Qualtrics can help you create and distribute business/customer surveys, collect results, and analyze results. Full-time Wharton faculty, staff, and students are eligible for a Qualtrics account as long as their Wharton account remains active (student access ends following graduation).

Before you start you will need:

- An active Wharton Account

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Creating an Account

**Note:** Make sure you sign up for the account well before you need it; the registration process can take some time.

To sign up for a Qualtrics account, follow the instructions listed below.

1. Go to [https://wharton.qualtrics.com](https://wharton.qualtrics.com)
2. Click Don't have an account
3. Enter your Wharton email address and leave Access Code blank
4. Navigate to your Wharton email inbox, find the verification email, and click Verify My Email
5. Enter a password, first name, and last name
6. Click Create Account

**Please Note:** The verification email from Qualtrics can take up to an hour to be delivered. (Be sure to check your junk email folder.)

Account Support

If you do not receive a registration email, get a message that the account has already been created, or have a disabled Wharton account, contact the [Wharton Computing Student Support Team](https://www.wharton.upenn.edu/it/student-support/) or a departmental IT representative for assistance.

Getting Started with Qualtrics
Qualtrics has robust documentation that can help you with any questions you may have. If you're new to Qualtrics you should check out their series of Basic Feature Overviews which show you how to do common tasks and will save you some frustration.

Qualtrics Support

For questions on how to use the software, system outages, or user interface questions, contact Qualtrics Support directly during their business hours (11am-10pm EST):

**Phone:** 800.340.9194

**Website:** [https://www.qualtrics.com/product-support/](https://www.qualtrics.com/product-support/)