



University of Texas at Tyler

Qualtrics User Agreement

The University of Texas at Tyler (UT Tyler) uses Qualtrics as the designated survey creation tool for academic, administrative, and research related purposes. Qualtrics is available to all faculty and staff at UT Tyler. When requested and supervised by faculty or staff, students may also have access. Use of Qualtrics is subject to the terms of this user agreement.

Administration

The Assessment and Institutional Effectiveness (AIE) Office maintains Brand Administration for the university. Brand Administrators manage all Qualtrics accounts for the university. Brand Administrators have access to change user features, enable or disable accounts, and transfer surveys as appropriate.

Access

To create an account under the UT Tyler license, faculty, staff, and student users should click [here](#) and sign up using their UT Tyler email address. The default account has limited access. Faculty and staff must contact the AIE Office to receive full access. Student accounts require faculty or staff approval documented by email.

Expiration of Accounts and Archived data

Student accounts expire on August 31 of each academic year and are eligible for renewal upon subsequent enrollment. When faculty or staff leave the university, Human Resources notifies the AIE Office and accounts are disabled. Qualtrics maintains archived accounts and surveys.

Training

General troubleshooting assistance is also provided by the AIE Office. If permission is received from the user, the Brand Administrators can login as the user for troubleshooting purposes. More advanced training is offered through the [Research Design & Data Analysis Lab](#). Qualtrics also offers free on-demand training through [Basecamp](#), and has 24-hour support.

Guidelines

Use of Qualtrics is subject to the terms of this *User Agreement* document; all federal, state, local, and other applicable laws and all University rules and policies.

- Users will not SPAM or use other forms of unsolicited mass communication in conjunction with Qualtrics.
- Users accept responsibility and liability related to the creation and distribution of the survey.
- Faculty and Staff who approve student accounts are expected to give general oversight of acceptable use of Qualtrics among approved students.
- Qualtrics users will protect the privacy and confidentiality of human subjects and other institutional information as required by [the Family Educational Rights and Privacy Act \(FERPA\)](#).
- Users will abide by applicable University policies, including:
 - [Information Technology Usage Policies](#)
 - [UT Tyler Information Security Usage Policy](#)
 - [Institutional Review Board \(IRB\)](#)
(Unsure if survey requires IRB approval? Consult the [IRB Decision-Making Chart](#).)
 - [UT Tyler Copyright Guidelines](#)

Disclaimer

Any views and opinions expressed are strictly those of the survey's primary author. UT Tyler will not be liable for any damages of any kind arising from the use of or inability to use Qualtrics Survey Software. The user expressly agrees to use Qualtrics Survey Software solely at his/her own risk.