Qualtrics Offline Surveys App
Login Cheat Sheet for UNC—Chapel Hill

Because UNC uses single signon to access Qualtrics accounts, the steps for logging in to the app are different than the standard login. Once you log in to the app as described below, **DO NOT EVER LOG OUT! If you log out while there are completed surveys stored on your device, they will be deleted and are unrecoverable!**
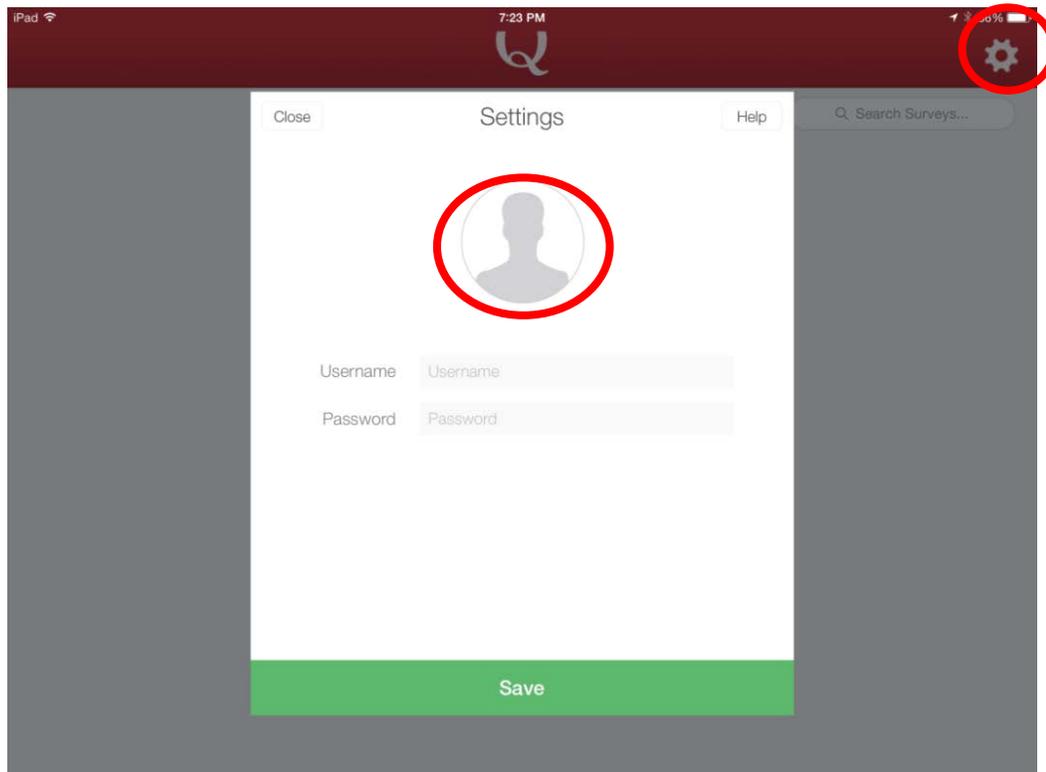
Before Logging In

A. Know your UNC PID. If necessary, look it up here: http://www.pid.unc.edu/PIDLookup
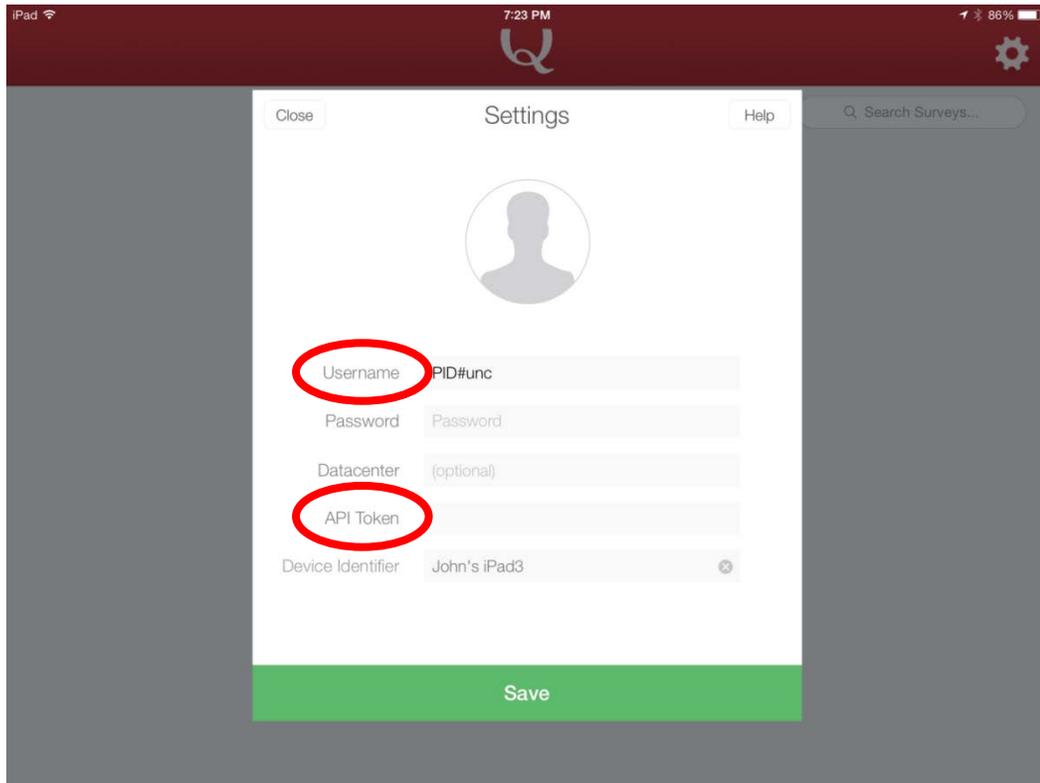
B. Get your API Token

1. While logged into your Qualtrics account on a computer, click your name in the top right corner of the screen and select **Account Settings**.
2. On the row of icons, click **Qualtrics IDs** and look at the **API** box.
3. If the space next to the word Token is blank, click **Generate Token** which will generate a long string of characters next to the word Token. You will need the token to log in on your mobile device. You may wish to email it to yourself so you can use cut-and-paste if the mobile device receives email.

C. Log in to the App

1. Open the Qualtrics app. You may be taken immediately to the log in screen. If not, tap the **grey cog symbol** (Settings) to bring it up.
2. **Double tap** on the blank **user picture** to view hidden fields.

3. Your username is the combination of your *PID* plus the *#* symbol plus *unc* (example: ***7123456789#unc***).
4. Leave the password field blank and leave the Datacenter field blank
5. Enter the Token from the API box in the **Qualtrics IDs section** of your Qualtrics account.

Feel free to log in to the same Qualtrics account from multiple devices. Responses collected on each mobile device will all be uploaded back to the same survey.

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