

Qualtrics Self Enrol Procedure

Access Code:

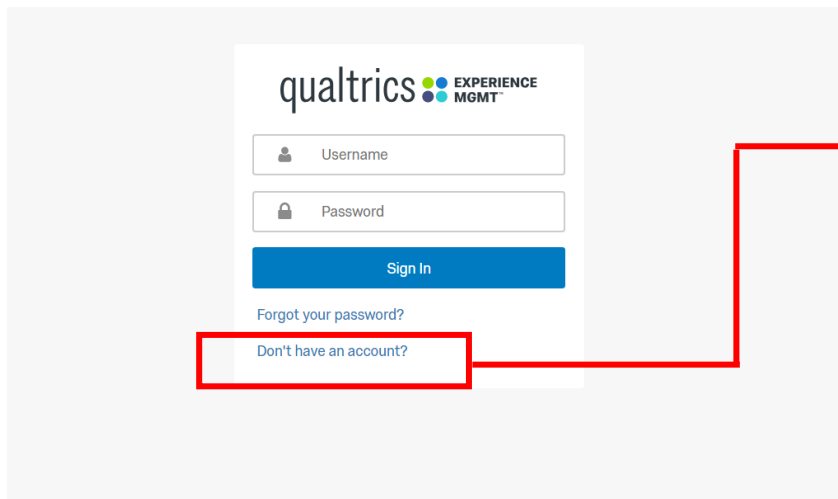
FNJMJ

*You'll need
this later*

Qualtrics is a flexible online survey platform that allows for a diverse array of questioning and is enormously useful in collecting data for psychological research. As part of your lab classes and/or your dissertation you may use the platform to develop and distribute questionnaires for research. In order to access the platform, you will need to open an account on our Qualtrics server using your university email credentials. This document will guide you through the process.

Step 1

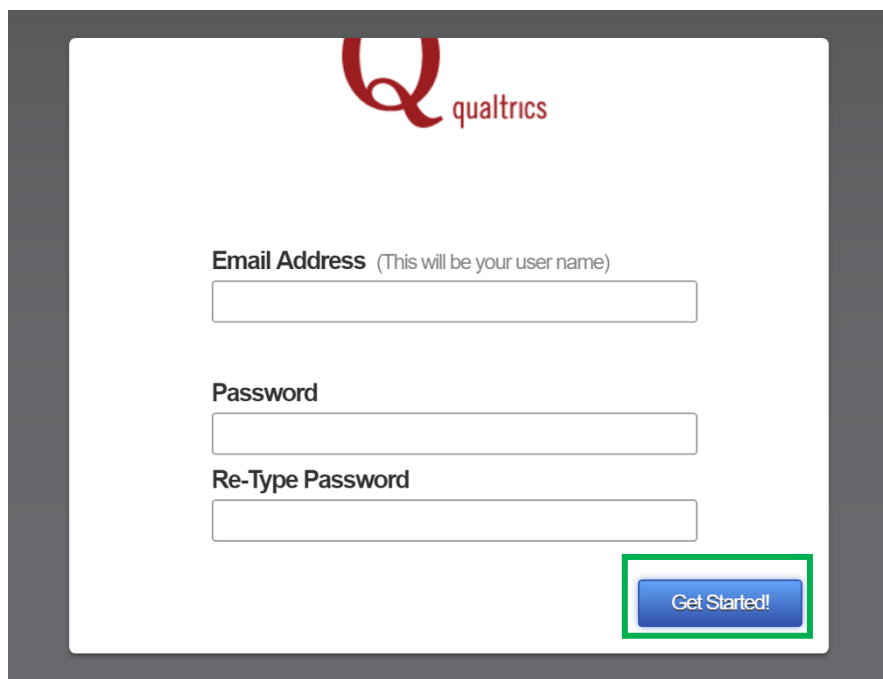
Navigate to <https://nupsych.qualtrics.com> in your web browser. You will be presented with the following screen:

The image shows the Qualtrics login interface. At the top, the Qualtrics logo is displayed next to the text 'EXPERIENCE MGMT'. Below the logo are two input fields: 'Username' with a person icon and 'Password' with a lock icon. A blue 'Sign In' button is positioned below these fields. Underneath the button are two links: 'Forgot your password?' and 'Don't have an account?'. The 'Don't have an account?' link is highlighted with a red rectangular box. A red line originates from this box, extends horizontally to the right, and then turns vertically upwards to point towards the 'Don't have an account?' link in the text to the right of the form.


Click [Don't have an account?](#)

Step 2

Enter your **university email address** (ending in northumbria.ac.uk) and create a password. **Note: it is very important you use your university email address as the system will not let you create your account with a Hotmail or Gmail account.** Finally, click **Get Started!**

The image shows the Qualtrics account creation interface. At the top, the Qualtrics logo is displayed. Below the logo are three input fields: 'Email Address (This will be your user name)', 'Password', and 'Re-Type Password'. A blue 'Get Started!' button is located at the bottom right of the form. The button is highlighted with a green rectangular box.

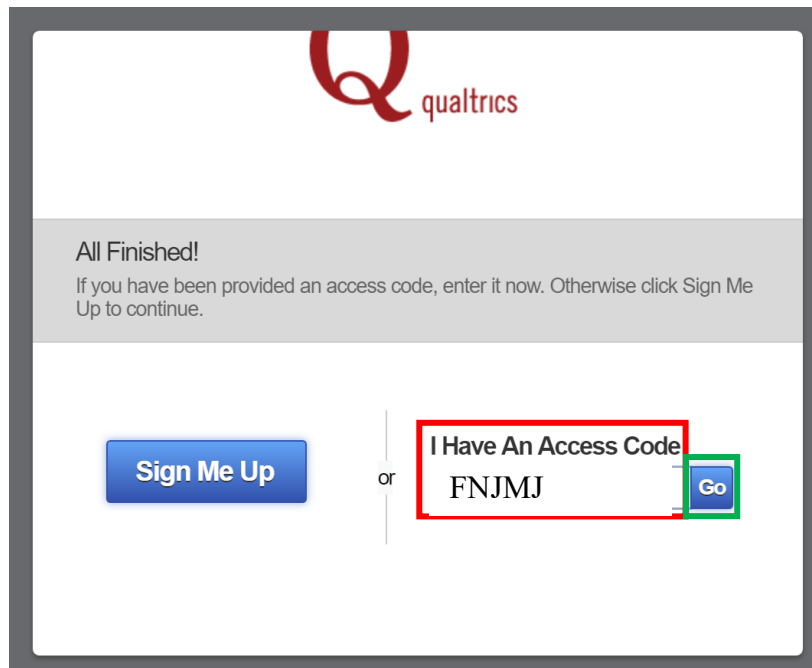
You will then be asked some basic info. Enter your name, but you do not need a phone number.



The image shows a Qualtrics registration form. At the top is the Qualtrics logo. Below it are three input fields: 'First Name (Optional)' with the text 'Kris', 'Last Name (Optional)' with the text 'McCarty', and 'Phone (Optional)' which is empty. A large red 'X' is placed over the 'Phone' field. Below the 'Phone' field, the text 'Phone number not required' is displayed in red. At the bottom right is a blue 'Finish' button. At the very bottom, there are four links: 'Resend Verification Email', 'Privacy Policy', 'Security Statement', and 'Acceptable Use Statement'.

Step 4

You will be asked for an access code. Enter **FNJMJ** (as below) and click **Go**.

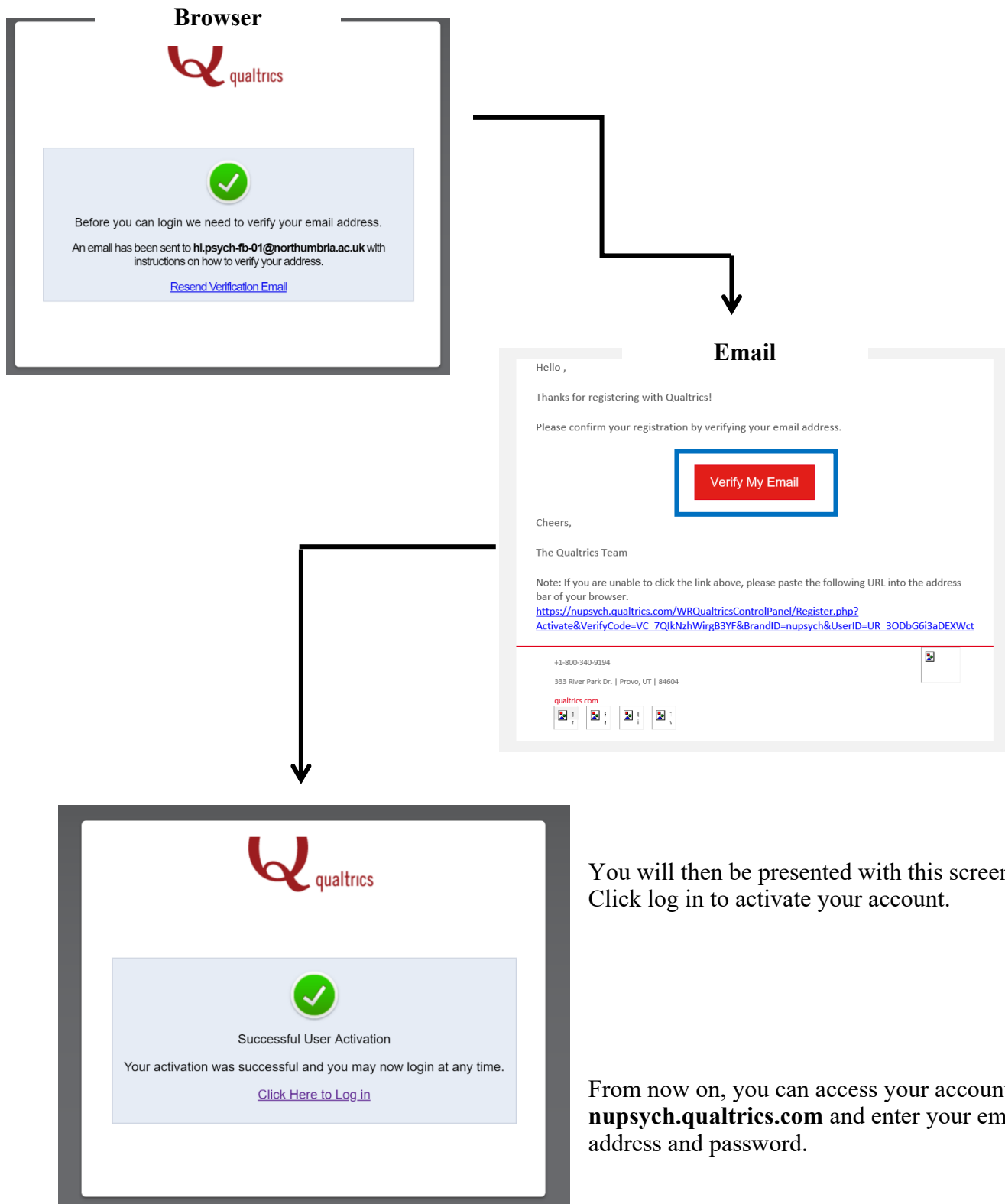


The image shows a Qualtrics screen titled 'All Finished!'. Below the title is a message: 'If you have been provided an access code, enter it now. Otherwise click Sign Me Up to continue.' There are two main options: a blue 'Sign Me Up' button on the left, and on the right, a section titled 'I Have An Access Code' with a text input field containing 'FNJMJ' and a green 'Go' button. The 'I Have An Access Code' section is enclosed in a red border, and the 'Go' button is enclosed in a green border. The word 'or' is placed between the 'Sign Me Up' button and the 'I Have An Access Code' section.

Continues on the next page

Step 5

Finally, you will be sent a verification email to your university email account. Go to your inbox and click the **Verify My Email** button



You will then be presented with this screen (left). Click log in to activate your account.

From now on, you can access your account via **npsych.qualtrics.com** and enter your email address and password.