

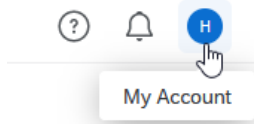
## Qualtrics Access

### **For Faculty:**

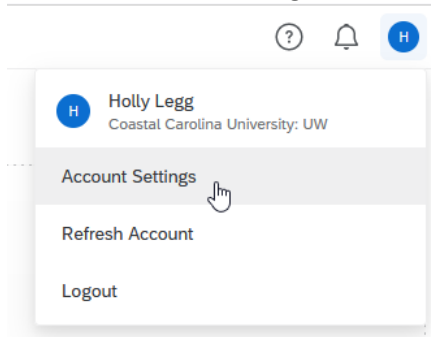
1. Go to [coastalcarolina.qualtrics.com](https://coastalcarolina.qualtrics.com).
2. Follow all prompts to login with your University credentials.
3. Begin creating surveys.

### **For Students:**

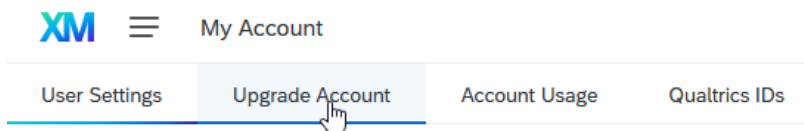
1. Go to [coastalcarolina.qualtrics.com](https://coastalcarolina.qualtrics.com).
2. Follow all prompts to login with your University credentials.
3. In the upper right corner, click on the icon with your initial.



4. Choose "Account Settings"



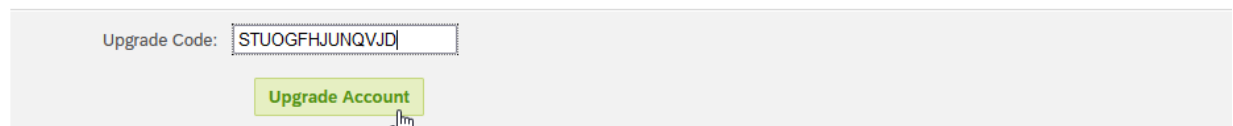
5. Select "Upgrade Account" in the top menu bar.



6. Enter the upgrade code STUOGFHJUNQVJD, then click "Upgrade Account"

### **Upgrade Account**

You may upgrade your account at any time to take advantage of extra features and capabilities. Please contact your Qualtrics account administrator for details.



7. This is now an active CCU student account capable of working within the system for a one-year period; extensions may be arranged as needed.

NOTE: It is important that if a survey created by a student is going to be distributed, the sponsoring faculty member must first create the shell of the survey (no more than clicking "Create a Survey" and giving it a name) and then share it with student. This is because student accounts do not have the ability to distribute surveys.

FACULTY - If there are questions, please submit a ticket at <https://5000.coastal.edu/> under organization 4-Institutional Research, Assessment and Analysis. Choose the "Survey" queue and select "Qualtrics" under Category.

STUDENTS – Direct inquiries to [irsurvey@coastal.edu](mailto:irsurvey@coastal.edu).