Qualtrics Login & Logout Procedure

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![UCO Technology Resource Center - Office of Information Technology]

![qualtrics.com logo]

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.
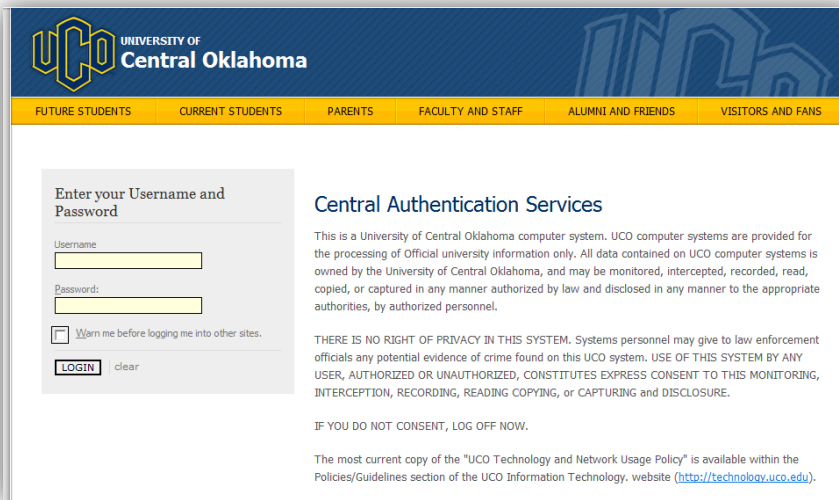
Login Procedure

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

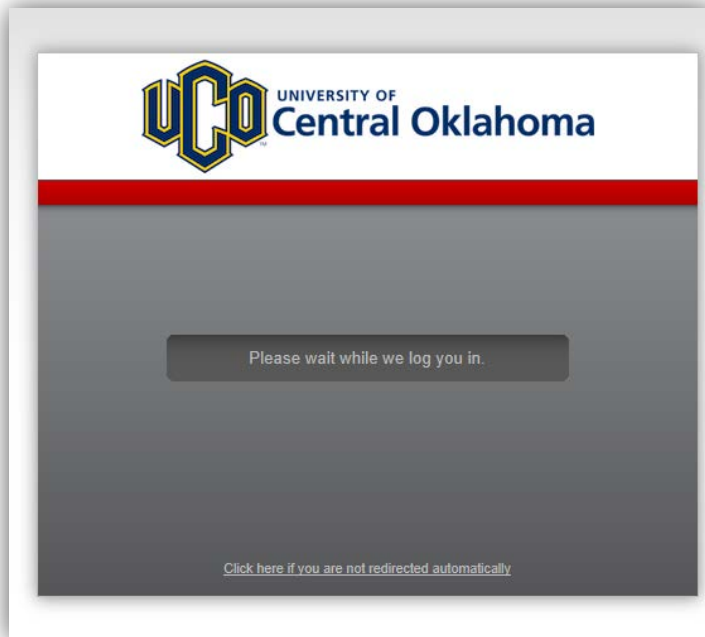**UCO Faculty & Staff:** Use your Network Username and Password.
UCO Students & Adjunct Faculty: Use your UCONNECT Username and Password.

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

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

5. You are now logged in to the Qualtrics website and will see your Dashboard.
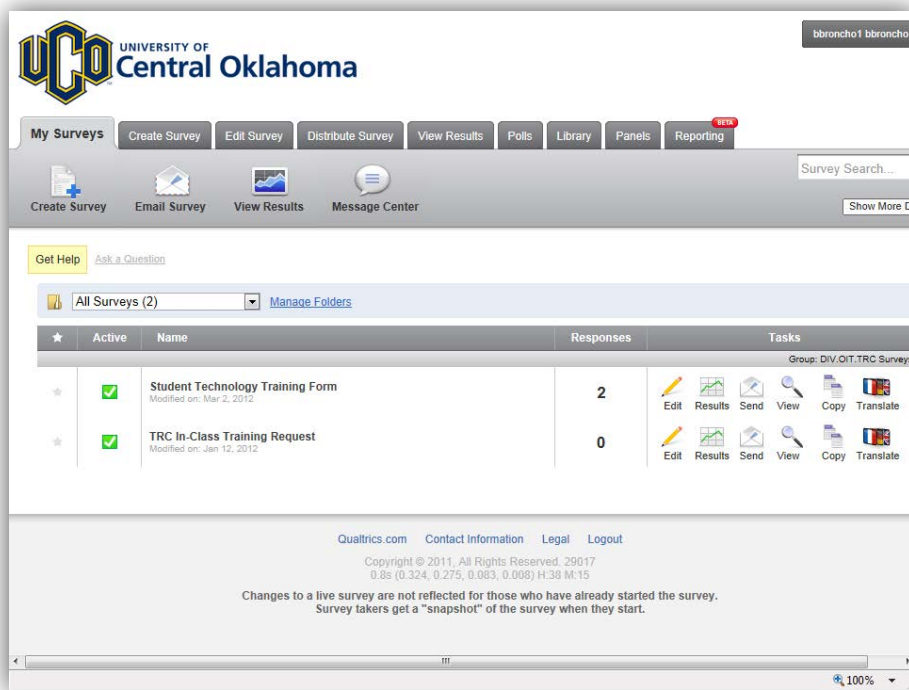
6. Your Qualtrics account has now been created. Please visit the Qualtrics website for training information.

Logout Procedure

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

1. To logout of Qualtrics, **click your name** in the upper right corner.
2. Next, click **Logout**.
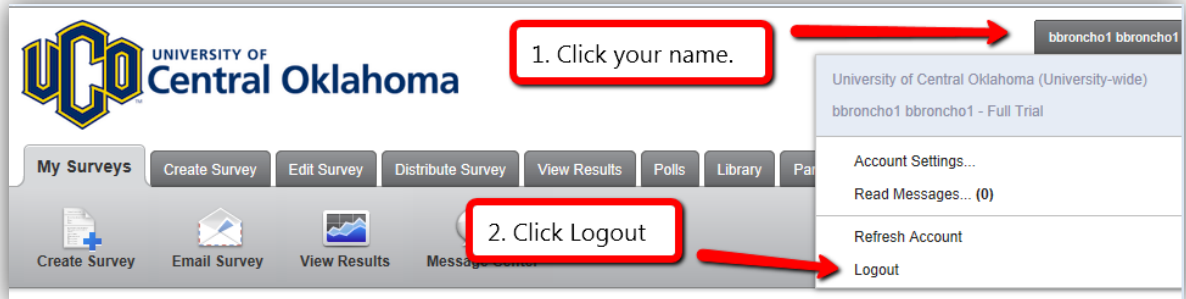
3. You will be brought to the CAS website which will display a **Logout Successful** message.
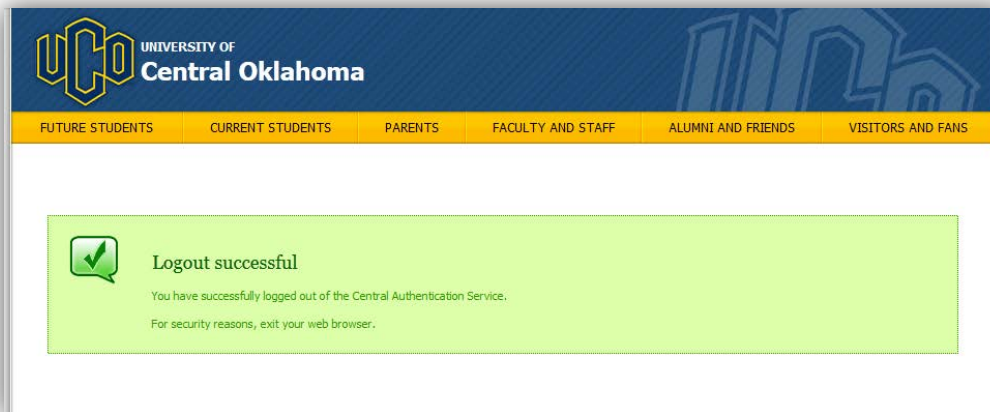
4. The logout process is now complete.

Contact Us:

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Phone: 974.2255 (CALL)

Email: support@uco.edu

Location: Max Chambers Library, 1st Floor

http://support.uco.edu

Technology Resource Center

Phone: 974.5595

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Office of Information Technology

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http://technology.uco.edu