How do I request a Qualtrics account for an affiliate?

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MIT affiliates with active kerberos accounts may use Qualtrics for MIT business, but must be sponsored for access by the faculty or staff member they're working with.

The faculty or staff member should send email to helpdesk@mit.edu, including:

- The name of the affiliate who should be granted access
- The kerberos username of the affiliate (if they do not yet have one, obtain a guest account for them before requesting Qualtrics access)
- The reason they need access
- Desired usage limits: how many active surveys, total outgoing emails (sent through Qualtrics), and outgoing emails per week (sent through Qualtrics) will this person need for your project?

Note: Unless you specify otherwise, affiliates will be given the same usage limits as students. Those can be found under the "Usage Limits" heading at:
Qualtrics rules of use, best practices, and limitations

See Also

- Qualtrics Landing Page