How to Self Enroll your Qualtrics Account

• Click the link https://www.lamar.edu/it-services-and-support/qualtrics.html
• Enter your LEA credentials (jsmith) and password

Note: I recommend bookmarking this site for future use
**First time to login**

- After entering your LEA credentials, you will see the following screen
- Click **I don’t have a Qualtrics account**

![Login Screen](image)

**Terms of Service**

- Review the Terms of Service
- Click **I accept**

![Terms of Service](image)
Create a Project

• Your Qualtrics account is open and ready to begin creating Projects
• Enter a Project name
• Click Create Project

• OR, click the Cancel button to perform any other tasks

First Project, Question One

• Begin adding questions to build your survey