STEP I: Go to Wesleyan’s Qualtrics URL

1. Open a web browser to wesleyan.co1.qualtrics.com

2. Once there, you will be taken to Wesleyan’s single sign-on page. Log in, just as you do for other services.
STEP II: Are you completely new to Qualtrics or did you already have a (Wesleyan) Qualtrics account?

Once logged in through single sign-on, you will be taken to a Qualtrics page where you will be identified as a user who is new to single sign-on. This page will ask whether or not you already have a Qualtrics account.

Click the appropriate button in the screen below.

If you are a new user, you will be logged into Qualtrics upon clicking the “I don’t already have an account” button.

If you “already have an account” you will be taken to step III, where you will migrate your old account to single sign-on. However, please note that some returning users have not been prompted to migrate (via the screen seen below). Instead, single sign-on takes them straight to their Qualtrics account, with all their surveys and pre-existing work. If this occurs, do not worry (Qualtrics says so), but do feel free to phone me for reassurance.
**STEP III. (If applicable) Finalize the migration of your old Qualtrics account information**

1. After selecting that you “already have a Qualtrics account,” you will be taken to a page asking for your existing login information. In this screen, **login as you normally would in Qualtrics**. That is, use your Qualtrics username and password (not your Wesleyan email/single sign-on username and password)

2. Once you have entered your Qualtrics username and password, click the “migrate account” button.

You should now be logged into your Qualtrics account. You migration has been a success (I hope)!
If not, please contact me @ 685-5340 or mwhitcomb@wesleyan.edu

**STEP IV. Returning to Qualtrics in the future**

You should now login to Qualtrics via the [wesleyan.co1.qualtrics.com](http://wesleyan.co1.qualtrics.com) URL (not via Qualtrics.com) and you should use your Wesleyan single sign-on credentials from here on out. **Good luck!**