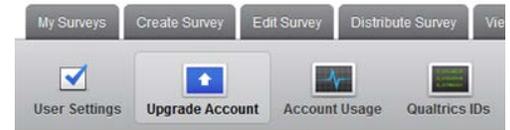
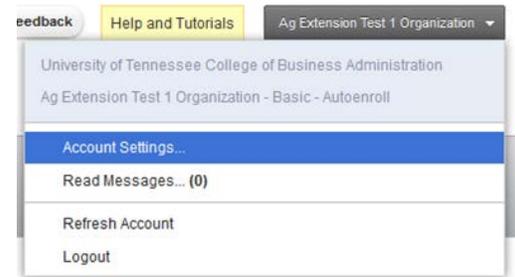


Accessing UT Extension Libraries in Qualtrics

In order to access the UT Extension Libraries you will need to “Upgrade” your account to be added to the UT Extension Organization. Follow the steps below to complete the upgrade.

1. Login to Qualtrics website through the Web Surveys link below: (<https://oit.utk.edu/research/websurveys/Pages/default.aspx>).
2. Click the grey button with your name on it in the upper right hand corner and choose **Account Settings**.
3. On the **User Settings** page click the icon labeled **Upgrade Account**.
4. Enter the **Upgrade Code** of “EESD” and click the **Upgrade Account** button



Upgrade Account

You may upgrade your account at any time to take advantage of extra features.

Cary Michele Springer
springer@utk.edu

Upgrade Code: