NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Qualtrics Instructions: Logging In & Account Set-up

July 2024

Qualtrics is an online survey tool that allows you to build and distribute surveys and analyze responses from one cloud-based location. All NOCCCD employees have access. Beginning Feb 2022, two-factor authentication is required for sign-in.

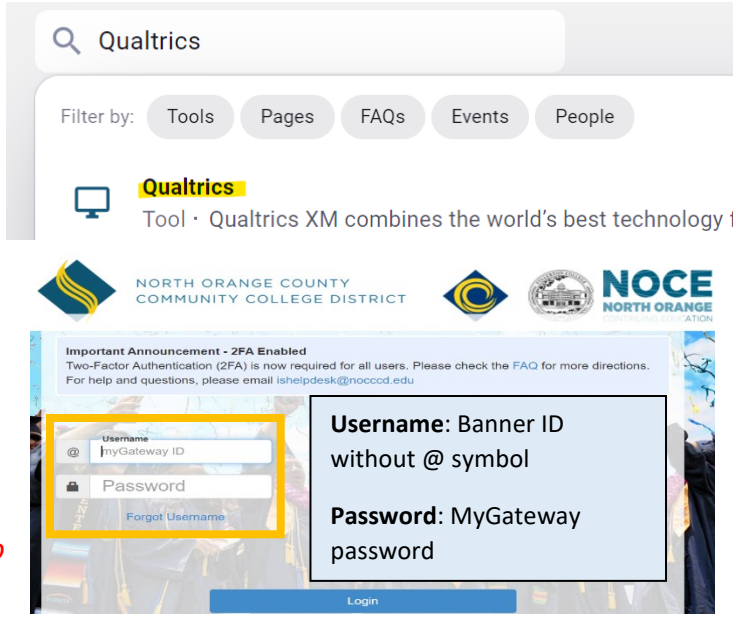
Logging In

1. From your home campus/district website, sign in to My Gateway.

REMINDER: MyGateway ID is your Banner ID without @ symbol.

2. Type **QUALTRICS** into the search bar

3. Click on **Qualtrics (Tool)**



Or, you can navigate directly to **https://nocccd.qualtrics.com/**

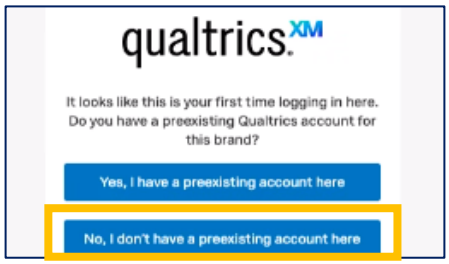
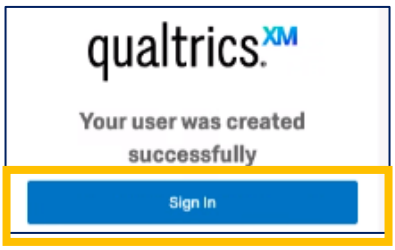
4. If you are a returning user, you will be taken to the NOCCCD log-in page to authenticate with Two-Factor Authentication (2FA). Please check the FAQ for more directions.

First-time users, see below for instructions on how to set up an account.

First-time Users: Setting Up an Account

1. If this is the first time you have accessed Qualtrics, you will need to set up an account. Once you click the link for **Qualtrics – Online Surveys**, you should see a pop-up indicating this is your first time logging in.

Click on "**No, I don't have a preexisting account here**."



2. Clicking No should automatically create an account for you based on your My Gateway credentials. You will then see a screen saying "Your user was created successfully." Click the **SIGN IN** button to get started in Qualtrics.