

## **Qualtrics Site License**

Oakland University has invested in a site wide license for Qualtrics for online data collection and research. The current license is available to all faculty, students and staff who are currently employed or an active registered student at Oakland University.

The site wide license will only authenticate users using a valid Oakland NetID

### **School of Medicine utilizing Beaumont's Qualtrics license**

If you used your Oakland NetID to establish your account with Beaumont's license, you cannot transfer your account to this site license. If you have used other login credentials (i.e. your personal home email), you can establish an account as a New User using Oakland's site wide license, noting that no data or surveys will transfer between the two brands.

### **How can I access Qualtrics?**

When you first visit the Qualtrics site, you will be asked if you are a New User or have an Existing Account. : Select: New User

Qualtrics can be accessed in two ways:

The easiest way is to visit the site directly at : [oakland.qualtrics.com](https://oakland.qualtrics.com).

OR

Visit the Oakland University App Store under Academic Resources tab:

<https://mysail.oakland.edu>

The University App Store may direct you to install an agent first before you can gain to access the Qualtrics App.

**Features Available in the campus site license:**

- Unlimited accounts for all faculty, students and staff
- Unlimited phone and email support.
- License Fees are centrally funded
- Unlimited Number of surveys
- Unlimited questions per survey
- Question Types (built in examples, radio button, checkbox, dropdown, text box, etc.)
- Unlimited Templates
- Language (Any, including Unicode)
- Prebuilt survey Themes
- Validate / Require Survey responses
- Randomize / Sort Answer Choices
- Accessible and 508 Compliant and Certified Surveys
- Unlimited data collection
- Analysis (Date import/export, Cross tabs, drill down, statistics, etc.)
- Exporting Data (cvs, excel, PDF, PowerPoint, SPSS, word)

**Is there training available?**

Online training on how to use the application is available through the vendor direct by visiting [oakland.qualtrics.com](http://oakland.qualtrics.com) and selecting Help and Tutorials on the top right of the screen.

Questions may be sent to [uts@oakland.edu](mailto:uts@oakland.edu) for access issues.