

# Qualtrics @ NMU – Quick Reference Sheet

## Logging In

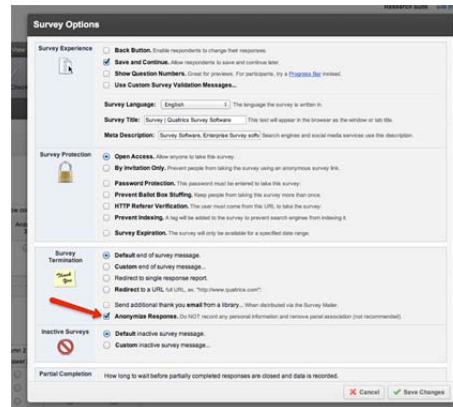
- Through **Employee Services** or **Faculty Services** tab on **My NMU** site (<https://mynmu.nmu.edu>) or
- At <http://idt.nmu.edu/qualtrics.php> (Click the Log in graphic, enter standard NMU user id and password.)

## On Campus Assistance

| Support Type                      | Who Provides   |
|-----------------------------------|--|
| Technical                         | Instructional Design & Technology <a href="mailto:idt@nmu.edu">idt@nmu.edu</a>                               |
| Human Subjects in Research issues | Institutional Review Board; Derek Anderson, Chair ( <a href="mailto:dereande@nmu.edu">dereande@nmu.edu</a> ) |

## Ensuring Anonymity

To ensure that a survey is completely anonymous, including removal of participants' IP addresses and locations, select **Anonymize Response** under the **Survey Termination** options.



## Documentation

Qualtrics provides a *wealth of support resources* through eBooks, online help, and video tutorials through their “Qualtrics University” site at <http://qualtrics.com/university/researchsuite/> (or through **Help and Tutorials** button when logged into Qualtrics).

## Highlights include:

- Online help
- “Learn Qualtrics in 5 Steps” self-paced training program with video tutorials
- *HOW TO: A Guide to Using Qualtrics Research Suite* eBook.  
<http://tinyurl.com/qualgpdf>

