Single Sign On (SSO) for qualtrics^{XM}
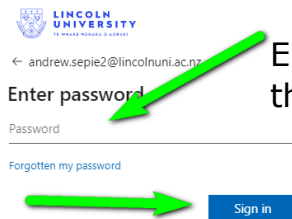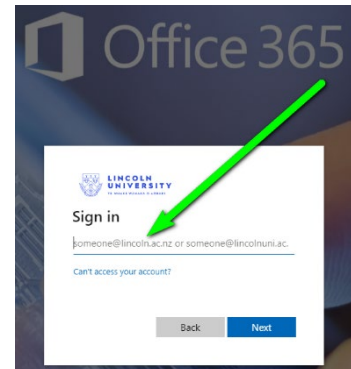
Lincoln University's Qualtrics platform now uses Single Sign On (SSO) and Multi-Factor Authentication (MFA). If you are already a Qualtrics user, you will need to map your existing data to your new profile. This is very easy, and the steps you need to follow are below.

Go to https://lincoln.az1.qualtrics.com and you will be presented with the Office 365 login screen.

Enter your Lincoln University email address (@lincoln.ac.nz or @lincolnuni.ac.nz), and click **Next**.

Enter your password, then click **Sign in**.
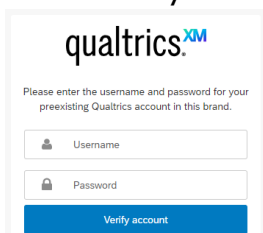
The first time you sign in with SSO:

If you already have a Qualtrics account, you will be prompted to **merge** this into your new profile. This only needs to be done once and ensures that all your data, surveys, projects, and so forth are imported to your new Single Sign On profile.

When you log in, you will be presented with a screen asking whether or not you have a preexisting account.

Click Yes, and you will be taken to another login screen where you need to enter your old Qualtrics username and Password. This is generally your email address and the password you chose for the Qualtrics platform.
Then, click **Verify account**.

A confirmation screen will be displayed. Your account mapping is complete, so simply click **Sign in**.

For future logins, the Single Sign On will take you straight to your Qualtrics account.