How to sign up for a Qualtrics account:

**Step 1:** Go to [https://foxweb.fox.temple.edu/foxdata/qualtrics](https://foxweb.fox.temple.edu/foxdata/qualtrics)

**Step 2:** Login with you’re accessnet username and password
Step 3: On your home page, click on your name in the right hand corner of the screen > then tab “Account Settings…”
Step 4: On this screen click on the button “Upgrade Account”
Step 5: Use one of the following upgrade codes “FOXUNDERGRAD”, “FOXGRAD”, “FOXSTAFF” or “FOXFACULTY” that applies to you.

Step 6: Your account creation is complete and you may start using the system.

Step 7: After upgrading your account, make sure to log out and log back in to activate full Qualtrics privileges.