## Accessing Qualtrics

Qualtrics is an online survey software that allows for easy survey creation. All UMB employees have a Qualtrics account. The Job Aid reviews the steps on how to access Qualtrics for a first time user.

**Accessing Qualtrics**

* Enter **umaryland.qualtrics.com** in the address bar of any browser.
* The UMB single sign-on page will appear.
* Enter your UMID and Password.
* You may be prompted to authenticate using DUO
* The following screen will appear:



* Click **No, I don’t have a preexisting account here.**
* The following will appear:



* Click **Sign In.**
* A Terms of Service screen will appear. Select **I agree**.

You now have access to Qualtrics. On the pop-up window that appears, select **Blank Survey Project** to begin using Qualtrics.