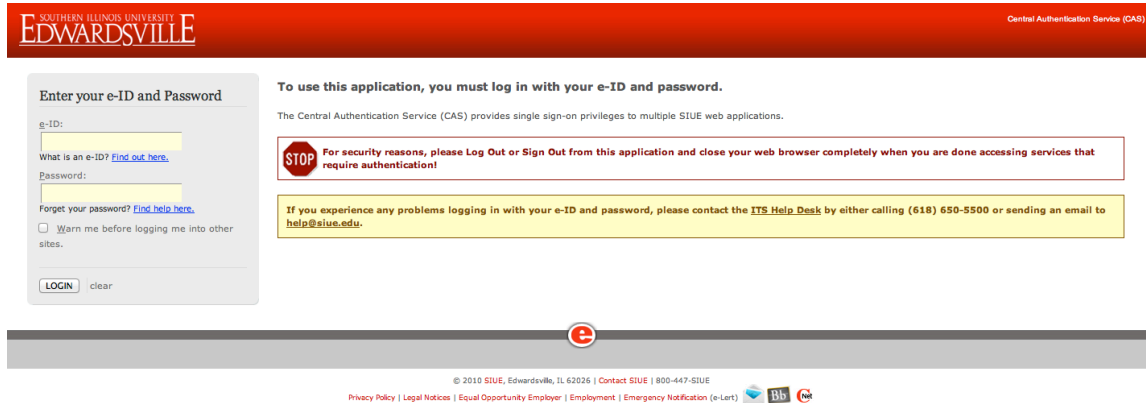


How to create a Qualtrics account for SIUE

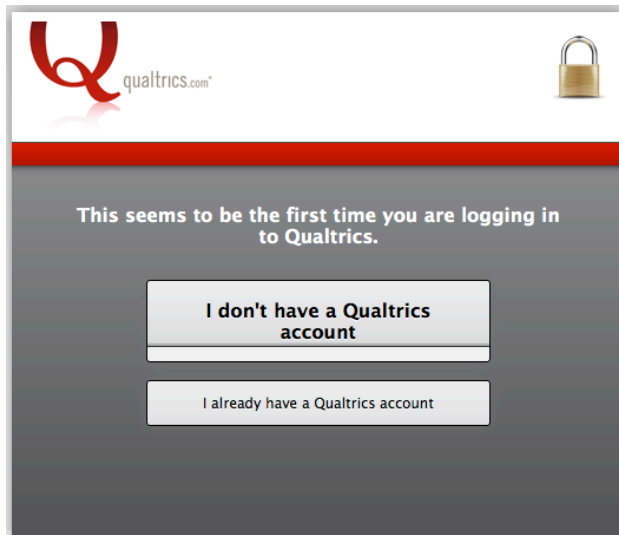
First: go to the following url – <https://siue.qualtrics.com>

Second: Log into the SIUE Central Authentication Server (CAS) using your e-ID username (your SIUE e-mail address xxxxxxxx@siue.edu) and password and click “LOGIN”.



The screenshot shows the SIUE Central Authentication Service (CAS) login page. At the top, there is a red header with the SIUE logo on the left and "Central Authentication Service (CAS)" on the right. Below the header, the page is divided into two main sections. On the left, there is a login form titled "Enter your e-ID and Password". It contains fields for "e-ID:" and "Password:", both with yellow input boxes. Below the password field, there is a link "Forgot your password? Find help here." and a checkbox labeled "Warn me before logging me into other sites." At the bottom of the form are "LOGIN" and "clear" buttons. On the right, there is a message box titled "To use this application, you must log in with your e-ID and password." Below this, it states "The Central Authentication Service (CAS) provides single sign-on privileges to multiple SIUE web applications." There is a red "STOP" sign icon with the text "For security reasons, please Log Out or Sign Out from this application and close your web browser completely when you are done accessing services that require authentication!" Below this, there is a yellow box with the text "If you experience any problems logging in with your e-ID and password, please contact the ITS Help Desk by either calling (618) 650-5500 or sending an email to help@siue.edu." At the bottom of the page, there is a footer with copyright information: "© 2010 SIUE, Edwardsville, IL 62026 | Contact SIUE | 800-447-SIUE" and links for "Privacy Policy | Legal Notices | Equal Opportunity Employer | Employment | Emergency Notification (e-Lert)". There are also icons for "e", "Bb", and "m".

Third: If you do not have a Qualtrics account choose “I don’t have a Qualtrics account”. If you already have a Qualtrics account and wish to merge the account with your new SIUE.Qualtrics account choose “I already have a Qualtrics account”.



The screenshot shows the Qualtrics account creation/selection screen. At the top left is the Qualtrics logo, which consists of a red stylized 'Q' followed by the text "qualtrics.com". At the top right is a gold padlock icon. Below the header, there is a red horizontal bar. Underneath the bar, the text "This seems to be the first time you are logging in to Qualtrics." is displayed. Below this text are two buttons. The top button is labeled "I don't have a Qualtrics account" and the bottom button is labeled "I already have a Qualtrics account".

Finally: fill out the Account Information to include your SIUE e-mail, your first name and last name and whether or not you are a student. If you are a student, please check the “I am a student” checkbox and include your Graduation date.

The image shows a web form titled "Account Information" with a yellow header bar that says "Please Update Your Account Information". The form contains the following fields and options:

- Username:** s002080#siue
- Email:** s002080@siue.edu
- First Name:** Student
- Last Name:** Test
- ☒ I am a student
- Graduation Date:** (Real or Estimated) [Empty field with a calendar icon]

At the bottom right of the form are two buttons: "Cancel" (with a red X icon) and "Update" (with a green checkmark icon). Below the form, there is a footer with links: "Qualtrics.com", "Contact Information", "Legal", and "Logout".

If you have questions about creating your account, please contact ITS at 5500 or ftc_help@siue.edu.

Qualtrics provides excellent online and phone support for their product including live online training. Please contact Qualtrics at:

CONTACT US:

EMAIL: support@qualtrics.com

USA:

CALL: 800-340-9194

HOURS: 9am-8pm EST

<http://www.qualtrics.com/university/researchsuite/>