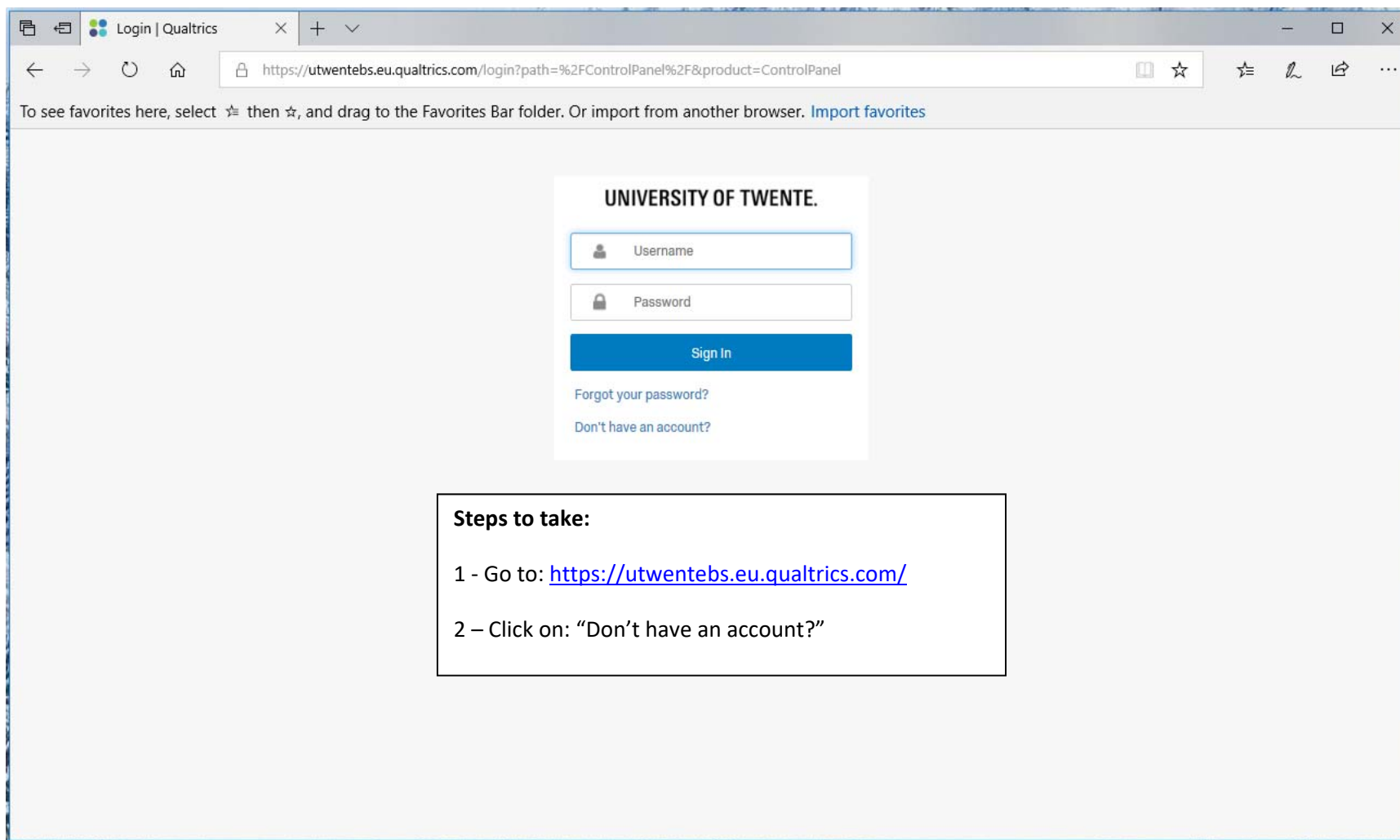

Qualtrics account registration guide for BMS faculty students

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 ([Lorette Bosch-Padberg /lorette.bosch@utwente.nl](mailto:Lorette.Bosch-Padberg@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

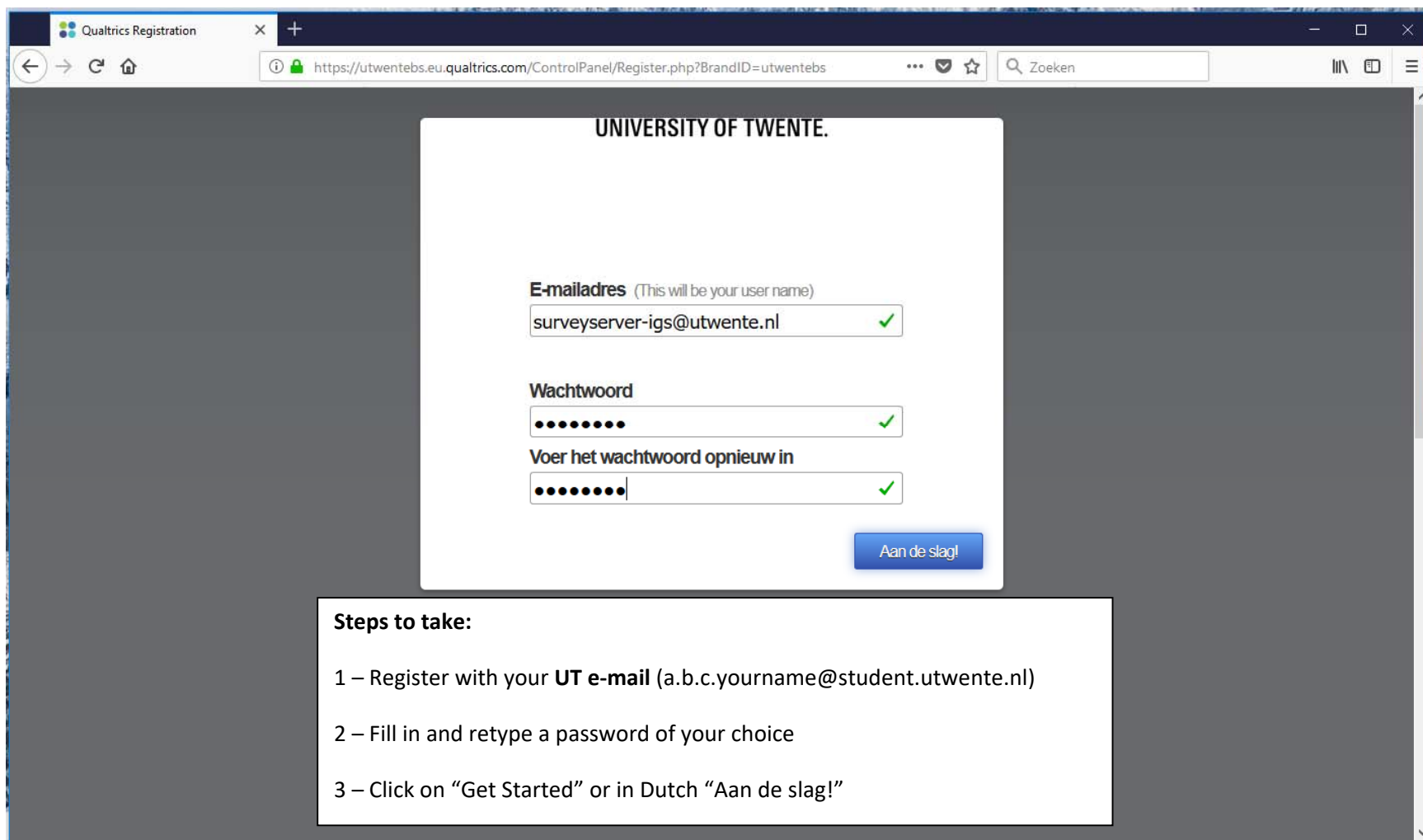
[Forgot your password?](#)

[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=utwentebse

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

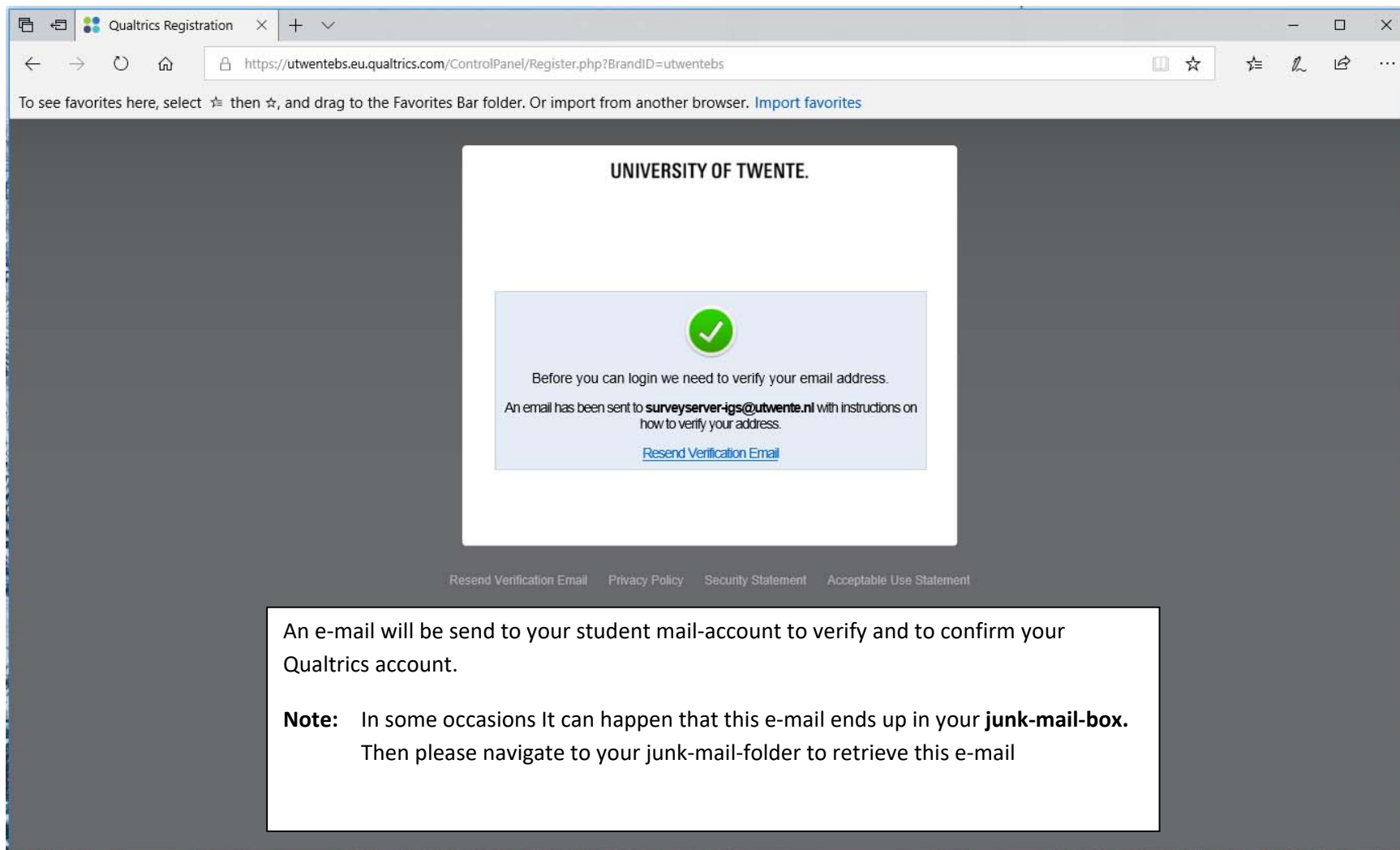
The screenshot shows a web browser window with the URL <https://utwentebbs.eu.qualtrics.com/ControlPanel/Register.php?BrandID=utwentebbs#/CouponCodeState>. The page content includes a box with the following text:

Steps to take:

1 – Click on the “Sign Me Up” button

Below this, the University of Twente logo is displayed. A message states: "All Finished! If you have been provided an access code, enter it now. Otherwise click Sign Me Up to continue." At the bottom of the form, there are two options: a blue "Sign Me Up" button, or a text input field labeled "I Have An Access Code" followed by a blue "Go" button. The footer contains links for "Resend Verification Email", "Privacy Policy", "Security Statement", and "Acceptable Use Statement".

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




Qualtrics Registration

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

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

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](#)

[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 a blue header bar. The email is from Qualtrics <updates@notifications.qualtrics.com> with the subject '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://utwentebz.eu.qualtrics.com/WRQualtricsControlPanel/Register.php?Activate&VerifyCode=VC_41TNIUEkam2xJBP&BrandID=utwentebz&UserID=UR_1N88XLXnz047rNz

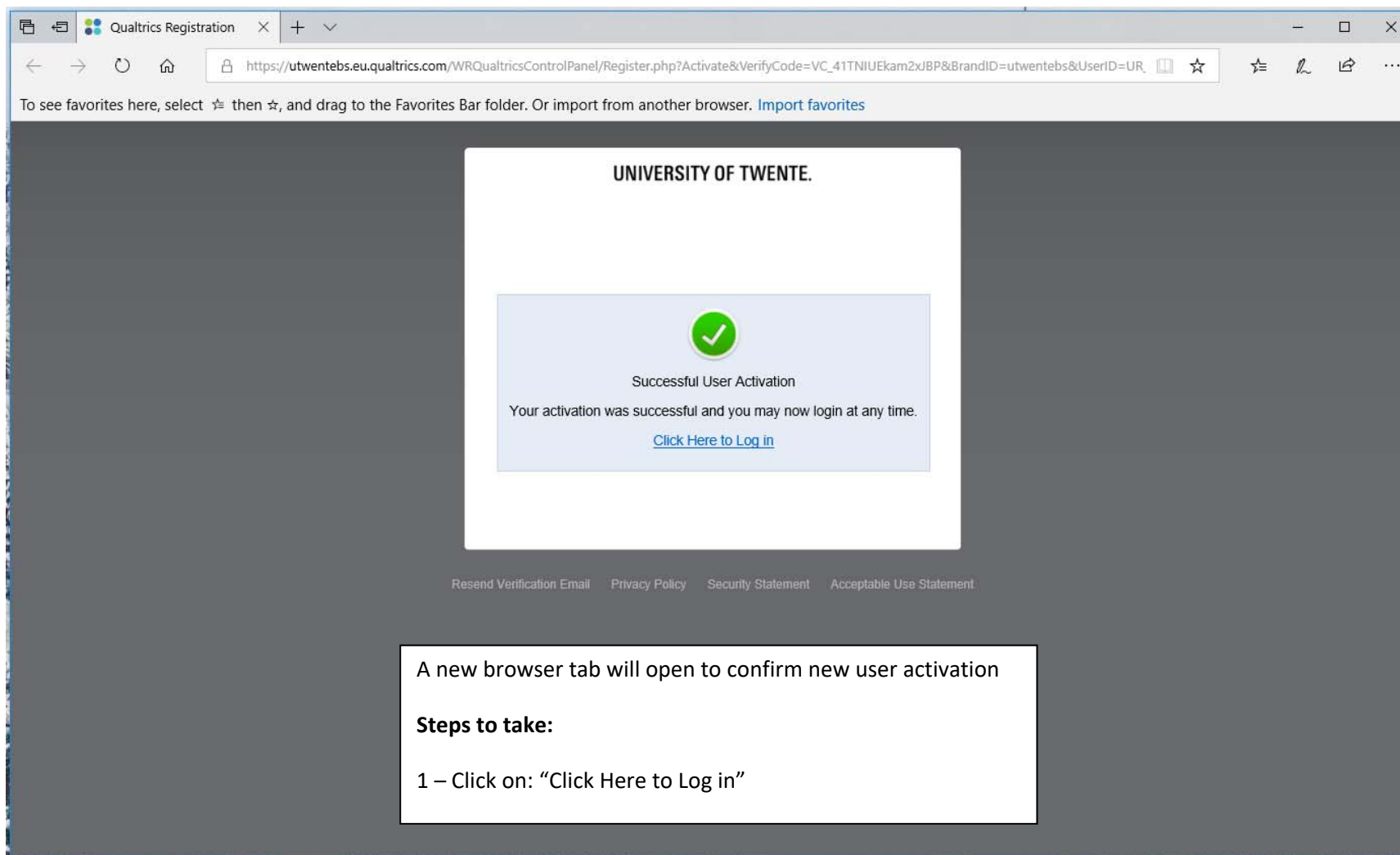
+1-800-340-9194
333 River Park Dr. | Provo, UT | 84604
qualtrics.com

Social media icons for Instagram, Facebook, LinkedIn, and Twitter are shown at the bottom.

Steps to take:

1 – Click on: “Verify My Email”

7 - Account activation will be confirmed



The screenshot shows a web browser window with the title "Qualtrics Registration". The address bar displays the URL: https://utwentebts.eu.qualtrics.com/WRQualtricsControlPanel/Register.php?Activate&VerifyCode=VC_41TNIUEkam2xJBP&BrandID=utwentebts&UserID=UR. Below the address bar, a message reads: "To see favorites here, select ☆ then ☆, and drag to the Favorites Bar folder. Or import from another browser. [Import favorites](#)".

The main content area features a white box with the "UNIVERSITY OF TWENTE." logo at the top. Below the logo is a green checkmark icon inside a circle, followed by the text "Successful User Activation" and "Your activation was successful and you may now login at any time." A blue link labeled "Click Here to Log in" is positioned below the text.

At the bottom of the white box, there are four links: "Resend Verification Email", "Privacy Policy", "Security Statement", and "Acceptable Use Statement".

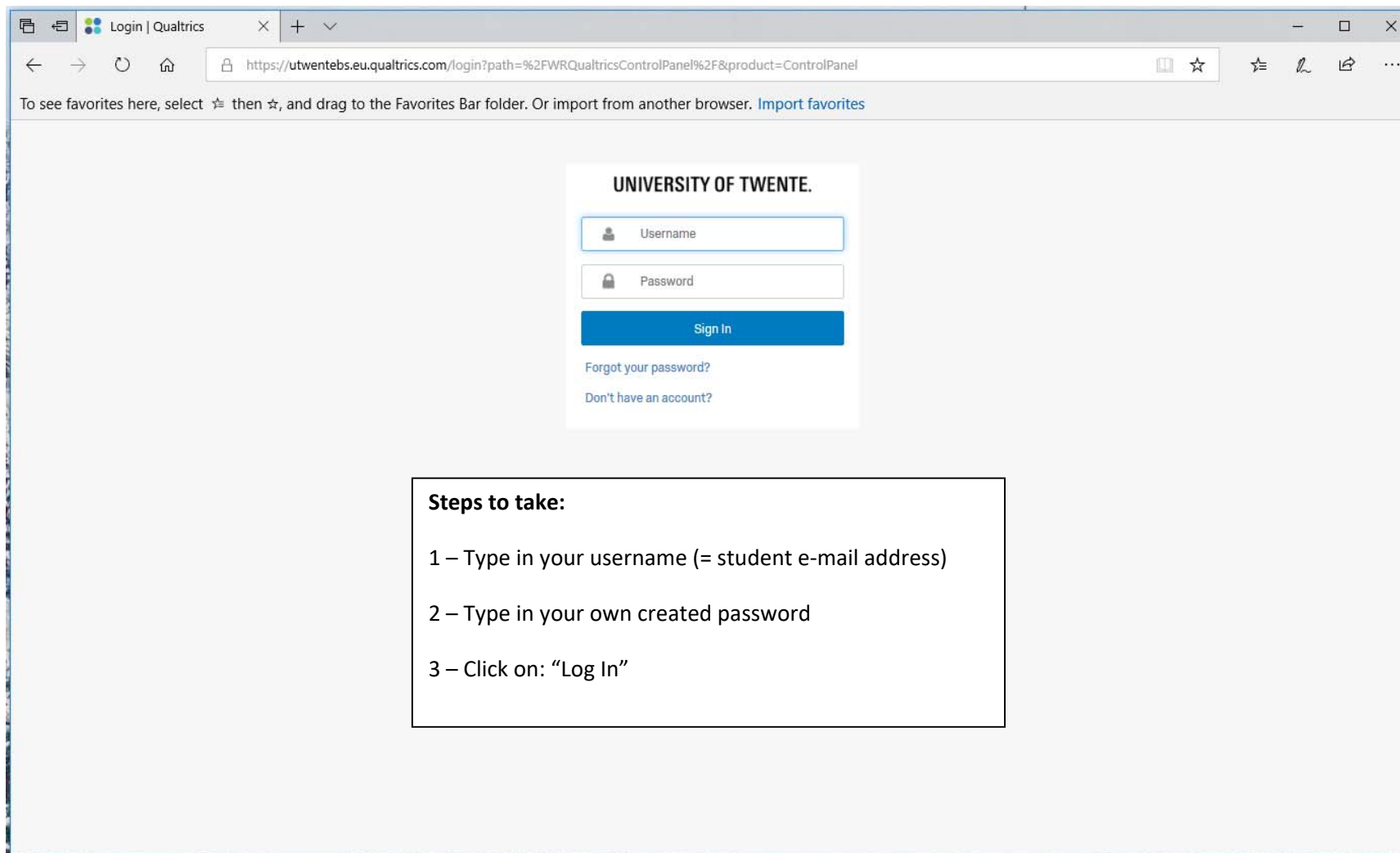
A white box with a black border is overlaid on the bottom right of the screenshot, containing the following text:

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

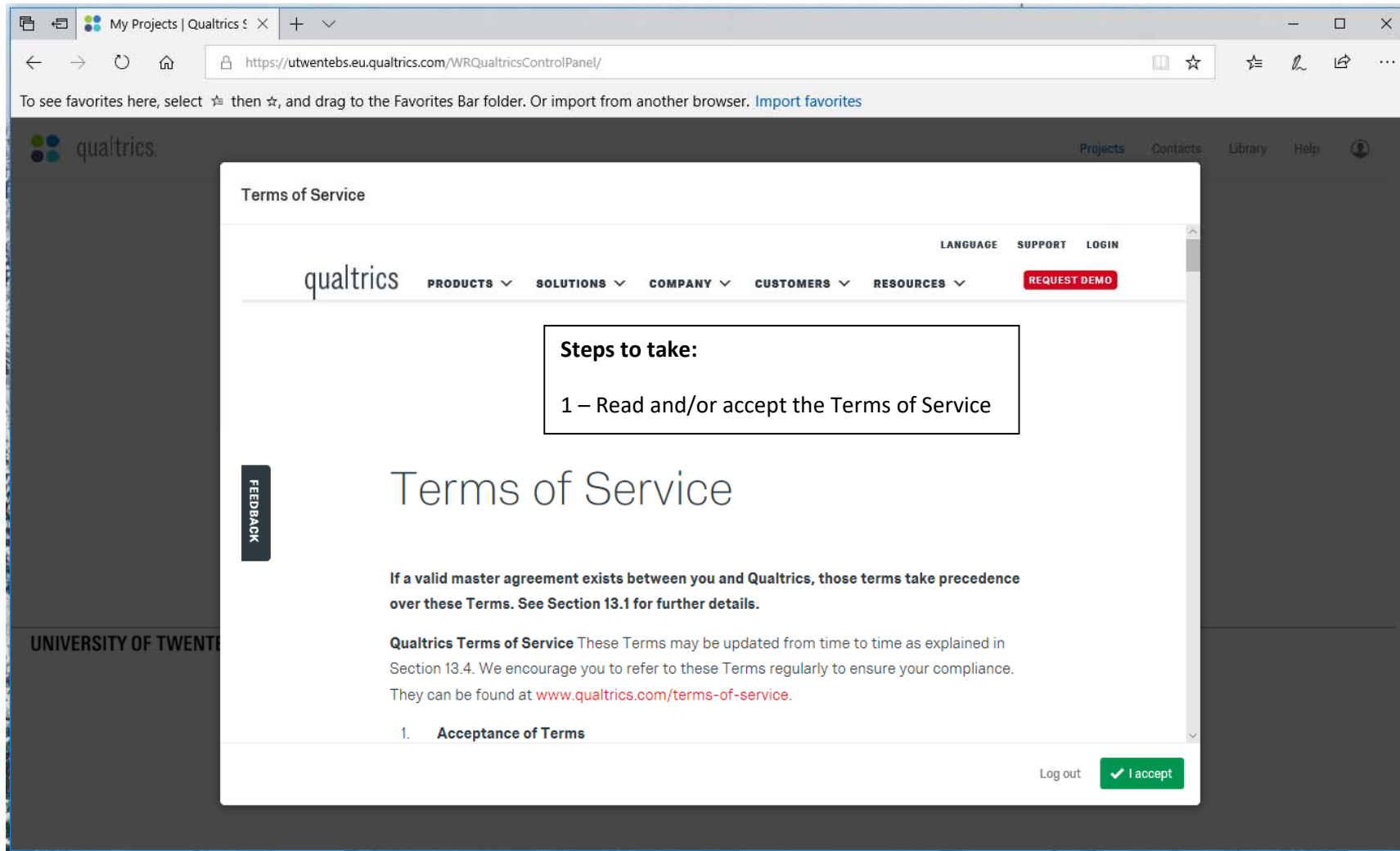


The screenshot shows a web browser window with the title "Login | Qualtrics". The address bar displays the URL: <https://utwentebbs.eu.qualtrics.com/login?path=%2FWRQualtricsControlPanel%2F&product=ControlPanel>. Below the address bar, there is a message: "To see favorites here, select ☆ then ☆, and drag to the Favorites Bar folder. Or import from another browser. [Import favorites](#)". The main content area features a login form for the "UNIVERSITY OF TWENTE." with fields for "Username" and "Password", a "Sign In" button, and links for "Forgot your password?" and "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



10 - You are done and enabled to use Qualtrics

