

Creating an account in Qualtrics – CPP Procedure

Go to: <http://cpp.qualtrics.com/>

Log in with your bronconame and password

https://rdp.cpp.edu/rdp/profile/SAML2/Redirect/SSO?sessionid=1E67A6CFAEE9727A4D79552F363E27E5?execution=e1s1

File Edit View Favorites Tools Help

CAL POLY POMONA

Cal Poly Pomona Online Services

Login to Qualtrics

BroncoName
dkcarter

Password
●●●●●●●●

[Forgot Password? Don't have an account?](#)

Login

Contact Us Ask Billy Change Your Password Email

Select **I don't have a Qualtrics account**

qualtrics

This seems to be the first time you are logging in to Qualtrics.

I don't have a Qualtrics account

I already have a Qualtrics account

Read and **accept** the Terms of Service

Terms of Service

Revised November 4, 2013

Thank you for choosing Qualtrics for your research platform! Our goal is to provide you with a best-in-industry software-as-a-service platform that's super functional and reliable. In order to achieve that goal, we need to make certain legal declarations to ensure that our Service is being used in a reasonable, safe, and legal way. These Terms may be updated from time to time. Notice of modifications to these Terms will appear on the Qualtrics' login page. We encourage you to refer to these Terms regularly to ensure your compliance. They are always found at http://www.qualtrics.com/terms_of_service

If there exists a valid license agreement between Qualtrics and your organization, those terms take precedence over these terms.

ACCEPTANCE OF TERMS

- PLEASE READ THESE TERMS OF SERVICE ("TERMS") CAREFULLY BEFORE USING QUALTRICS.COM OR THE QUALTRICS SERVICE. BY USING THE QUALTRICS SERVICE, YOU INDICATE YOUR ACCEPTANCE OF THIS ENTIRE AGREEMENT.

or changes, or enhancements to the Service.

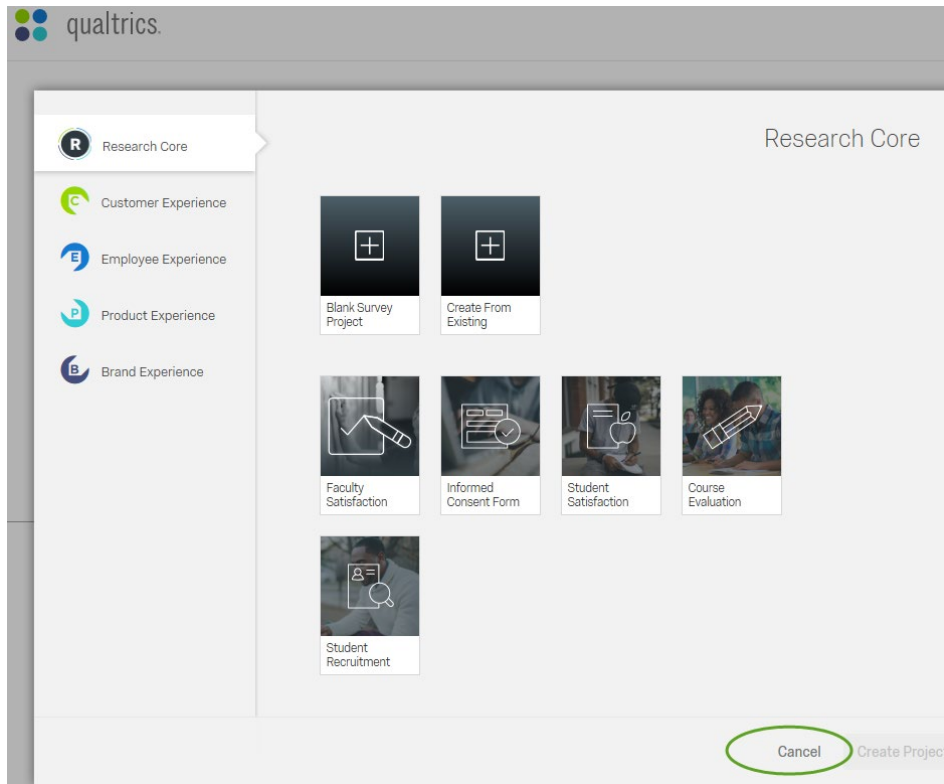
3.3 **Acceptable Usage:**

- Qualtrics Services are designed to be used by valid research users and survey takers using a modern web browser/operating system and an Internet connection.
- You are responsible for controlling access to your account including creating a strong password and protecting that password, and to prevent unauthorized account usage or users.

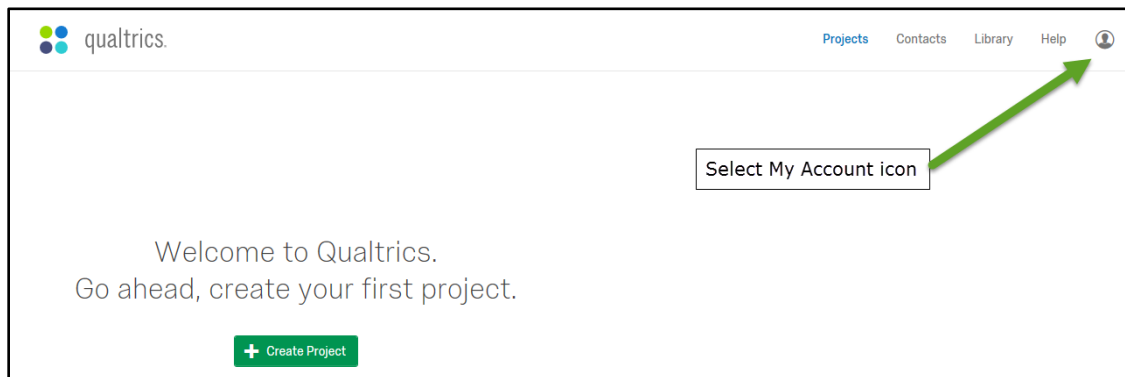
Log out I accept

This will set up the individual as a general cpp user – in order to create their college account

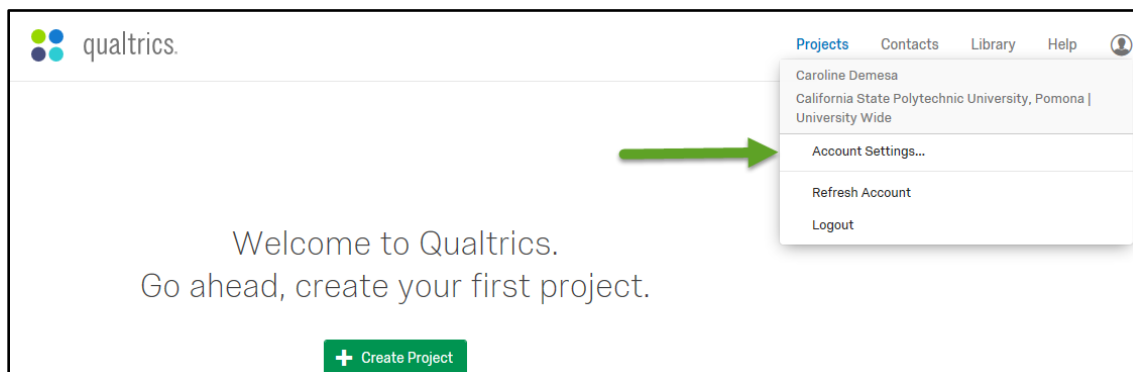
Select **Cancel** (located at the bottom right hand corner)



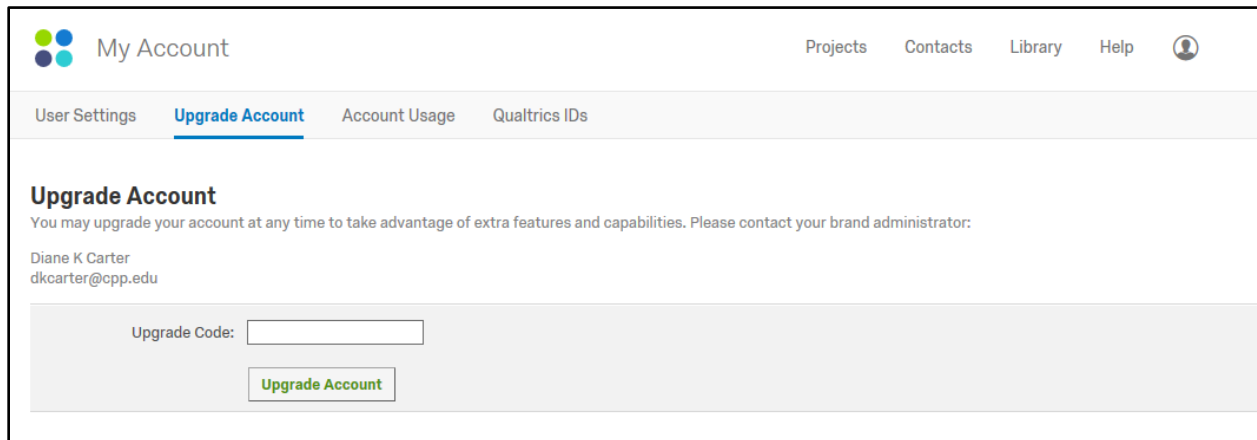
Select the **My Account** icon – located in the top right hand corner



From the dropdown select **Account Settings....**



Select **Upgrade Account** and type in the upgrade code. If you are students in College of Business Administration, use the following upgrade code ([CBASStudentNGPP](#)) in order to move your CPP account to CBA group. CBA BBRL can assist users with data collection issue only for those accounts under CBA group.



The screenshot shows a web interface for 'My Account'. At the top left is a logo with three colored dots (green, blue, teal) and the text 'My Account'. To the right are navigation links: 'Projects', 'Contacts', 'Library', 'Help', and a user profile icon. Below this is a sub-navigation bar with 'User Settings', 'Upgrade Account' (highlighted with a blue underline), 'Account Usage', and 'Qualtrics IDs'. The main content area is titled 'Upgrade Account' and contains the text: 'You may upgrade your account at any time to take advantage of extra features and capabilities. Please contact your brand administrator: Diane K Carter, dkcarter@cpp.edu'. Below this is a form with the label 'Upgrade Code:' followed by an empty text input field. Underneath the input field is a button labeled 'Upgrade Account'.

And select **Upgrade Account** below the Upgrade code box

Unfortunately the system doesn't look like it did anything but it did. Select Projects at the top right and continue on.