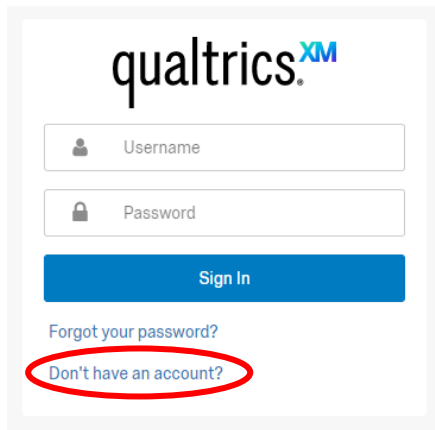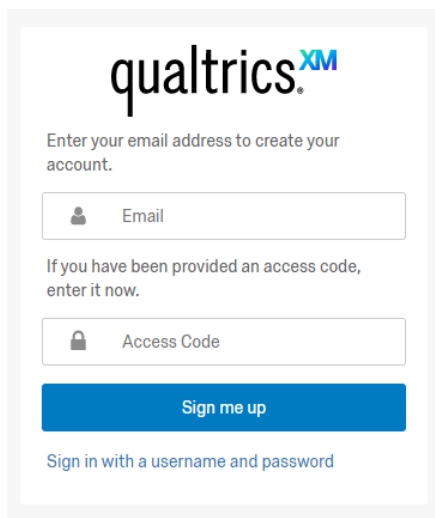# qualtrics – Getting Started and Help

Employees and students of the business section of the faculty Human and Business Sciences (HW) at Saarland University now have access to qualtrics, the leading software for online surveys and empirical research. In particular, employees and students have access to the survey platform CoreXM including its offline app. Registration and use is possible exclusively via a Saarland University e-mail address.

Getting started with Qualtrics - Initial registration:

1. Open the department specific link to get to the login area:
   https://uds.eu.qualtrics.com/

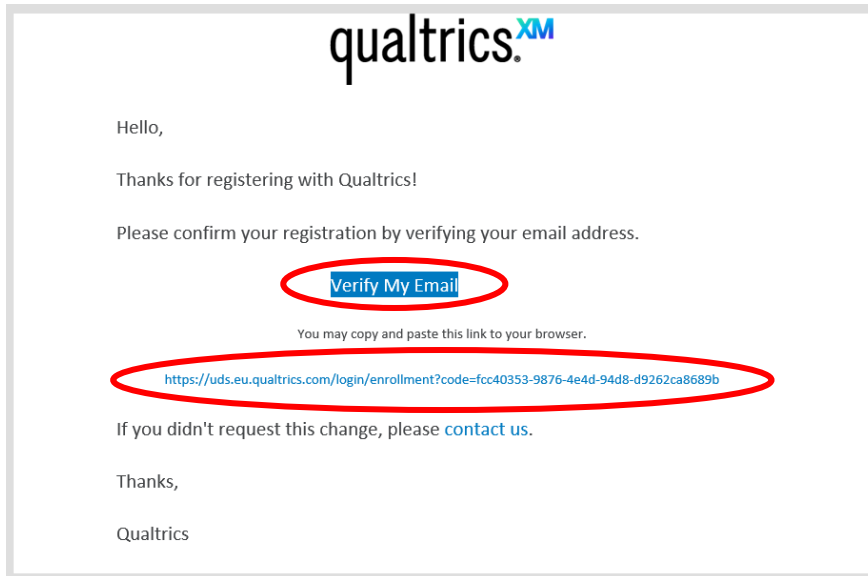2. Click on the "Don't have an account?" button in the login window.

3. Enter your employee or student e-mail address and press the "Sign me up" button. An "Access Code" is not necessary.

Currently the domains "@uni-saarland.de", "@mx.uni-saarland.de", "@stud.uni-saarland.de" as well as the individual domains of the chairs of the department are granted access to Qualtrics. In case you are shown the error message "The email address you provided is not from the allowed domain" appears, please let us know by e-mail (hima@mx.uni-saarland.de).

4. You will receive an e-mail from qualtrics to verify your e-mail address. Click on the "Verify My Email" button or copy the link given in the e-mail and paste it into your browser to continue with the registration. If you do not receive a corresponding e-mail from qualtrics, please check your "spam" folder.
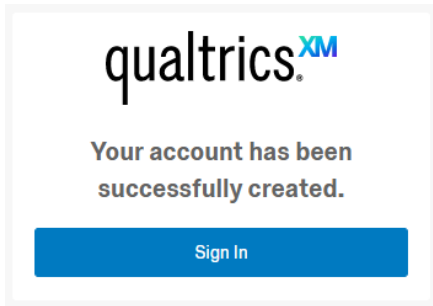

5. After the verification of your e-mail address, you will be asked to complete your registration by providing your personal data.
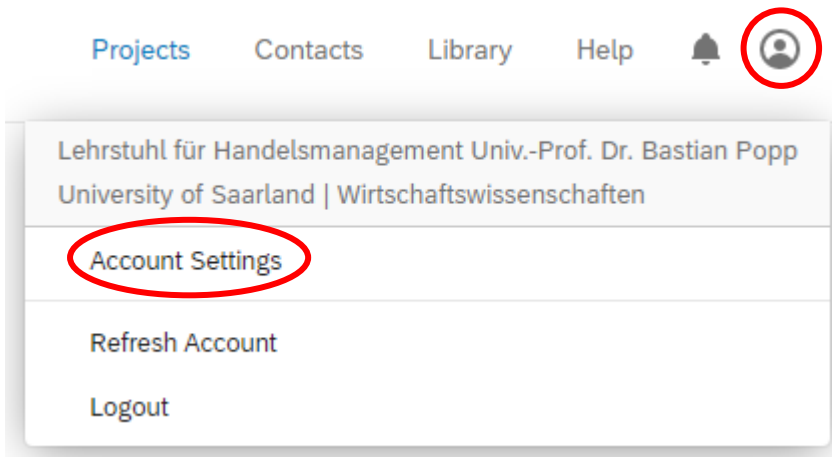

Please note that your chosen password must contain at least 8 characters.

6. Your account has been successfully created and is now ready for further use. By clicking on the "Sign In" button you will be connected to the user interface.

7. By pressing the user button (highlighted by a red circle) you can access the "Account Settings" page to change additional settings such as the language used, time zone or password.

First steps and support during use:

You can find helpful information concerning the use of qualtrics on the provider's support pages:

https://www.qualtrics.com/de/support/research-core/erste-schritte/wissenswertes-zu-research-core/

https://basecamp.qualtrics.com/