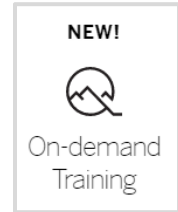


Accessing qualtrics^{XM} On-demand Training

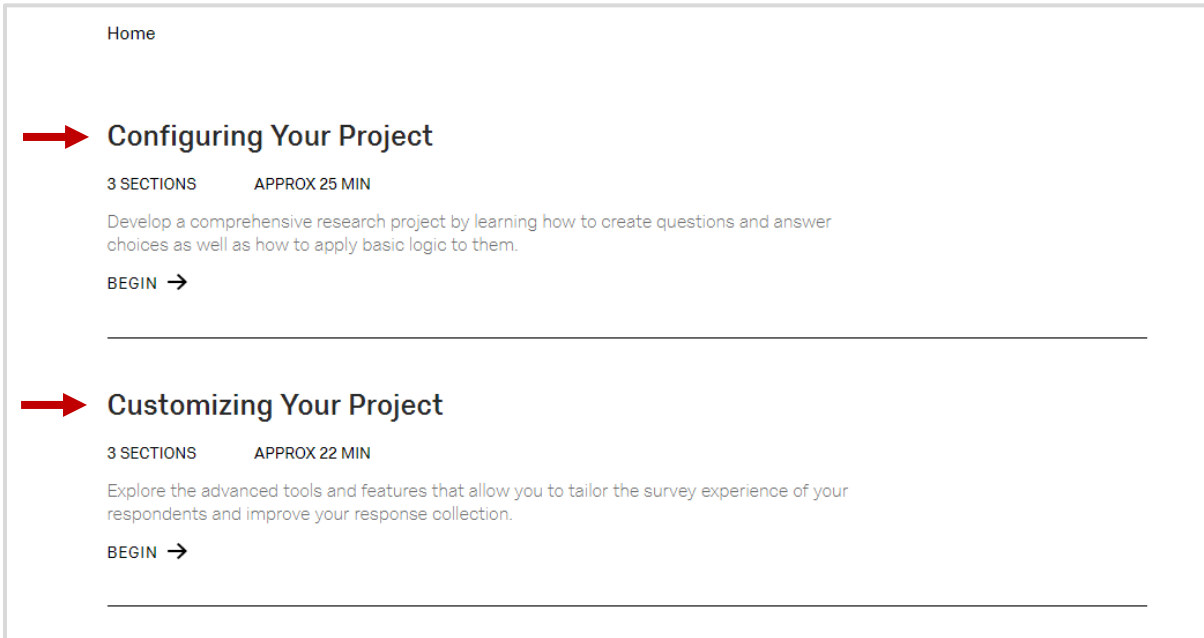
When using Qualtrics On-demand training, you will need to authenticate with your Stockton credentials. Please follow the steps below to access the video tutorials



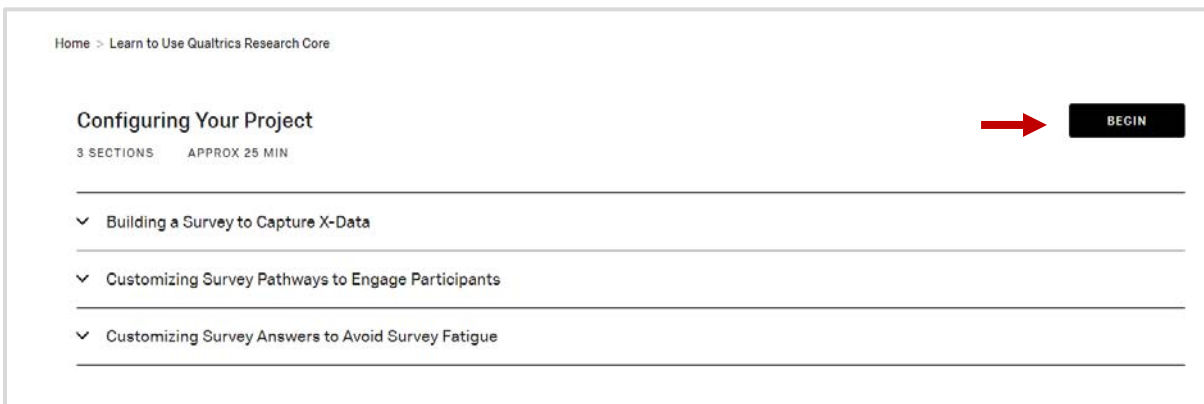
1. Click on the link below to open the On-demand Training page

<https://basecamp.qualtrics.com/series/learn-to-use-qualtrics-research-core>

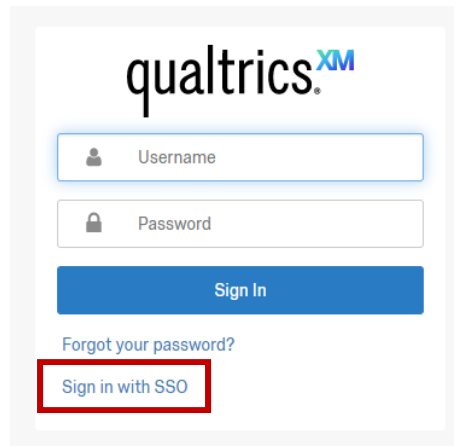
2. Click on one of the courses



3. Click on the **Begin** button. Next, you'll need to login with your Stockton credentials.

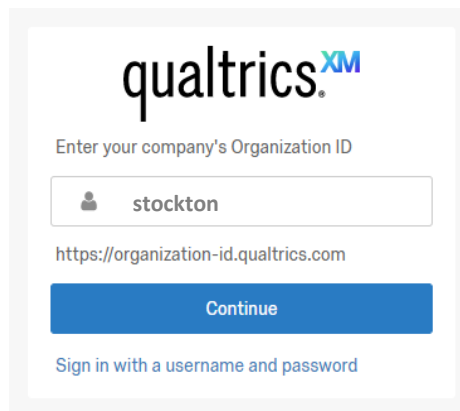


4. Don't enter your username and password at this point. Click on **Sign in with SSO** to continue.



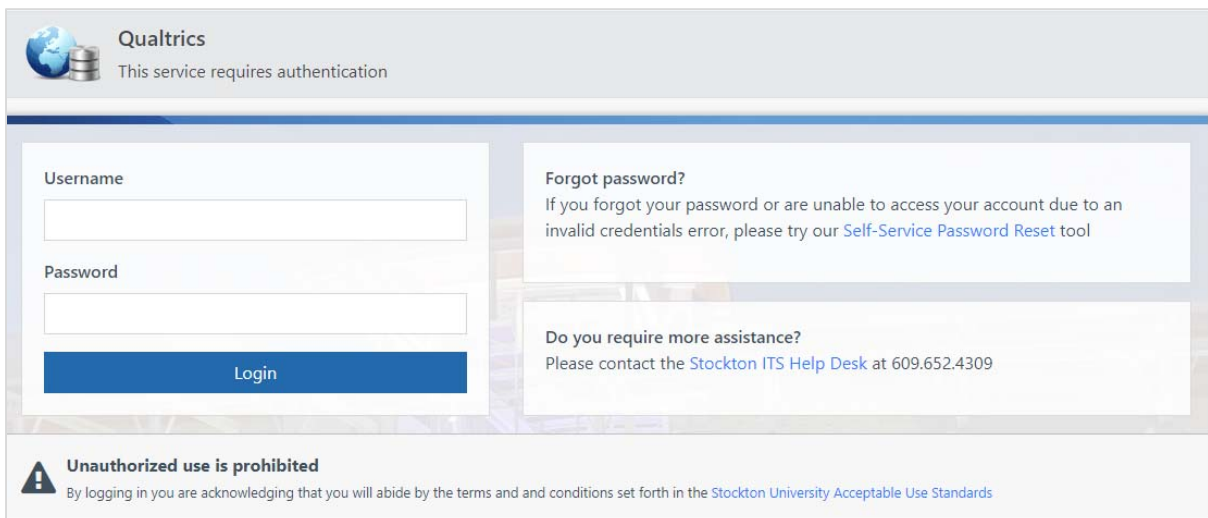
The image shows the Qualtrics XM login interface. At the top is the Qualtrics XM logo. Below it are two input fields: 'Username' and 'Password'. A blue 'Sign In' button is positioned below the password field. Underneath the button, there is a link for 'Forgot your password?' and a red-bordered button labeled 'Sign in with SSO'.

5. Enter "stockton" (all lower case) on **Organization ID** and click on **Continue**



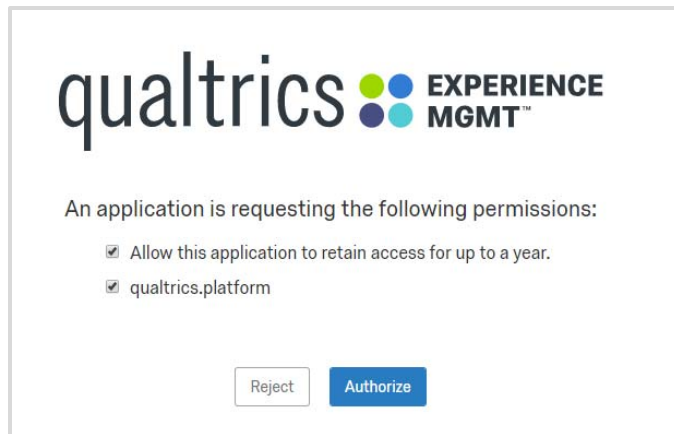
The image shows the Qualtrics XM Organization ID screen. At the top is the Qualtrics XM logo. Below it is the text 'Enter your company's Organization ID'. There is an input field containing the text 'stockton'. Below the input field is the URL 'https://organization-id.qualtrics.com'. A blue 'Continue' button is located below the URL. At the bottom, there is a link for 'Sign in with a username and password'.

6. Now, go ahead and authenticate with your Stockton credentials.

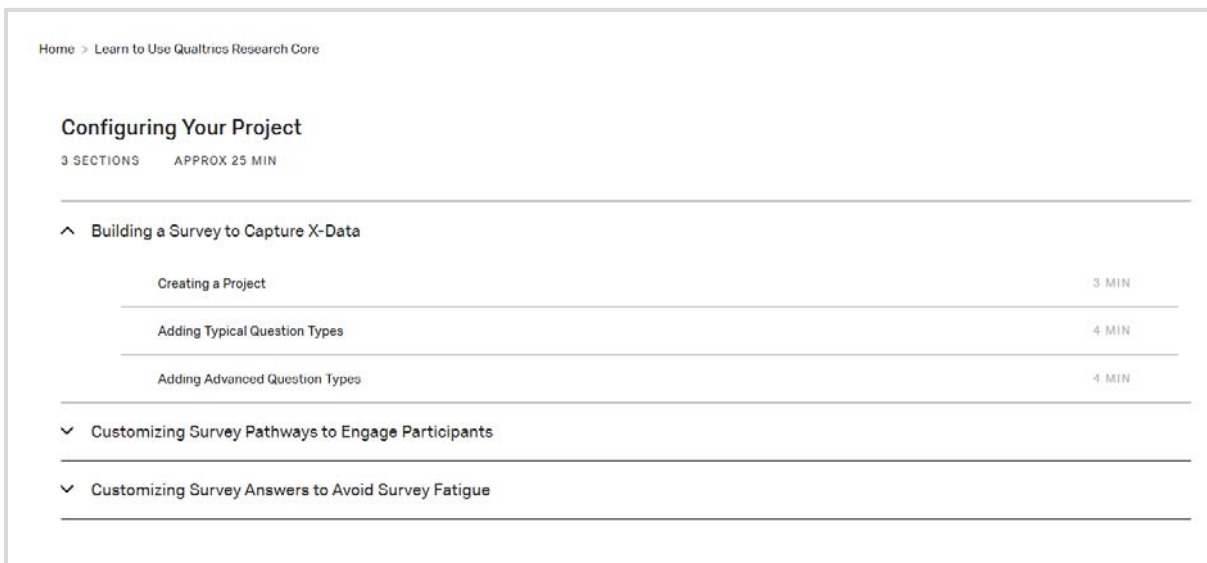


The image shows the Qualtrics authentication screen. At the top left is the Qualtrics logo and the text 'This service requires authentication'. Below this is a login form with 'Username' and 'Password' input fields and a blue 'Login' button. To the right of the login form is a 'Forgot password?' section with a link to the 'Self-Service Password Reset tool'. Below that is a 'Do you require more assistance?' section with a link to the 'Stockton ITS Help Desk at 609.652.4309'. At the bottom of the screen is a warning icon and the text 'Unauthorized use is prohibited' followed by a link to the 'Stockton University Acceptable Use Standards'.

- Next, click on **Authorize**.



- Now you are ready to take advantage of the Qualtrics tutorials. Just click on a section to expand, then the video tutorial



- You'll need to click on the **Begin** button again to start another course