

Qualtrics Self Enrol Procedure

Access Code:
FNJMJ

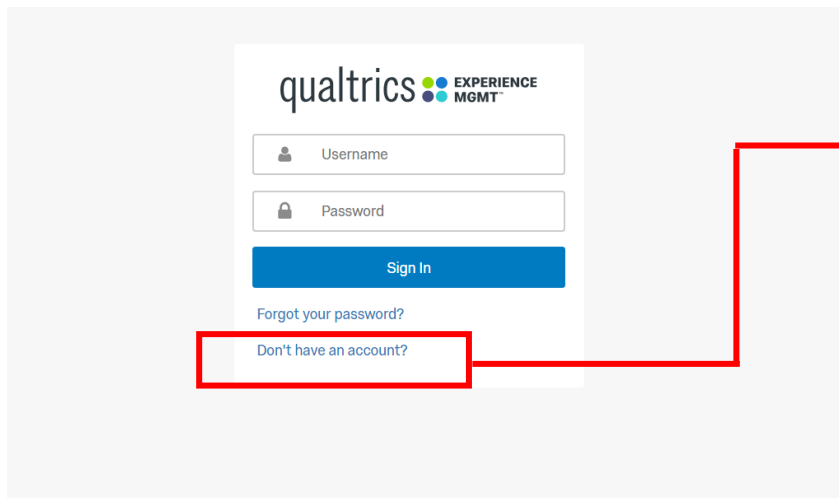
*You'll need
this later*

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:

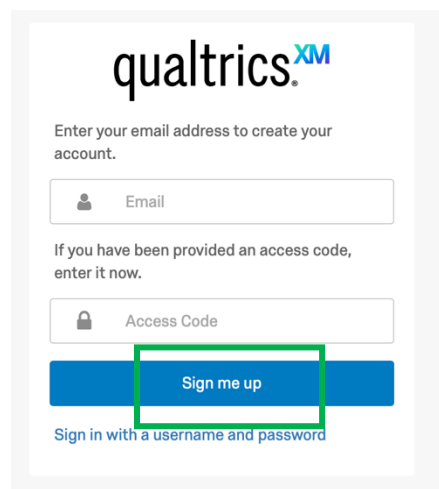
The image shows the Qualtrics login interface. At the top is the Qualtrics logo with the tagline 'EXPERIENCE MGMT'. Below the logo are two input fields: 'Username' and 'Password'. Under the 'Password' field is a blue 'Sign In' button. Below the button are two links: 'Forgot your password?' and 'Don't have an account?'. A red rectangular box highlights the 'Don't have an account?' link. A red line originates from this box and extends to the right, pointing towards the text 'Click Don't have an account?'.

Click Don't have an account?

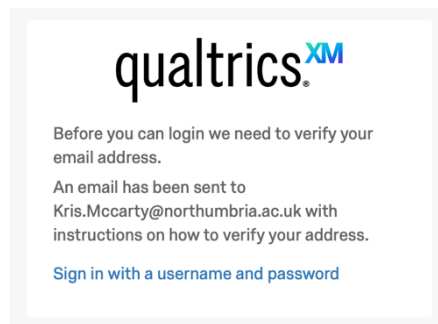
Step 2

Enter your **university email address** (ending in northumbria.ac.uk) and enter the access code (**FNJMJ**).

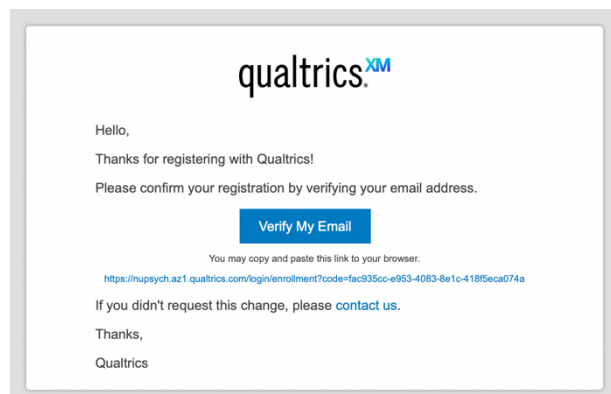
Note: it is very important you use your **university email address** as the system will not let you create your account with a Hotmail or Gmail account. Finally, click *Sign Me Up!*

The image shows the Qualtrics account creation interface. At the top is the Qualtrics logo with 'XM' in blue. Below the logo is the text 'Enter your email address to create your account.' followed by an 'Email' input field. Below that is the text 'If you have been provided an access code, enter it now.' followed by an 'Access Code' input field. At the bottom is a blue 'Sign me up' button, which is highlighted with a green rectangular box. Below the button is a link that says 'Sign in with a username and password'.

You will then be asked to verify your email:



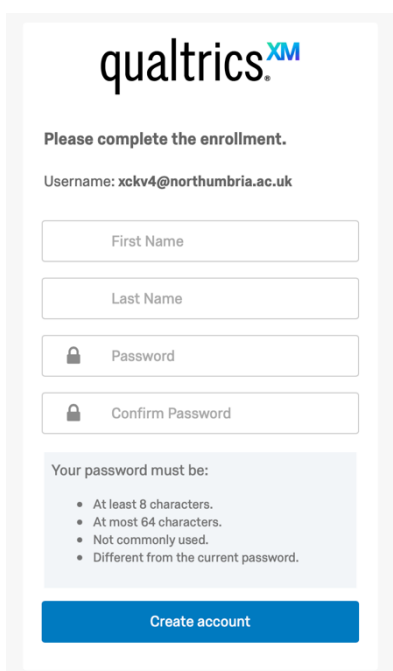
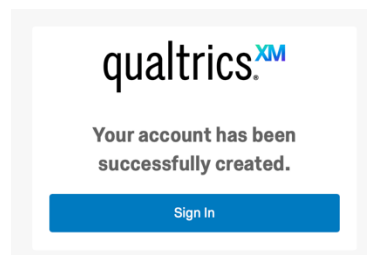
Your email will take a minute or two to arrive and will look something like:



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

A screenshot of a Qualtrics XM account creation form. The Qualtrics XM logo is at the top. Below it, the text reads: "Please complete the enrollment." Below this, it says: "Username: xckv4@northumbria.ac.uk". There are four input fields: "First Name", "Last Name", "Password", and "Confirm Password". Below the "Confirm Password" field, there is a section titled "Your password must be:" with a list of requirements: "At least 8 characters.", "At most 64 characters.", "Not commonly used.", and "Different from the current password." At the bottom of the form is a blue button that says "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.