



## How do you access Qualtrics (Campus Pulse) for Student Affairs and Undergraduate Studies at the University of Utah?

Go to the University of Utah's Qualtrics (Campus Pulse) page at <https://utahsa.az1.qualtrics.com>, and log in with your umail address (format: uNID@utah.edu).

### Need Qualtrics Support?

Support for Qualtrics software is through the Qualtrics company. Find many answers to your question on their support site: <https://www.qualtrics.com/support/>. Note that you can “Contact Support” directly, but for many issues, they will refer you to the Brand Administrator. For this license of Qualtrics, the Brand Administration is the Student Affairs Assessment, Evaluation, & Research department (AER), [assessment@sa.utah.edu](mailto:assessment@sa.utah.edu) or (801) 581-5976.

### Having trouble logging in with your umail account (format: uNID@utah.edu)?

Contact the AER: [assessment@sa.utah.edu](mailto:assessment@sa.utah.edu) or (801) 581-5976.

### Key Support Site pages:

Title/Link	Description / When to use
<a href="#">Projects Basic Overview</a>	Obtain an overview of the “Projects Page,” the main page within your Qualtrics account.
<a href="#">Survey Basic Overview</a>	Learn about the steps to create and edit a survey, what question blocks are, and what features are in the survey tool bar.
<a href="#">Survey Options</a>	Read the details about different survey settings, including end-of-survey messaging.
<a href="#">Display Logic</a>	Review the steps and options to use display logic (showing questions or answer choices to only select respondents).
<a href="#">Question Types</a>	See the different options for each type of question. Note that not all question types listed are available for use within our license.
<a href="#">Distributions Basic Overview</a>	Gain a sense of the process to distribute surveys and link to more details for each type. See “Student Affairs Survey Distribution Methods” for key points critical to our work.
<a href="#">Results vs. Reports</a>	Learn about the various reporting tools within the standard Qualtrics package and link to more details.
<a href="#">Collaborating on (Sharing) a Project</a>	Access details for this key feature needed to work with AER.
<a href="#">Appointment / Event Registration Surveys</a>	Read detailed steps for more advanced features relevant to this type of project, including limiting the number of people and sending a confirmation email. <i>Quotas are not compatible with collection on Q app.</i>
<a href="#">Import Responses</a>	Follow the steps here to import data into a survey from other sources (another survey, Excel data entry, other software)