Hello,

Thank you for being a part of our study. The link to the online survey can be found below. The link below will expire in three days, so please try your best to complete it within that time period. If you experience any issues with accessing the survey please give us a call at 608-890-4796.  
  
After clicking on the link below, you will be directed to the online survey. Please enter the following information in response to the initial four survey questions:

What type of data are these? **Real**

What is the study name? **RISK**

What is the participant's Sub ID? **Insert ID given to you by study staff**

Who are the RAs today?**None**

Thank you for your time.

Survey Link: **Insert Custom Qualtrics Link for Followup 1 & 2 Battery**

Best,  
**INSERT STAFF FIRST NAME**

University of Wisconsin-Madison   
Mobile Health Study  
Brogden Psychology Bldg.  
1202 W. Johnson Street

Madison, WI 53706  
608-890-4796

Sending ID Follow-up 1 & 2 Batteries to Participants

1. Use own credentials to log into Qualtrics and select the **‘ID Followup 1 & 2 Battery – RISK’**.
2. Select the ‘**Distributions**’ tab near the top left corner of the page.
3. From the panel on the left, select ‘**Personal Links**’.
4. On the upper right-hand corner of the page, select the button ‘**+ Generate Links**’
   1. This will generate a small pop-up screen that has a ‘**To**’ and ‘**Link Expiration**’ field with dropdown menus.
      1. Under ‘**To**’, select ‘**+ New Contact List**’
         1. Enter the participants email address found in OnCore
         2. Leave the First and Last Name, External Data Reference, and Language cells blank
         3. Select ‘Create’
      2. Under ‘**Link Expiration**’, select ‘**Expires in 3 Days**’
   2. Select ‘**Generate Links**’
5. An Excel spreadsheet should be generated from the steps above and can be found in the Downloads folder with the name ‘**ID\_Followup\_1\_\_2\_Battery\_\_RISK-Distribution\_History**’
6. Open up an Incognito tab in Google Chrome and go to <https://wiscmail.wisc.edu> to compose an email to the participant from the ARL4 account
   * 1. Login: arl4\_psych
     2. Password: Curtin@rl
   1. Copy the email address found in the Excel document and paste in the ‘**To**’ line
   2. Add ‘**Survey Link**’ as the Subject Line
   3. Using the template found in the Admin folder, compose an email to the participant
      1. Template: **RISK\Administration\Participants\Emailing Followup 1&2 ID Battery**
   4. Paste the link found in the generated Excel document into the email; make sure everything is spelled correctly and the participants name is included in the greeting and send to participant.
7. Follow steps 1 and 2 and make sure ‘**Distribution Summary**’ is selected. This will show how many of the personalized links have been started or completed. To identify if the participant is still working on the survey, select the ‘**Data and Analysis**’ tab and view ‘**Responses in Progress**’