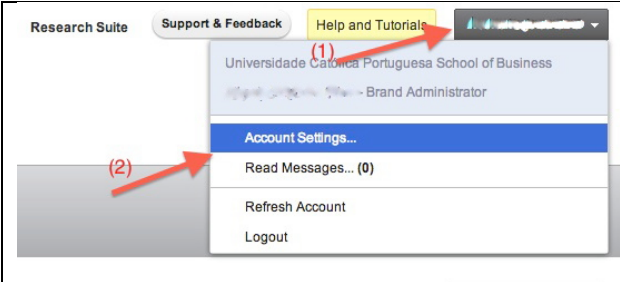
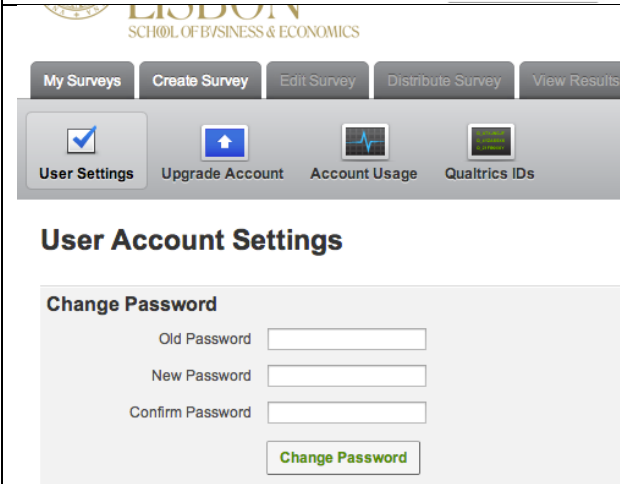
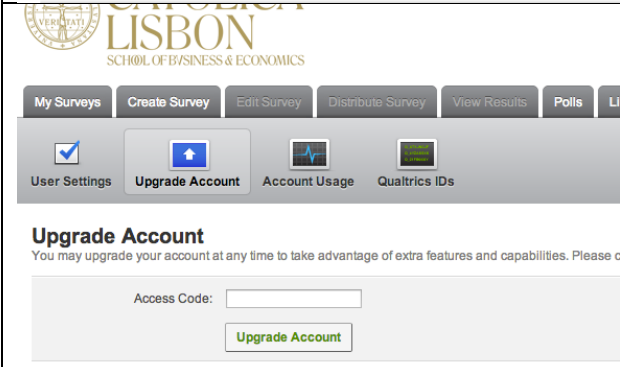


How to manage your Qualtrics account

- How to change your Qualtrics password
- How to upgrade your Qualtrics account
 - Use this option when you receive a new Access Code to:
 - Reset your account profile
 - Extend the life of your account

In the Qualtrics windows in your browser perform the following steps.

	<p>1) Click on your user name on the top right-hand corner of your Qualtrics window. 2) Click on “Account Settings...”</p>
	<p>1) If you want to change your password just type your old password in “Old Password” and the new one in “New Password” and “Confirm Password”. 2) To upgrade your account click on “Upgrade Account”.</p>
	<p>Type your Access Code in the box “Access Code”. Then click “Upgrade Account”. Your account is now upgraded to the new settings associated with the Access Code.</p>

We strongly recommend that you take a look at the following resources:

- [The Five-Step Program](http://www.qualtrics.com/university/researchsuite/learn-qualtrics-in-5-steps) (<http://www.qualtrics.com/university/researchsuite/learn-qualtrics-in-5-steps>) will teach you all you need to know to get started. It includes recorded trainings and survey-building activities, and the whole program can be completed in less than three hours.

- [Qualtrics University Online](http://www.qualtrics.com/university/researchsuite/) (<http://www.qualtrics.com/university/researchsuite/>) has over 100 articles with videos, step-by-step guides, and Q-Tips read to answer any and all of your questions.
- Qualtrics experts have also written a few [free eBooks](http://www.qualtrics.com/university/researchsuite/ebooks) (<http://www.qualtrics.com/university/researchsuite/ebooks>) that are available for download. Be sure to check them out, as they cover everything about Qualtrics and provide an introduction to Market Research Concepts.

For support on using the system you can contact Qualtrics support at support@qualtrics.com.