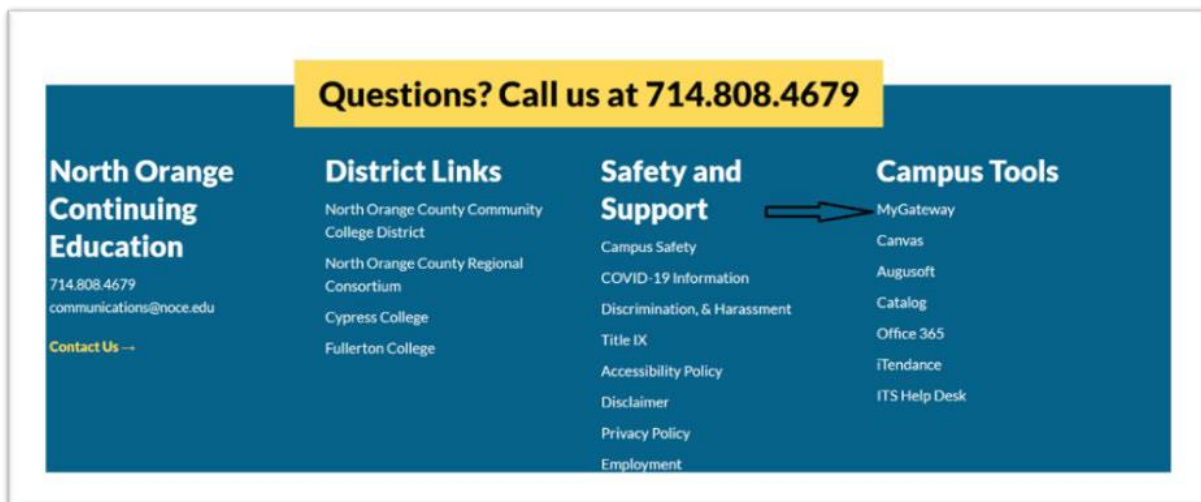
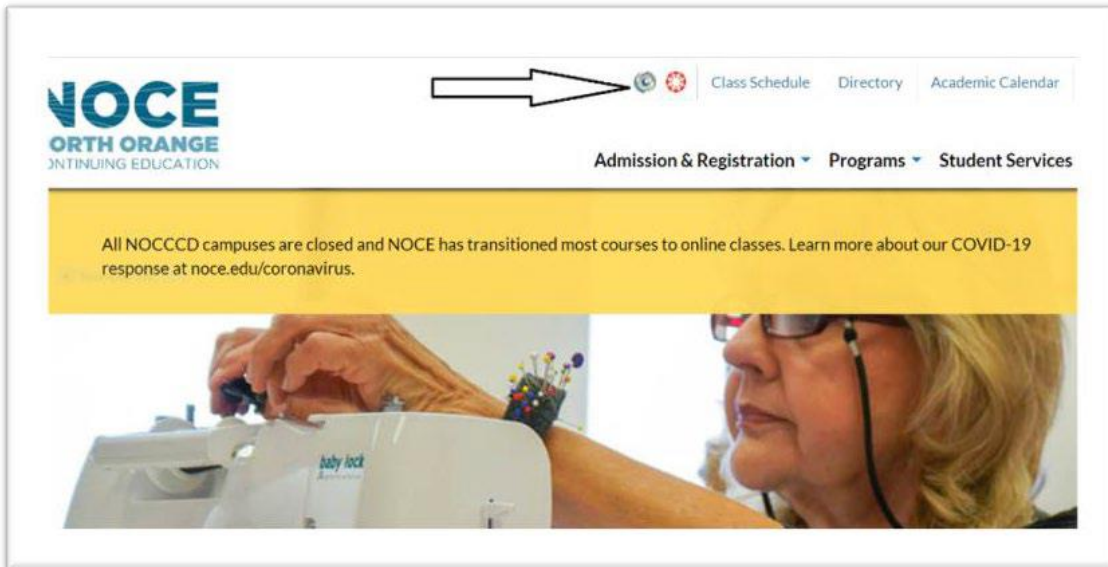


Setting up your Qualtrics Account

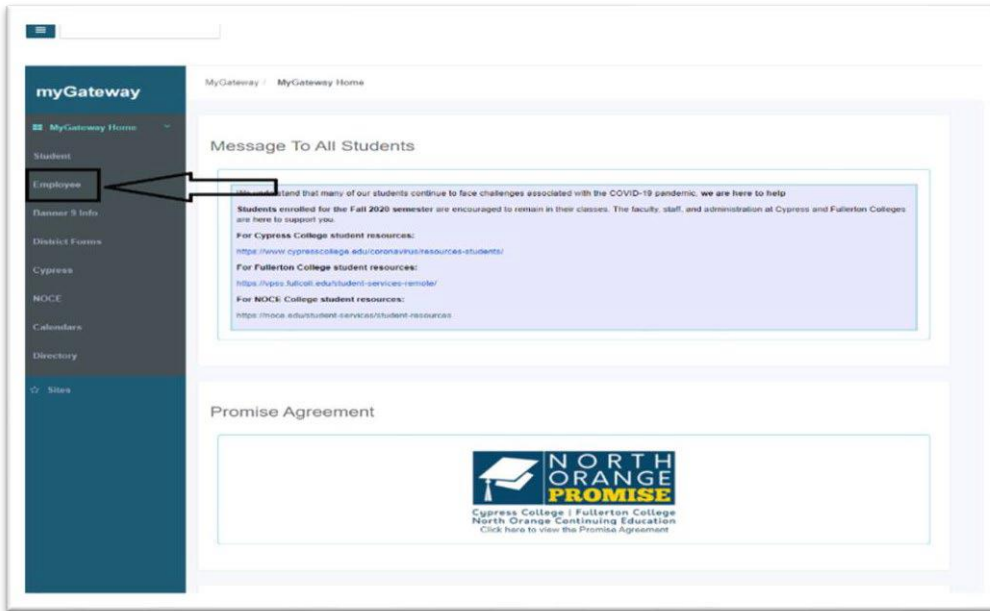
Qualtrics is a powerful online survey tool that allows one to build surveys, distribute surveys and analyze responses from one convenient online location. All NOCCCD employees have access to Qualtrics, and you can set up your account through your [MyGateway portal](#).

1. From NOCE.EDU website or using the following link

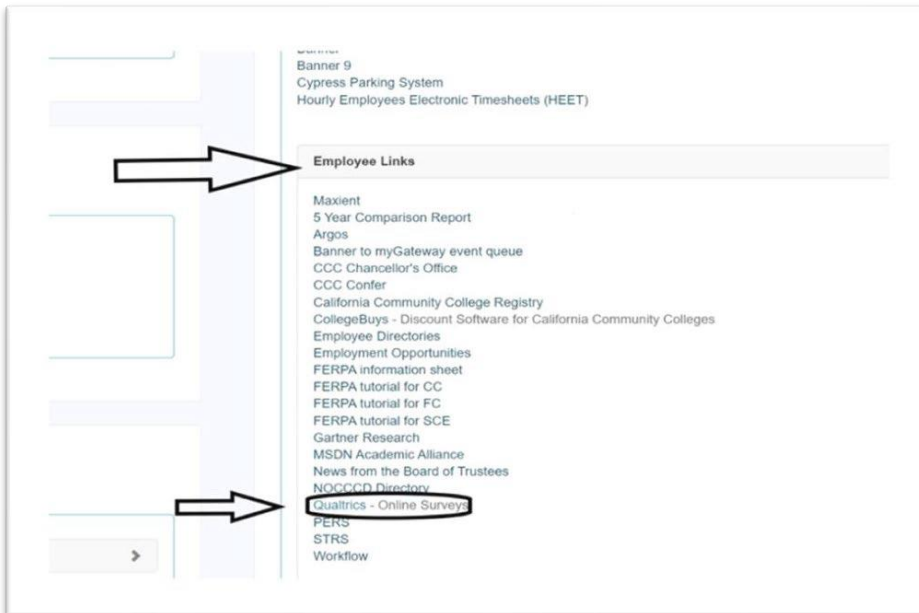
<https://www.noce.edu/>



2. Click on the **Employee tab**.

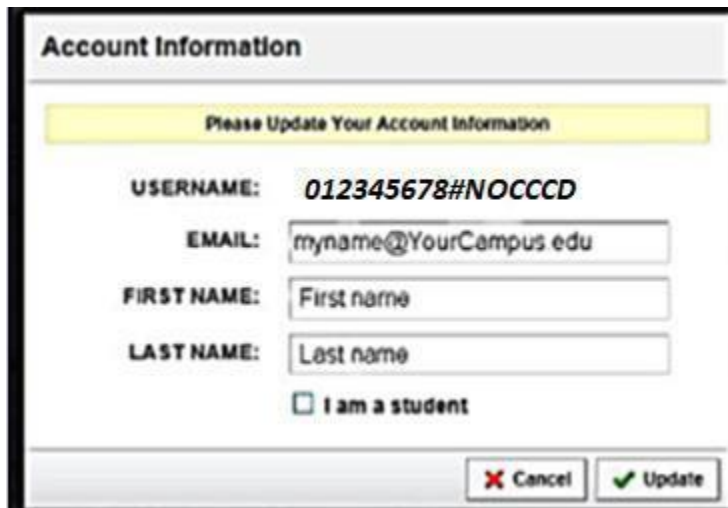


3. In the **Employee Links** channel (box), click on Qualtrics – Online Surveys.



4. The first time you click on Qualtrics, you will need to set up an account. Click on "I don't have an account." Fill out the form in order to complete your set up. You must use your NOCE email address to sign up.

- Remove the number that is in the first name and last name field, and type in your first name and last name
- If you are a student, leave the check mark. If you are an employee remove the check mark.
- Click **UPDATE**.



Step by step Qualtrics user guide (Source- www.qualtrics.com)

Please use the following links to learn more about creating your own surveys in Qualtrics. Additionally, if you need assistance with your survey projects, please reach out to NOCE Office of Institutional Research and Planning at oirp@noce.edu.

1. [Create a new project survey](#)
2. [Sharing a Project](#)
3. [Creating and Deleting questions](#)
4. [Editing questions](#)
5. [Block Options](#)
6. [Survey Flow](#)
7. [Print Survey](#)
8. [Import and Export Survey](#)
9. [Distribution](#)
10. [Data and analysis](#)