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](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.