



Qualtrics Login & Logout Procedure

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Qualtrics & UCO Central Authentication Service

Qualtrics at UCO utilizes the UCO Central Authentication Service (CAS). By using CAS, Qualtrics will be able to use your UCO Username and Password for enhanced security.

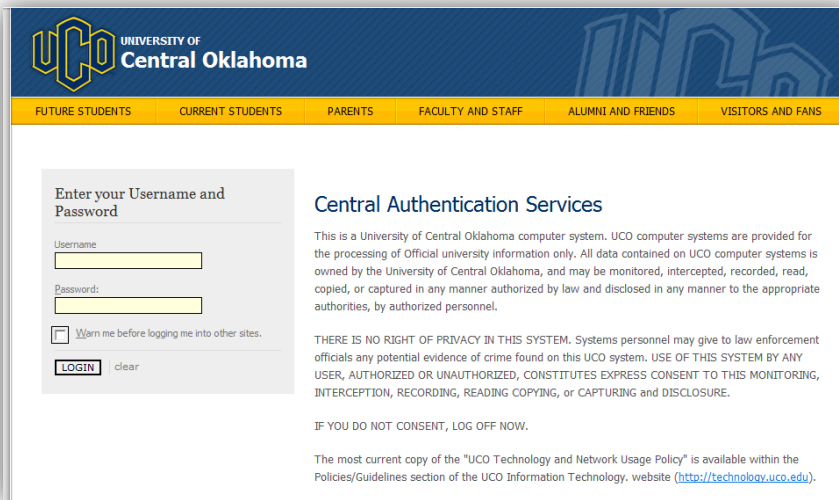


Login Procedure

1. Visit uco.qualtrics.com
2. Log in when you see this screen.

UCO Faculty & Staff: Use your Network Username and Password.

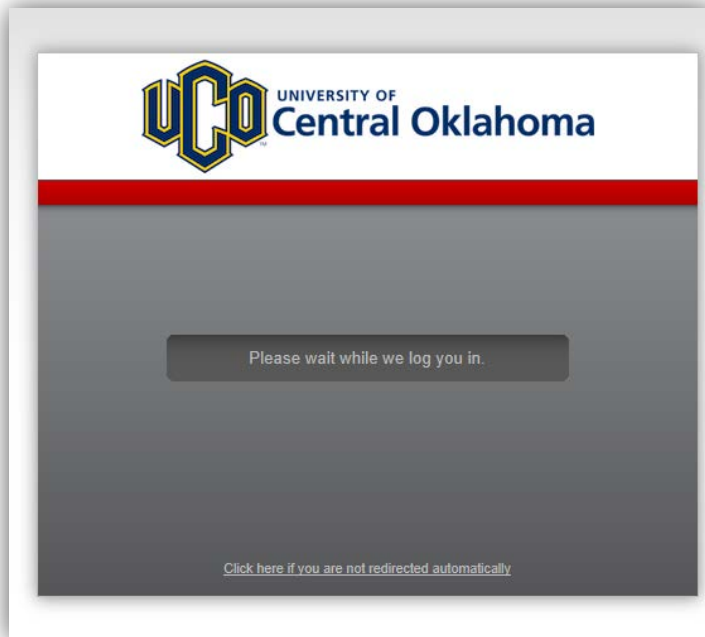
UCO Students & Adjunct Faculty: Use your UCONNECT Username and Password.

This is a screenshot of the UCO Central Authentication Services login page. At the top left is the UCO logo and the text 'UNIVERSITY OF Central Oklahoma'. Below this is a navigation bar with links for 'FUTURE STUDENTS', 'CURRENT STUDENTS', 'PARENTS', 'FACULTY AND STAFF', 'ALUMNI AND FRIENDS', and 'VISITORS AND FANS'. The main content area has a heading 'Central Authentication Services' and a sub-heading 'Enter your Username and Password'. There are input fields for 'Username' and 'Password', a checkbox for 'Warn me before logging me into other sites.', and a 'LOGIN' button with a 'clear' link. To the right of the login form is a block of text explaining that this is a UCO computer system and that all data is owned by the University. It also includes a privacy notice stating 'THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM...' and a link to the 'UCO Technology and Network Usage Policy'.

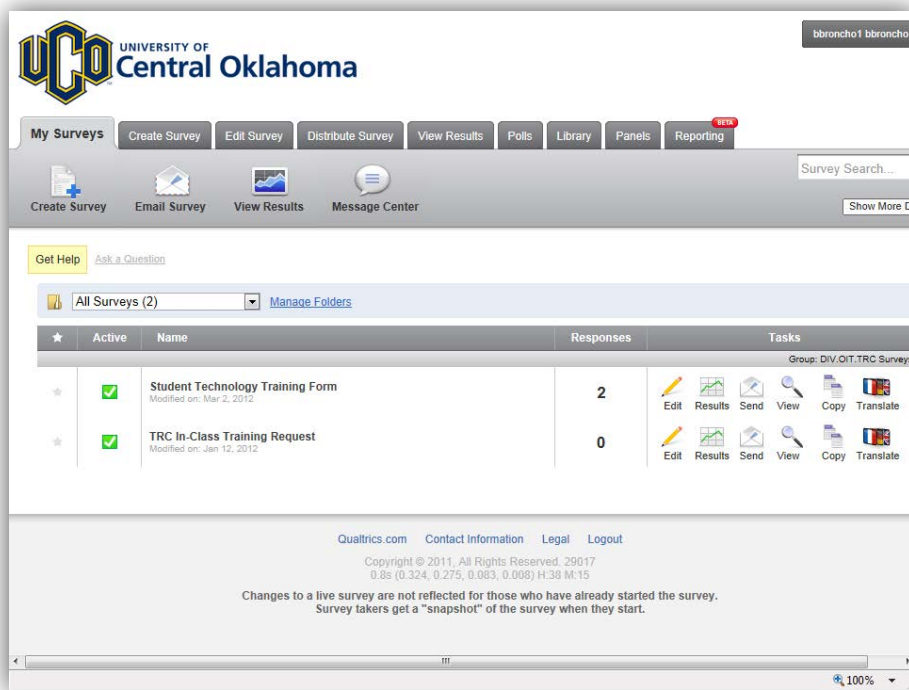
3. When you see this screen, click **I don't have a Qualtrics Account**.

This is a screenshot of the Qualtrics login screen. At the top left is the UCO logo and the text 'UNIVERSITY OF Central Oklahoma'. To the right is a padlock icon. Below the header is a red horizontal bar. The main content area has a heading 'This seems to be the first time you are logging in to Qualtrics.' and two buttons: 'I don't have a Qualtrics account' and 'I already have a Qualtrics account'. A large red arrow with a blue outline points to the 'I don't have a Qualtrics account' button.

- That's all! Now, just wait for the account creation process to complete.



- You are now logged in to the Qualtrics website and will see your Dashboard.

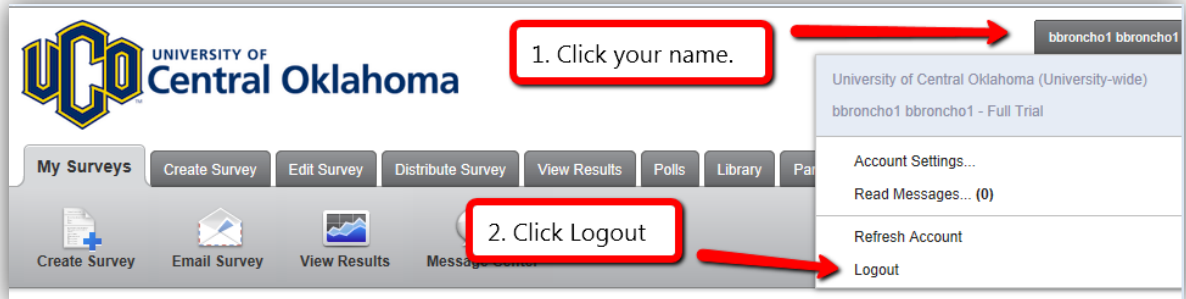


- Your Qualtrics account has now been created. Please visit the [Qualtrics website](#) for training information.

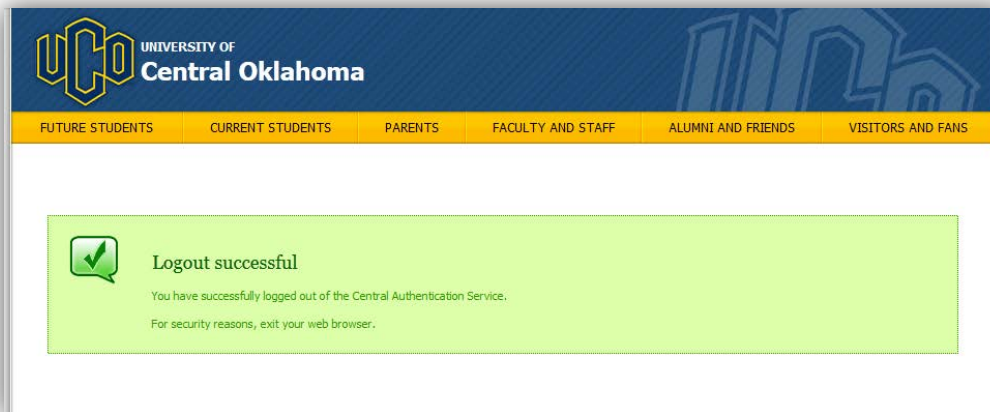
Logout Procedure

Once you have logged out of Qualtrics, you will be returned to the UCO Central Authentication Service (CAS) website.

1. To log out of Qualtrics, **click your name** in the upper right corner.
2. Next, click **Logout**.



3. You will be brought to the CAS website which will display a **Logout Successful** message.



4. The logout process is now complete.

Contact Us:

Service Desk

Phone: 974.2255 (CALL)

Email: support@uco.edu

Location: Max Chambers Library, 1st Floor

<http://support.uco.edu>

Technology Resource Center

Phone: 974.5595

Location: ADM 101

<http://trc.uco.edu>

Office of Information Technology

Phone: 974.2688

Location: ADM 102

<http://technology.uco.edu>