Qualtrics Self Enrol Procedure
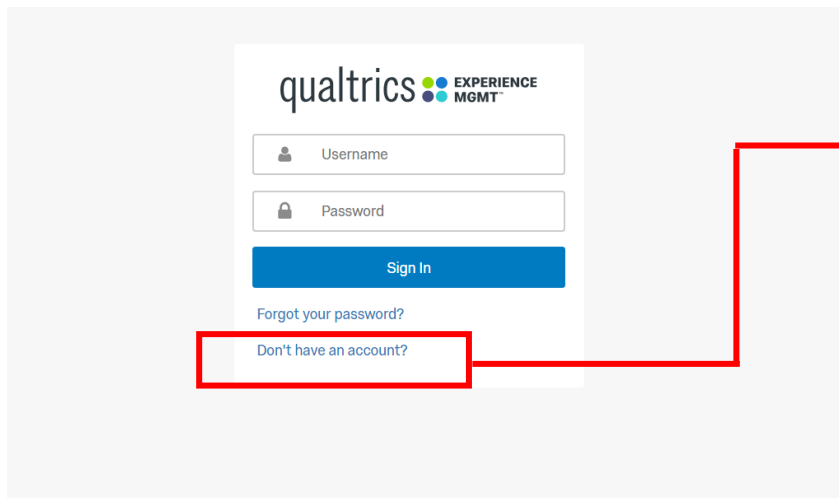
Qualtrics is a flexible online survey platform that allows for a diverse array of questioning and is enormously useful in collecting data for psychological research. As part of your lab classes and/or your dissertation you may use the platform to develop and distribute questionnaires for research.
In 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:
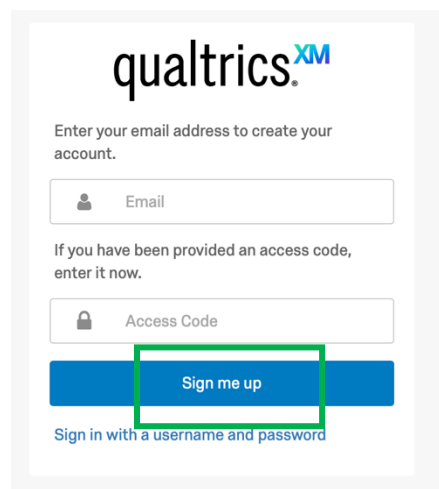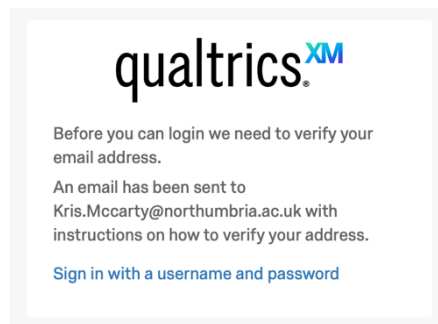
Click Don't have an account?

Step 2

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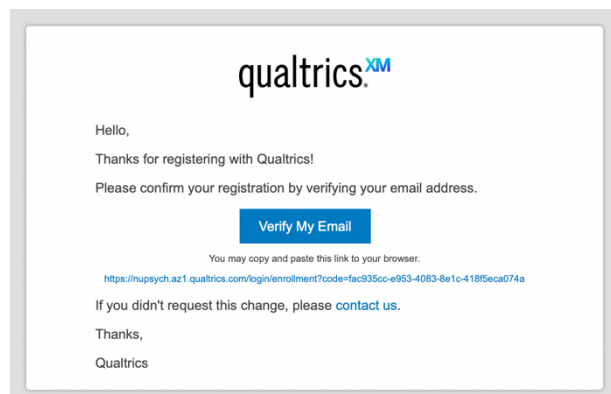Note: it is very important you use your **university email address** as the system will not let you create your account with a Hotmail or Gmail account. Finally, click *Sign Me Up!*

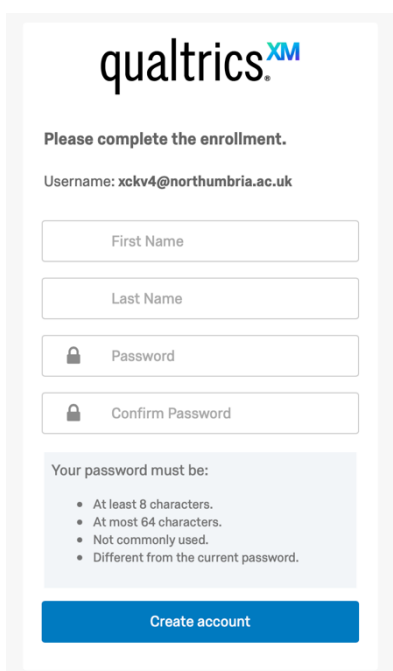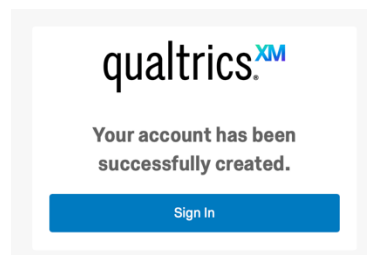You will then be asked to verify your email:

Your email will take a minute or two to arrive and will look something like:

Click **Verify My Email** and a website should open for you to complete registration

Step 3 Your Details

Fill in the fields and click Create Account

After that you are all enrolled on our service
From now on, you can access your account via
nupsych.qualtrics.com and enter your email address and
password.