Qualtrics self-paced training for account upgrade

Updated 5/11/2021.

Your Qualtrics account will initially have limited and restricted access. Go through the self-paced training listed below. When you have completed it, please reach out to IT at [it@lesley.edu](mailto:it@lesley.edu) to upgrade your account to full access. Include in the email:

* Everyone: Statement indicating that you have completed the self-paced training.
* Faculty and staff: your Lesley school and/or your department / division
* Students: your Lesley school, your level (Bachelor, Master, Doctoral), name of course or program that is necessitating your Qualtrics account, name of faculty member associated with that program (thesis or dissertation advisor) or course (instructor).

IT will email you within 3 business days to let you know when your account has been upgraded.

Also note that our Qualtrics license comes with unlimited phone and email support, both regarding surveying best practices as well as how to use Qualtrics. (<http://www.qualtrics.com/contact/>). If you are asked to log in to the Qualtrics support site, select “Sign in with SSO”. Our Organization ID is ‘lesley’.

# REQUIRED Self-paced training.

In the Qualtrics XM support section, go to [Survey Platform](https://www.qualtrics.com/support/survey-platform/my-projects/my-projects-overview/). On the left-hand side navigation, select the following for each of these overview guides:

* [Projects Page: Basic Overview](https://www.qualtrics.com/support/survey-platform/information-survey-takers/)
* [Survey Tab: Basic Overview](https://www.qualtrics.com/support/survey-platform/survey-module/survey-module-overview/)
* [Distributions Tab: Basic Overview](https://www.qualtrics.com/support/survey-platform/distributions-module/distributions-overview/)
  + Though you must review this material note that the Distributions tab will not be available in your own account until after it is upgraded.

# RECOMMENDED

Not required before you request an account upgrade, but strongly recommended before or after you upgrade:

* [Data & Analysis Tab: Basic Overview](https://www.qualtrics.com/support/survey-platform/data-and-analysis-module/data-and-analysis-overview/)
* [Reports Tab: Basic Overview](https://www.qualtrics.com/support/survey-platform/reports-module/reports-section/paginated-reports-overview/)
* [Contacts Page: Basic Overview](https://www.qualtrics.com/support/survey-platform/contacts/contact-list-overview/)
  + Note that the Contacts page will not be available in your own account until after it is upgraded.
* [Library Page: Basic Overview](https://www.qualtrics.com/support/survey-platform/account-library/library-overview/)

# OPTIONAL

* [Experience-First Design Updates (Video)](https://basecamp.qualtrics.com/experience-first-design-updates)
* [Experience-first Design Updates – Americas / Asia Pacific & Japan (Webinar)](https://basecamp.qualtrics.com/experience-first-design-updates/750974) will go through much of the content at the links above. This may be helpful to reinforce what you read, or to preview it before reading.

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