

# Qualtrics Account

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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

## 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>
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](#) or your [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/>

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