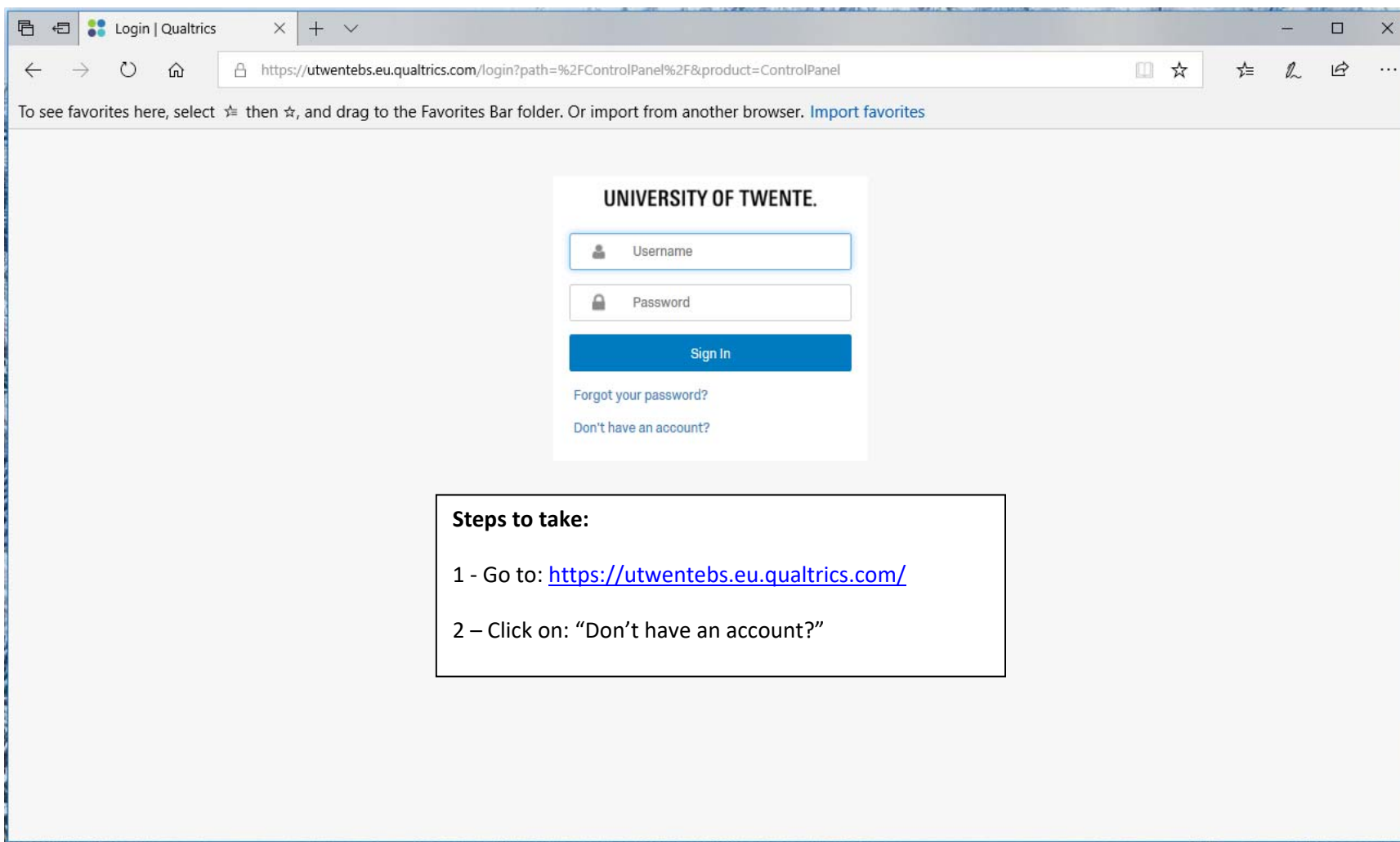

Qualtrics account registration guide for BMS faculty students

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 student 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 inappropriate use of the Qualtrics survey tool.

1 - Navigate to the University of Twente Qualtrics Website



UNIVERSITY OF TWENTE.

Username

Password

Sign In

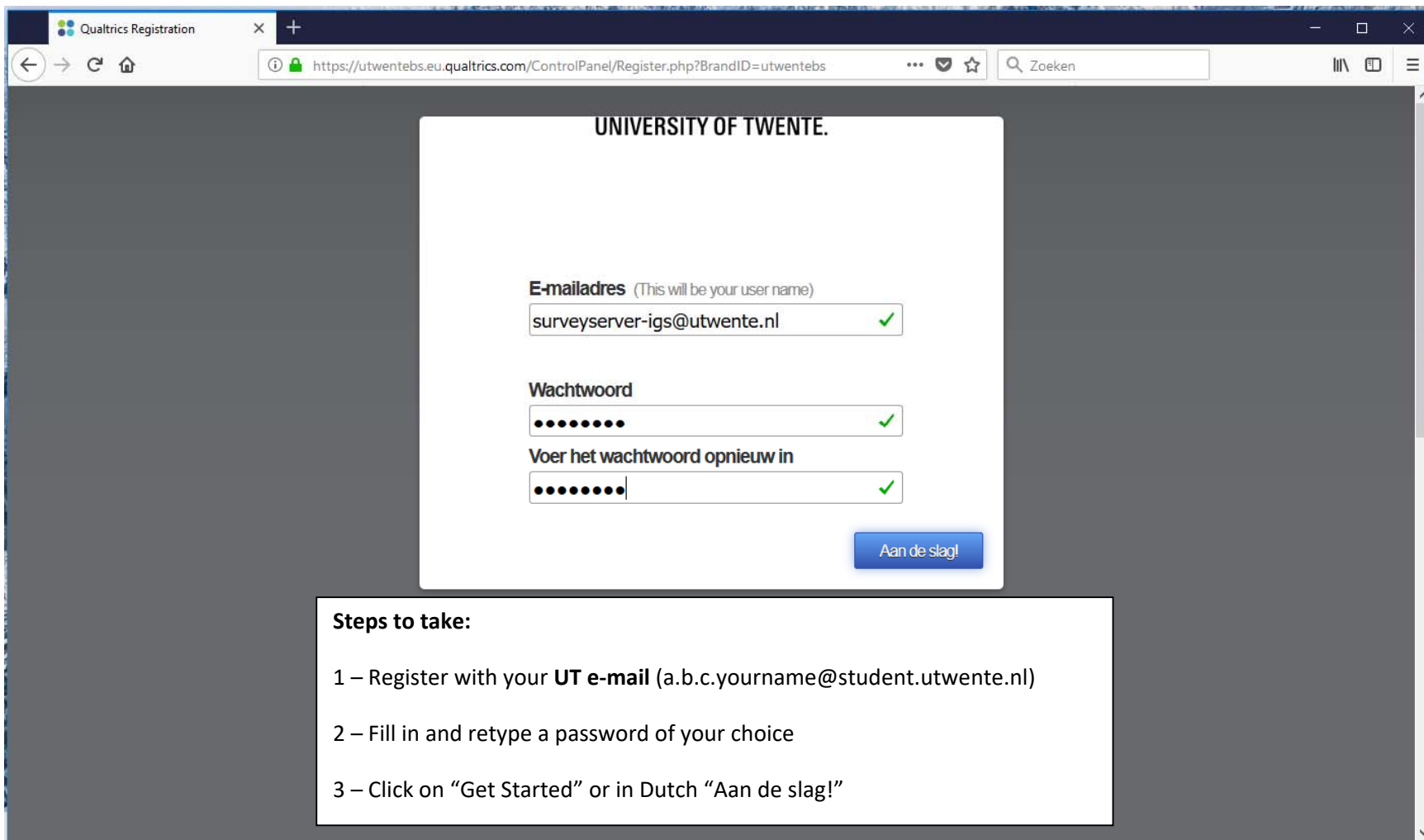
[Forgot your password?](#)

[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://utwentebseu.qualtrics.com/ControlPanel/Register.php?BrandID=utwentebseu

UNIVERSITY OF TWENTE.

E-mailadres (This will be your user name)
surveyserver-igs@utwente.nl ✓

Wachtwoord
●●●●●● ✓

Voer het wachtwoord opnieuw in
●●●●●● ✓

Aan de slag!

Steps to take:

- 1 – Register with your **UT e-mail** (a.b.c.yourname@student.utwente.nl)
- 2 – Fill in and retype a password of your choice
- 3 – Click on “Get Started” or in Dutch “Aan de slag!”

3 - Enter first and last name

Qualtrics Registration

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

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

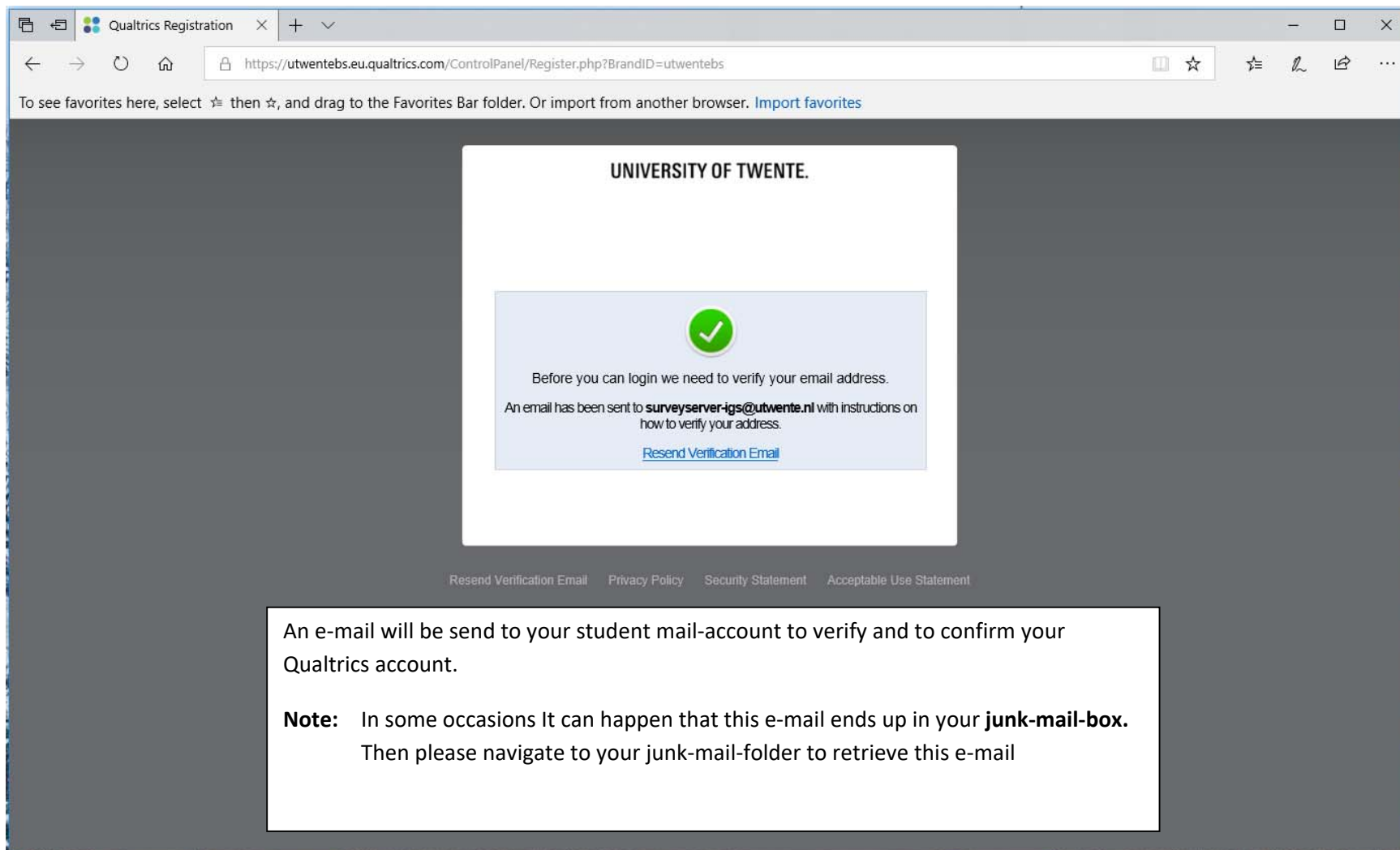
4 - Enter access code for account activation

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

- 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) **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



The screenshot shows a web browser window with the URL <https://utwentebts.eu.qualtrics.com/ControlPanel/Register.php?BrandID=utwentebts>. The page content is as follows:

UNIVERSITY OF TWENTE.



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](#)

At the bottom of the page, there are links for [Resend Verification Email](#), [Privacy Policy](#), [Security Statement](#), and [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 a message from Qualtrics. The subject is "Please verify your new Qualtrics account". The email body contains the following text:

Hello ,

Thanks for registering with Qualtrics!

Please confirm your registration by verifying your email address.

Verify My Email

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

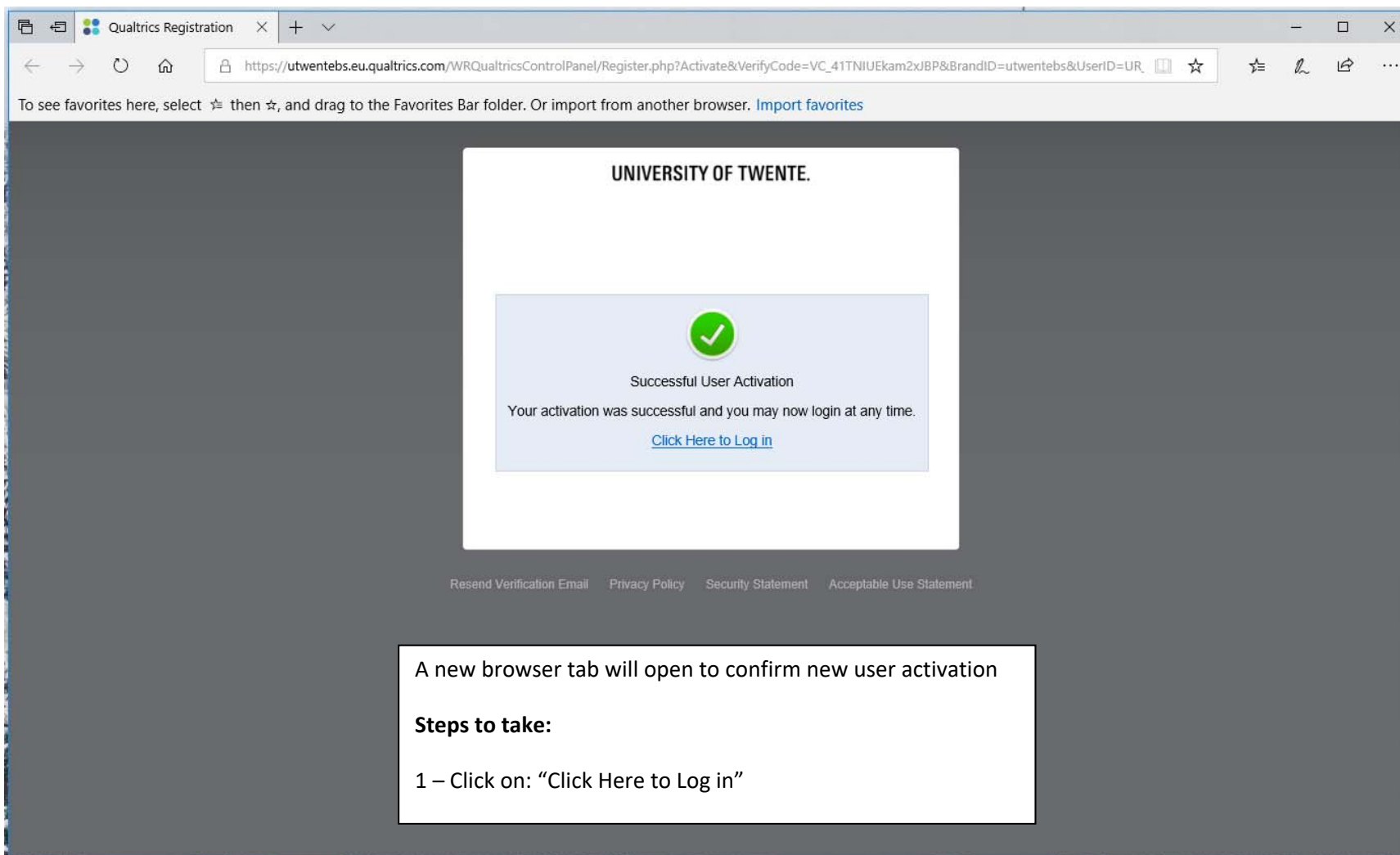
+1-800-340-9194
333 River Park Dr. | Provo, UT | 84604
qualtrics.com

Below the email content, there is a callout box with the following text:


Steps to take:

1 – Click on: “Verify My Email”

7 - Account activation will be confirmed



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Successful User Activation

Your activation was successful and you may now login at any time.

[Click Here to Log in](#)

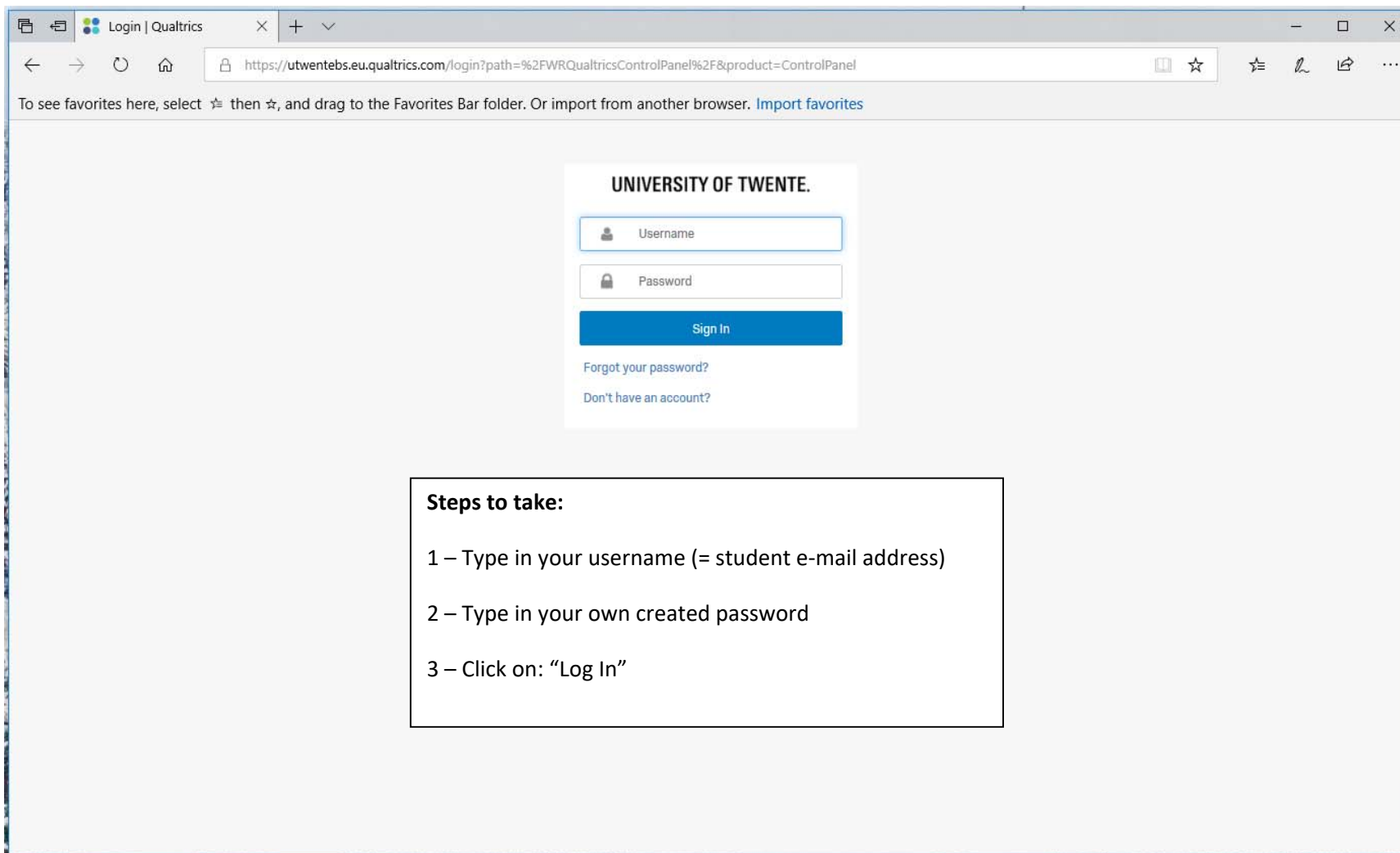
[Resend Verification Email](#) [Privacy Policy](#) [Security Statement](#) [Acceptable Use Statement](#)

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

9 - Confirm account information and accept terms of service

The screenshot shows a web browser window with the URL <https://utwenteb.s.eu.qualtrics.com/WRQualtricsControlPanel/>. The page is titled "Terms of Service" and features the Qualtrics logo and navigation menu. A "FEEDBACK" button is visible on the left. The main content area includes a "Steps to take:" box with the instruction "1 - Read and/or accept the Terms of Service". Below this, the text states: "If a valid master agreement exists between you and Qualtrics, those terms take precedence over these Terms. See Section 13.1 for further details." It also mentions that the Qualtrics Terms of Service may be updated and can be found at www.qualtrics.com/terms-of-service. At the bottom, there is a "Log out" link and a green "I accept" button.

10 - You are done and enabled to use Qualtrics

