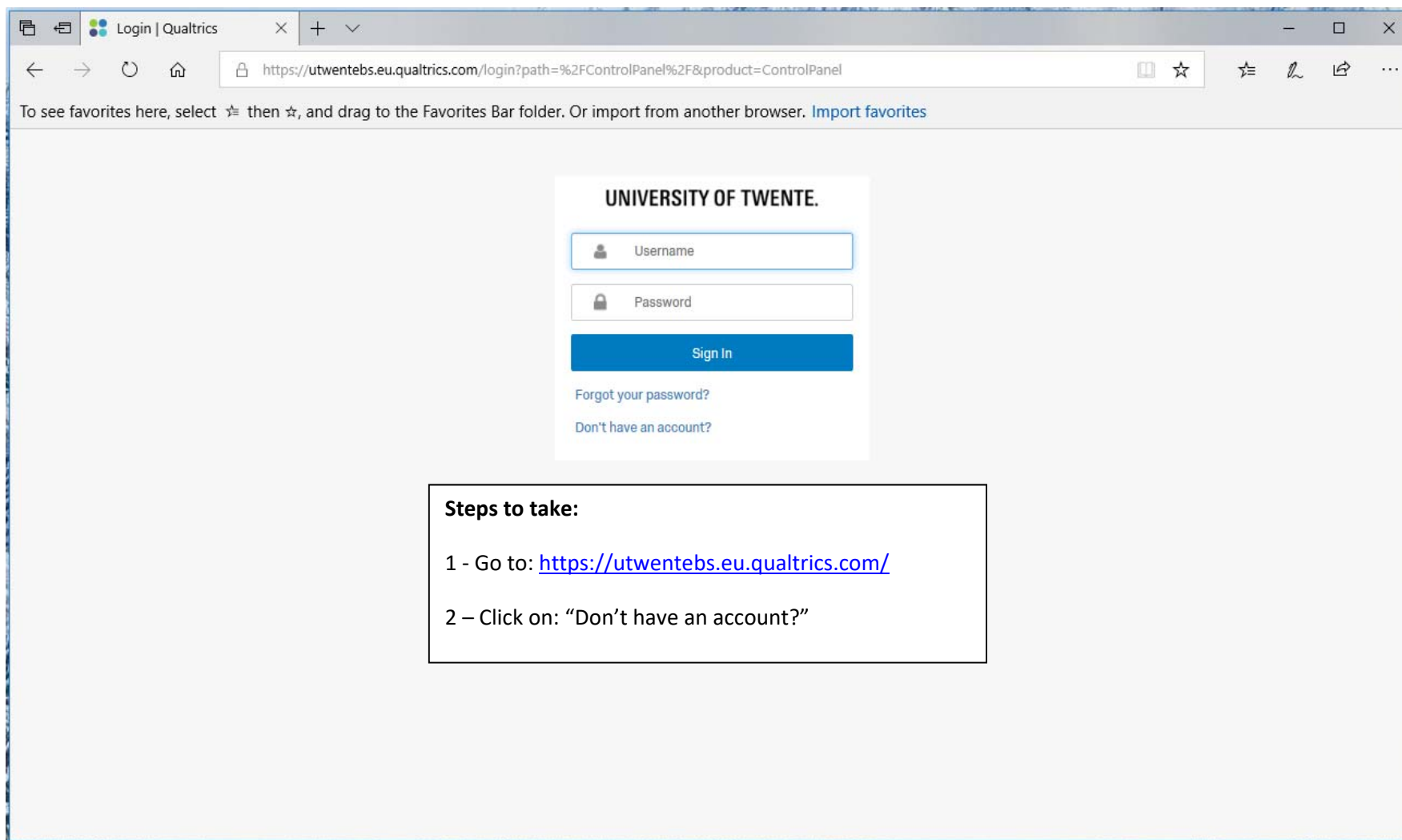

Qualtrics account registration guide for BMS faculty staff

Create a user account for the Qualtrics survey tool in just 10 steps..!

Important information and BMS faculty terms of use:

- The following guide will show you how to register for the Qualtrics survey tool,
- Account permissions, based on this registration guide, are restricted to staff of the Faculty of Behavioral, Management and Social Sciences (BMS) at the University of Twente,
- As long as you have a valid University of Twente e-mail account, you will be able to use your Qualtrics account,
- A “Standard Qualtrics” account will be provided, in which multiple surveys can be created and hosted online,
- For all questions and information about building and hosting surveys, please consult the online tutorial and / or contact the Qualtrics (phone or online) support helpdesk (<http://qualtrics.com/university/researchsuite/>),
- According to the regulations of the BMS faculty, all staff and student researches must be approved by the Ethics Committee. For more information and the application form please consult the <https://www.utwente.nl/en/bms/research/ethics/>.
- Any abuse of the Qualtrics survey tool, inappropriate distribution of the provided access code or non-compliance to the Ethics Committee regulations will be considered as an academic offence.
- Please note that the brand administrator (Johnny Lammers van Toorenburg /j.a.lammersvantoorenburg@utwente.nl) can access any account to check for unappropriate use of the Qualtrics survey tool.

1 - Navigate to the University of Twente Qualtrics Website



The screenshot shows a web browser window with the following elements:

- Browser title: Login | Qualtrics
- Address bar: <https://utwentebbs.eu.qualtrics.com/login?path=%2FControlPanel%2F&product=ControlPanel>
- Text below address bar: To see favorites here, select ☆ then ☆, and drag to the Favorites Bar folder. [Import favorites](#)
- Form content:
 - UNIVERSITY OF TWENTE.
 - Username input field
 - Password input field
 - Sign In button
 - [Forgot your password?](#)
 - [Don't have an account?](#)

Steps to take:

- 1 - Go to: <https://utwentebbs.eu.qualtrics.com/>
- 2 – Click on: “Don’t have an account?”

2 - Enter UT e-mail and password

Qualtrics Registration

https://utwenteb.eu.qualtrics.com/ControlPanel/Register.php?BrandID=utwenteb

To see favorites here, select then , and drag to the Favorites Bar folder. Or import from another browser. [Import favorites](#)

UNIVERSITY OF TWENTE.

Email Address (This will be your user name)
j.j.lammersvantooreburg@utwente.nl ✓

Password
●●●●●●●● ✓

Re-Type Password
●●●●●●●● ✓

Get Started!

Steps to take:

- 1 – Register with your **UT e-mail** (a.b.c.yourname@utwente.nl)
- 2 – fill in and retype a password of your choice
- 3 – Click on “Get Started”

3 - Enter first and last name

Qualtrics Registration

https://utwentebbs.eu.qualtrics.com/ControlPanel/Register.php?BrandID=utwentebbs#/PersonalState

To see favorites here, select ☆ then ☆, and drag to the Favorites Bar folder. [Import favorites](#)

Steps to take:

- 1 – Fill in your first and last name
- 2 – Phone number is optional
- 3 – Click on “Finish”

UNIVERSITY OF TWENTE.

First Name (Optional)
Johnny

Last Name (Optional)
Lammers van Toorenbu

Phone Number (Optional)
0534892524

Finish

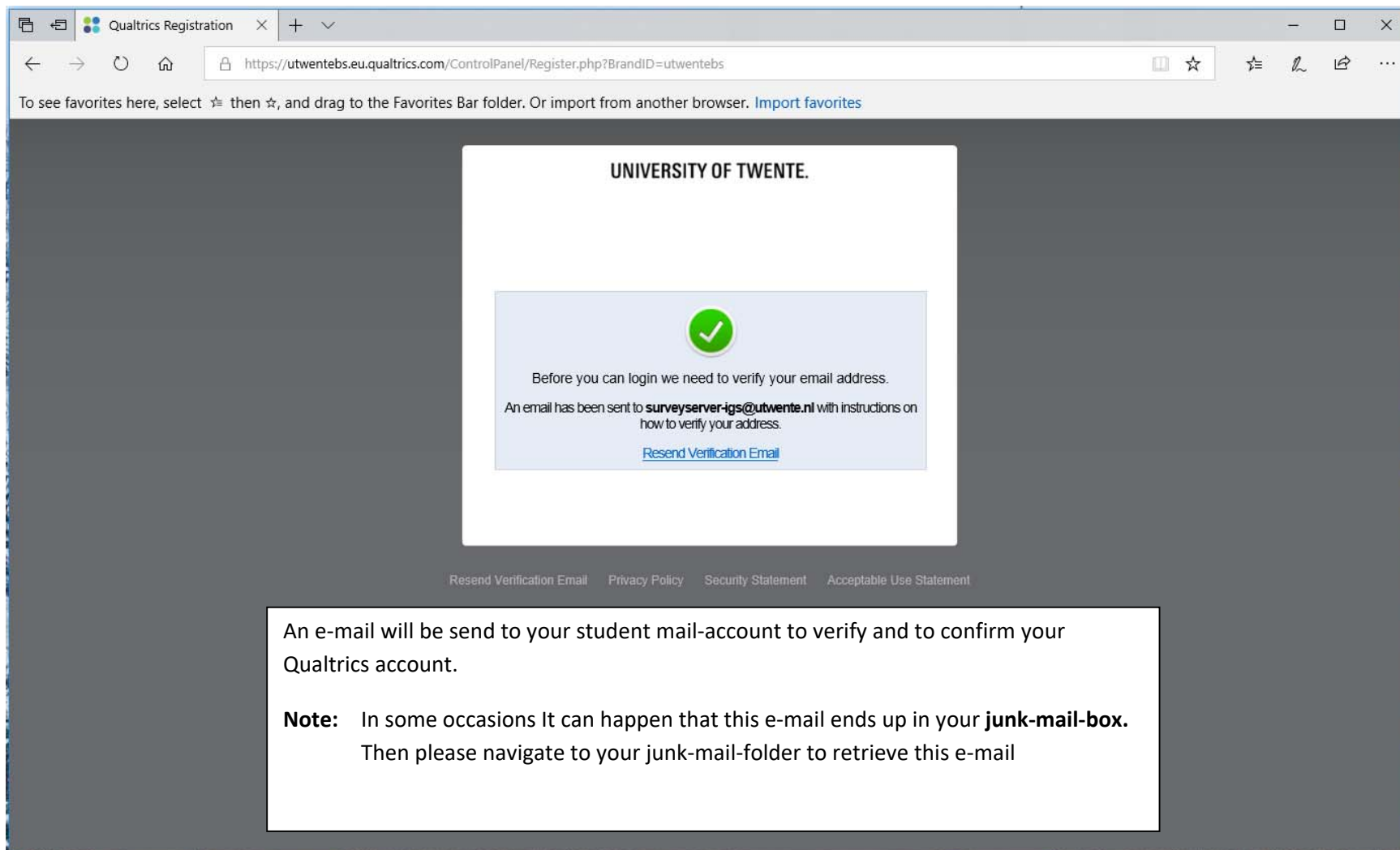
[Resend Verification Email](#) [Privacy Policy](#) [Security Statement](#) [Acceptable Use Statement](#)

4 - Enter access code for account activation


The screenshot shows a web browser window with the following details:

- Browser Tab:** Qualtrics Registration
- Address Bar:** <https://utwentebts.eu.qualtrics.com/ControlPanel/Register.php?BrandID=utwentebts#/CouponCodeState>
- Page Content:**
 - Steps to take:**
 - 1 – Click on the “Sign Me Up” button
 - UNIVERSITY OF TWENTE.**
 - All Finished!**
If you have been provided an access code, enter it now. Otherwise click Sign Me Up to continue.
 - Sign Me Up** (button) or **I Have An Access Code** (text) with an input field and a **Go** (button).
- Footer:** [Resend Verification Email](#) [Privacy Policy](#) [Security Statement](#) [Acceptable Use Statement](#)

5 - Confirmation e-mail will be send to the e-mail address you used in the registration



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Before you can login we need to verify your email address.

An email has been sent to surveyserver-igs@utwente.nl with instructions on how to verify your address.

[Resend Verification Email](#)

[Resend Verification Email](#) [Privacy Policy](#) [Security Statement](#) [Acceptable Use Statement](#)

An e-mail will be send to your student mail-account to verify and to confirm your Qualtrics account.

Note: In some occasions It can happen that this e-mail ends up in your **junk-mail-box**. Then please navigate to your junk-mail-folder to retrieve this e-mail

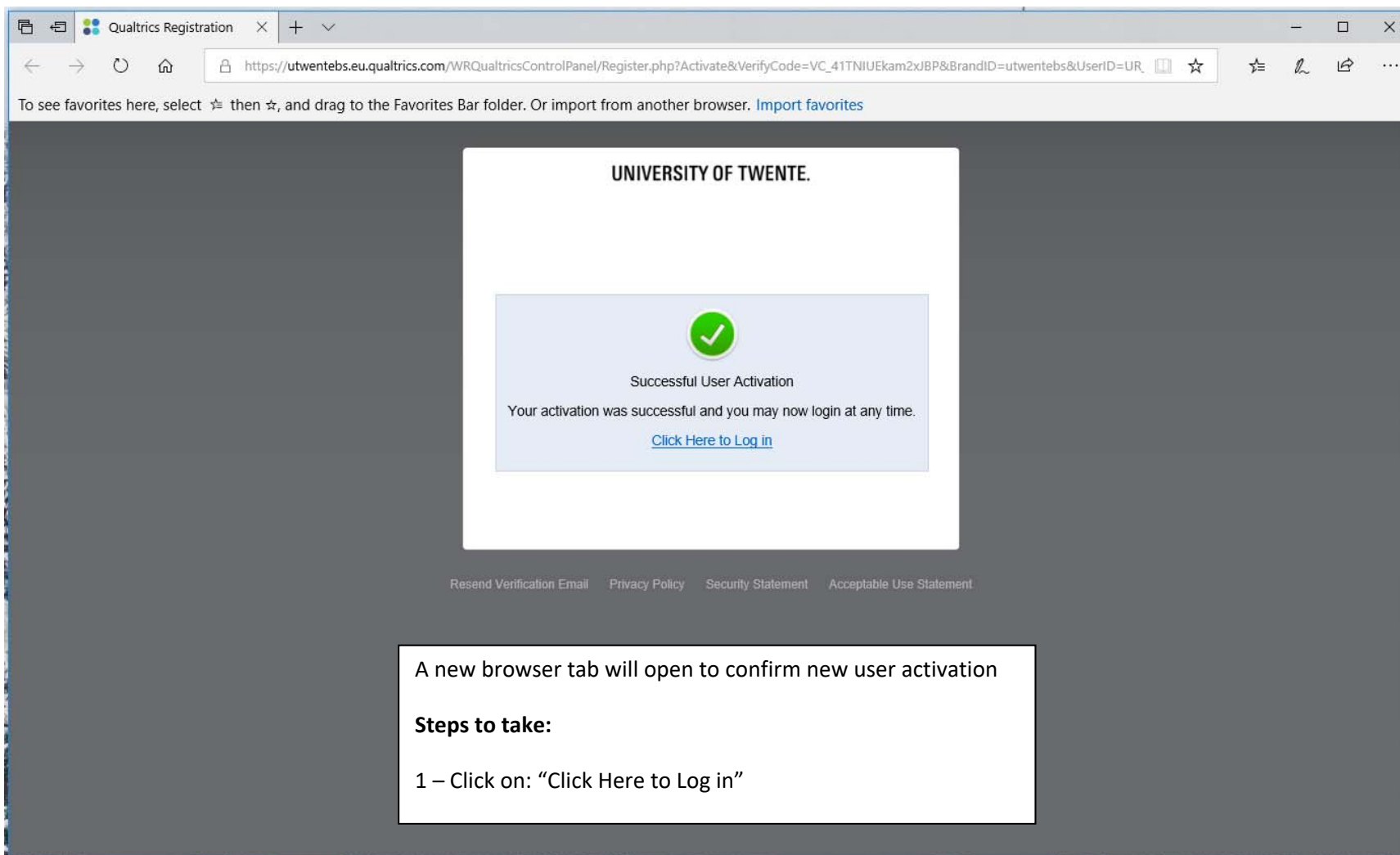
6 - Confirm the account activation from the e-mail

The screenshot shows an email client interface with the following elements:

- Toolbar:** File, Message, Help, ADOBE PDF, Tell me what you want to do. Includes icons for Ignore, Delete, Archive, Reply, Reply All, Forward, Meeting, and more.
- Message Header:** Qualtrics <updates@notifications.qualtrics.com> | Surveysserver (IGS) | 11:09
- Subject:** Please verify your new Qualtrics account
- Body Content:**
 - Hello,
 - Thanks for registering with Qualtrics!
 - Please confirm your registration by verifying your email address.
 - Verify My Email** (button)
 - Cheers,
 - The Qualtrics Team
 - Note: If you are unable to click the link above, please paste the following URL into the address bar of your browser.
https://utwenteb.eu.qualtrics.com/WRQualtricsControlPanel/Register.php?Activate&VerifyCode=VC_41TNIUEkam2xJBP&BrandID=utwenteb&UserID=UR_1N88XLXnz047rNz
 - Contact info: +1-800-340-9194, 333 River Park Dr. | Provo, UT | 84604, qualtrics.com
 - Social media icons for Instagram, Facebook, LinkedIn, and Twitter.

Steps to take:
1 – Click on: “Verify My Email”

7 - Account activation will be confirmed



The screenshot shows a web browser window with the following details:

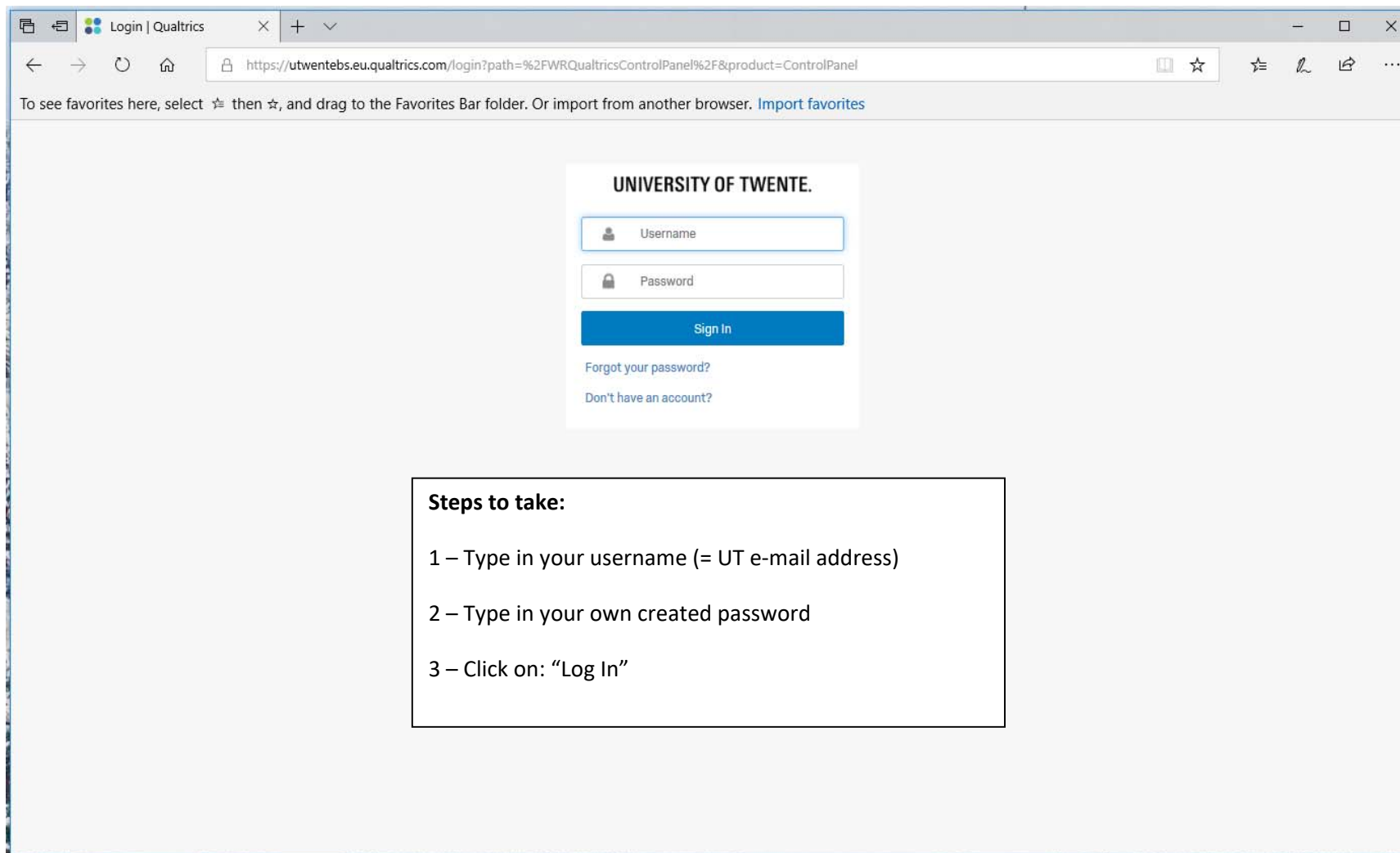
- Browser tab: Qualtrics Registration
- Address bar: https://utwentebbs.eu.qualtrics.com/WRQualtricsControlPanel/Register.php?Activate&VerifyCode=VC_41TNIUEkam2xJBP&BrandID=utwentebbs&UserID=UR
- Page content:
 - UNIVERSITY OF TWENTE.
 - Successful User Activation
 - Your activation was successful and you may now login at any time.
 - [Click Here to Log in](#)
- Footer links: [Resend Verification Email](#), [Privacy Policy](#), [Security Statement](#), [Acceptable Use Statement](#)

A new browser tab will open to confirm new user activation

Steps to take:

- 1 – Click on: “Click Here to Log in”

8 - Log on to the Qualtrics survey tool



UNIVERSITY OF TWENTE.

Username

Password

Sign In

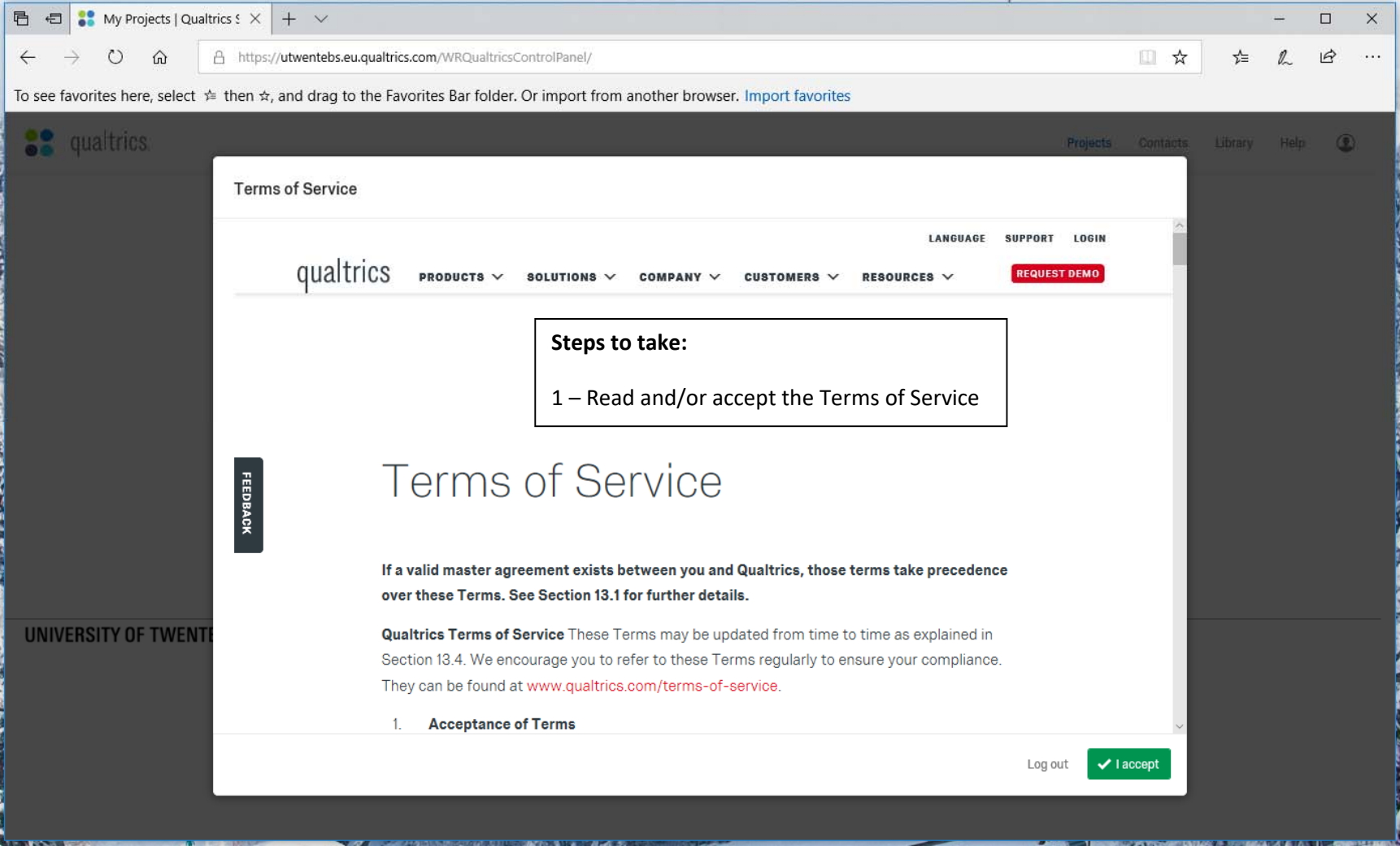
[Forgot your password?](#)

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

Steps to take:

- 1 – Type in your username (= UT e-mail address)
- 2 – Type in your own created password
- 3 – Click on: “Log In”

9 - Confirm account information and accept terms of service



10 - You are done and enabled to use Qualtrics

