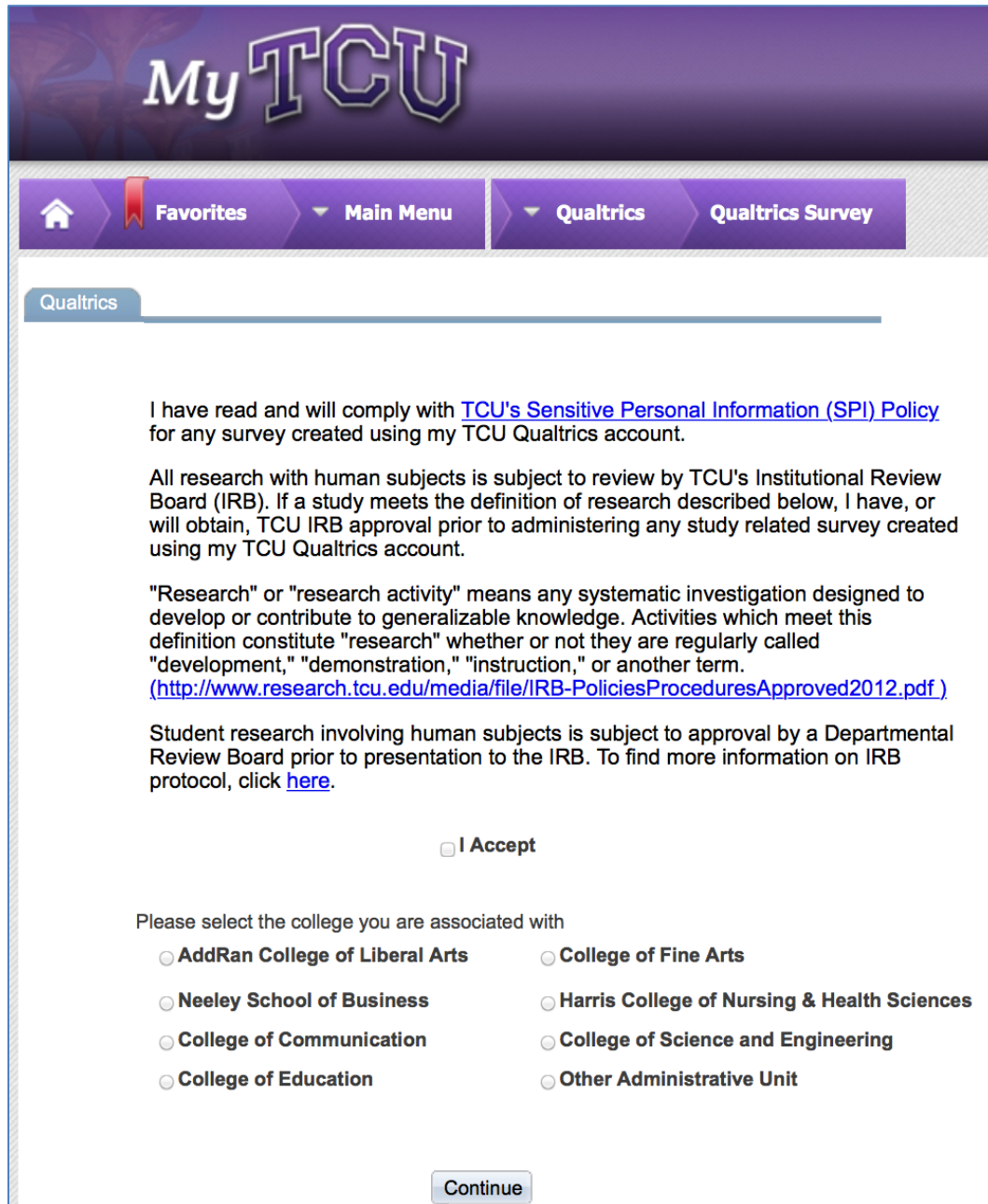


## Migrating Your Qualtrics Account

1. Log in to my.tcu.edu with your TCU credentials
2. Go to the Main Menu → Qualtrics → Qualtrics Survey
3. You will see the following Screen:



The screenshot shows the MyTCU website interface. At the top, there is a purple header with the 'MyTCU' logo. Below the header is a navigation bar with a home icon, a 'Favorites' tab, and a 'Main Menu' dropdown. The 'Main Menu' is open, showing 'Qualtrics' and 'Qualtrics Survey' options. Below the navigation bar is a 'Qualtrics' tab. The main content area contains the following text:

I have read and will comply with [TCU's Sensitive Personal Information \(SPI\) Policy](#) for any survey created using my TCU Qualtrics account.

All research with human subjects is subject to review by TCU's Institutional Review Board (IRB). If a study meets the definition of research described below, I have, or will obtain, TCU IRB approval prior to administering any study related survey created using my TCU Qualtrics account.

"Research" or "research activity" means any systematic investigation designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute "research" whether or not they are regularly called "development," "demonstration," "instruction," or another term.  
(<http://www.research.tcu.edu/media/file/IRB-PoliciesProceduresApproved2012.pdf>)

Student research involving human subjects is subject to approval by a Departmental Review Board prior to presentation to the IRB. To find more information on IRB protocol, click [here](#).

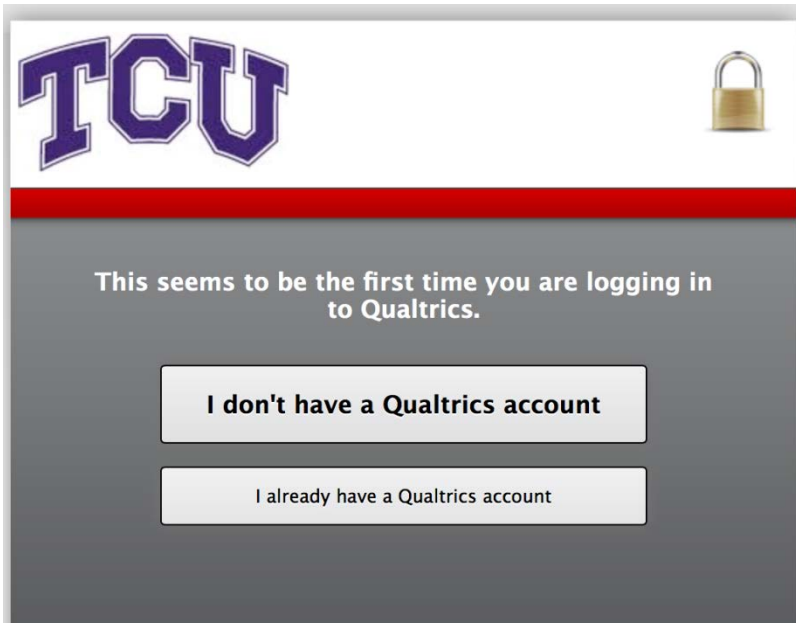
I Accept

Please select the college you are associated with

<input type="radio"/> AddRan College of Liberal Arts	<input type="radio"/> College of Fine Arts
<input type="radio"/> Neeley School of Business	<input type="radio"/> Harris College of Nursing & Health Sciences
<input type="radio"/> College of Communication	<input type="radio"/> College of Science and Engineering
<input type="radio"/> College of Education	<input type="radio"/> Other Administrative Unit

4. Read TCU's Sensitive Personal Information (SPI) Policy and check the "I Accept" box
5. Select your college and click "Continue"

6. You will see the following screen:



7. Click on "I already have a Qualtrics account"

8. You will see the following screen:



9. Enter your username and password that you used to log in at [tcu.qualtrics.com](http://tcu.qualtrics.com)  
10. Click "Migrate Account"  
11. From now on, always log in to Qualtrics through SSO (Single Sign On) at [my.tcu.edu](http://my.tcu.edu)

Questions? email [qualtrics@tcu.edu](mailto:qualtrics@tcu.edu)