

Northumbria University NEWCASTLE

Creating a Qualtrics Account in Psychology

Qualtrics is an online survey platform where you can create and distribute surveys for research purposes.

As part of your degree, you may need a Qualtrics account for lab classes, workshops, and/or your dissertation/thesis.

Here in Psychology, we have our own Qualtrics Server and unique URL/Link. **It is important when you sign up for an account, that you use the link provided in this document**

Accounts are active for the duration of your study.

Things to remember:

1. Use the specific link located in the procedure section below.
2. Use your Northumbria email address ending in @northumbria.ac.uk
3. You will need one of the **Access Codes** below depending on your programme of study

Creating A New Account (New Users)

Access Codes

Access Codes are different depending on your programme of study, please identify your programme of study below and make a note of it's access code as you will need it later.

Undergraduate Programmes (Psychology, Psych with Crim, Psych With Sport, Psychology at Kaplan):

PSY1UG1

Foundation Year:

PSYFD1

Distance Learning MSc:

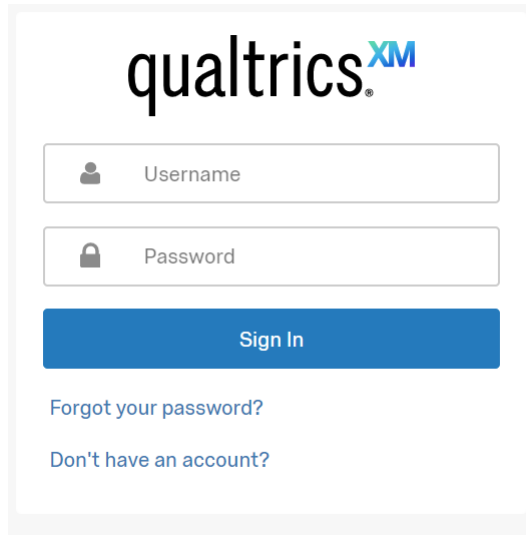
PSYDL1

City Campus based MSc Programmes (MSc. Psychology, MRes Psychology, Health Psychology, Occupational/Organisational Psychology, MSc Sport and Exercise):

PSYMSC1

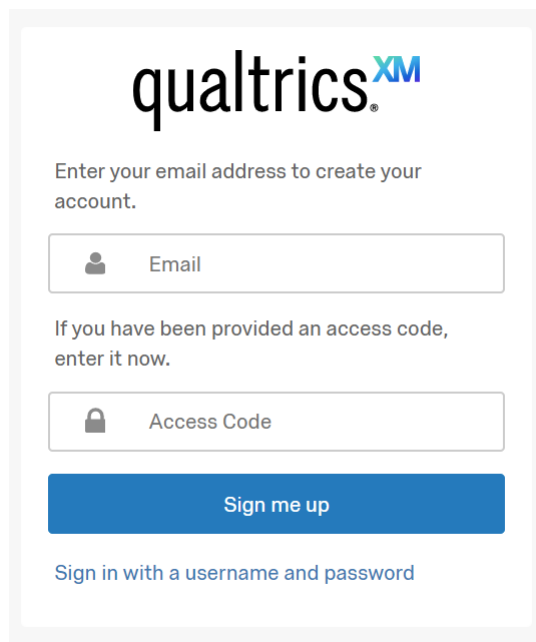
Procedure

Navigate to: <https://nupsych.az1.qualtrics.com/> and click 'Don't Have An Account?'



The image shows a 'Sign In' form for Qualtrics XM. At the top is the Qualtrics XM logo. Below it are two input fields: 'Username' with a person icon and 'Password' with a lock icon. A blue 'Sign In' button is positioned below the password field. At the bottom of the form, there are two links: 'Forgot your password?' and 'Don't have an account?'.

When the below page loads, enter your university email address and the Access Code for your programme (see section above)



The image shows a 'Sign Me Up' form for Qualtrics XM. At the top is the Qualtrics XM logo. Below it is the text 'Enter your email address to create your account.' followed by an 'Email' input field with a person icon. Below that is the text 'If you have been provided an access code, enter it now.' followed by an 'Access Code' input field with a lock icon. A blue 'Sign me up' button is positioned below the access code field. At the bottom of the form, there is a link: 'Sign in with a username and password'.

Click 'Sign Me Up'.

Open your email and you should have an email from Qualtrics to activate your account (it may take a few minutes to get to you). Once you click through, you will be able to set your name and password.

Issues

Should you have any issues with your sign up, please contact the Qualtrics Administrator, Kris McCarty via email at kristofor.mccarty3@northumbria.ac.uk