

## Qualtrics Instructions: Logging In & Account Set-up

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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	
<b>1</b> From your home campus/district website, sign in to <u>M</u>	y Gateway. REMINDER: MyGateway ID is your Banner ID without @ symbol.
2. Type QUALTRICS into the search bar	Q Qualtrics Filter by: Tools Pages FAOs Events People
3. Click on Qualtrics (Tool)	Qualtrics
Or, you can navigate directly to	Tool * Qualities XIII combines the world's best technology
https://nocccd.qualtrics.com/	NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
4. If you are a returning user, you will be taken to the	Important Announcement - 2FA Enabled Two-Factor Authentication (2FA) is now required for all users. Please check the FAQ for more directions.
NOCCCD log-in page to authenticate with Two-Factor Authentication (2FA). Please check the <u>FAQ</u> for more directions.	Viername MyGateway ID Password Password: MyGateway
First-time users, see below for instructions on how to set up an account.	Login
First-time Users: Setting Up an Account	
<b>1</b> If this is the first time you have accessed Qualtrics, you up an account. Once you click the link for <b>Qualtrics – Onlin</b> should see a pop-up indicating this is your first time logging	will need to set <b>e Surveys</b> , you g in. <b>u</b> It looks like this is your first time logging in here. Do you have a preexisting Qualtrics account for this brand?
Click on "No, I don't have a preexisting account here."	Yes, I have a preexisting account here
2 Clicking No should automatically create an account for	No, I don't have a preexisting account here
your My Gateway credentials. You will then see a screen sa created successfully." Click the <b>SIGN IN</b> button to get started	iving "Your user was ed in Qualtrics.
	Your user was created

Successfully Sign In