New user? Create a Qualtrics account

1. Click the Qualtrics icon in the portal (https://my.hofstra.edu)
2. Click "No, I don't have a preexisting account here"

![Qualtrics login interface](image)

3. Click sign in. Do not click I don't have an account

![Sign in successfully](image)

4. Please update your information accordingly
   1. Email: use your Hofstra email Ex: dxxxxxx@pride.hofstra.edu
   2. First and Last Name: Change this to your real first name. Your portal username will be pre-filled in those boxes
   3. Uncheck if "I am a student" if you are a professor
5. Click "I accept" to the Terms of Service

6. To get started, click the Blank survey Project and title your project (usually the name of your survey)