

# Creating an Account - Student

## Is Qualtrics the right methodology for you?

Qualtrics is an advanced online survey builder. It has a wide range of functions that allow specialised survey designs. It is very applicable to a wide range of undergraduate projects and in addition is very user friendly. Resultantly, it is recommended by the technicians as the most effective way of building online surveys.

### What Qualtrics can do:

- It can randomise presentation orders
- It can use a previous answer to influence what question/s appear next
- It can present pictures
- It can export directly to Excel or SPSS
- It can distribute a survey by generating an online link
- It can be linked to the SONA system
- It has a very comprehensive online support site.
- It can record reaction times i.e. first click

# Getting Started

- If you are interested in using Qualtrics, the first step is to make an account via the University of Lincoln Qualtrics Site.

[www.lincolnpsych.eu.qualtrics.com](http://www.lincolnpsych.eu.qualtrics.com)

A screenshot of a login form. It has two input fields: "Email / Username" and "Password". To the right of the "Password" field is a "Log In" button with a right-pointing arrow. Below the "Email / Username" field, the text "Please click here to create an account" is circled in blue. Below the "Password" field, the text "Forgot your password?" is visible. A blue arrow points upwards from the text below towards the circled link.

On the next few pages Qualtrics will ask you for some details. It is important to sign up using your university staff/student email address. You don't have to fill in your phone number (so don't feel obligated). However, in-case you need technical support, it is useful to fill in your name.

**Email Address** (This will be your user name)

09168930@students.lincoln.ac.uk



On the final page, ignore information concerning an access code and Click:

**Sign Me Up**



## Thank you for registering with Qualtrics!

To ensure your privacy and security, Qualtrics requires all users to confirm their registration request before using our service.

**Please click here to confirm your request**

Your user name will be your email address:

08103421@students.lincoln.ac.uk

Please use this email address to log in.

Thanks!  
The Qualtrics Team

Note: If you are unable to click on the link above, please paste the following URL into the address bar of your web browser:  
[https://lincolpsych.eu.qualtrics.com/WIRQualtricsControlPanel/Register.php?Activate&VerifyCode=VC\\_ac21BdJAgF03RUB&BrandID=lincolpsych&UserID=UR\\_d5d1vdE642RkLK](https://lincolpsych.eu.qualtrics.com/WIRQualtricsControlPanel/Register.php?Activate&VerifyCode=VC_ac21BdJAgF03RUB&BrandID=lincolpsych&UserID=UR_d5d1vdE642RkLK)

www.qualtrics.com | 1.800.340.9194

You should receive an email like this. Click the hyperlink to confirm your registration.

After this you should be able to log in via the University of Lincoln's Qualtrics site: [www.lincolpsych.eu.qualtrics.com](http://www.lincolpsych.eu.qualtrics.com), and start building your surveys 😊

Your account is now set up and ready! If you have any queries email the technicians at [psychtech@lincoln.ac.uk](mailto:psychtech@lincoln.ac.uk)

