

## Access to CLSBE Qualtrics (for students)

Type the address <https://ucplbusiness.co1.qualtrics.com> in your browser.

In the box “Email Address”, insert your UCP issued email address. It must end with “@alunos.lisboa.ucp.pt”. Type and re-type the password you select and then click “Get Started!”.

Note: for The Lisbon MBA: Email addresses with the domain “thelisonmba.com” are also valid.



**Email Address** (This will be your user name)

**Password**

**Re-Type Password**

Get Started!

Type your Access Code in the box “I Have an Access Code”. If you do not have one please contact the Students Office, the Católica Research Unit or the Dean’s Office Secretariat. Then click “Go”.



All Finished!

To finish, you must enter your access code below.

**I Have An Access Code**

Go

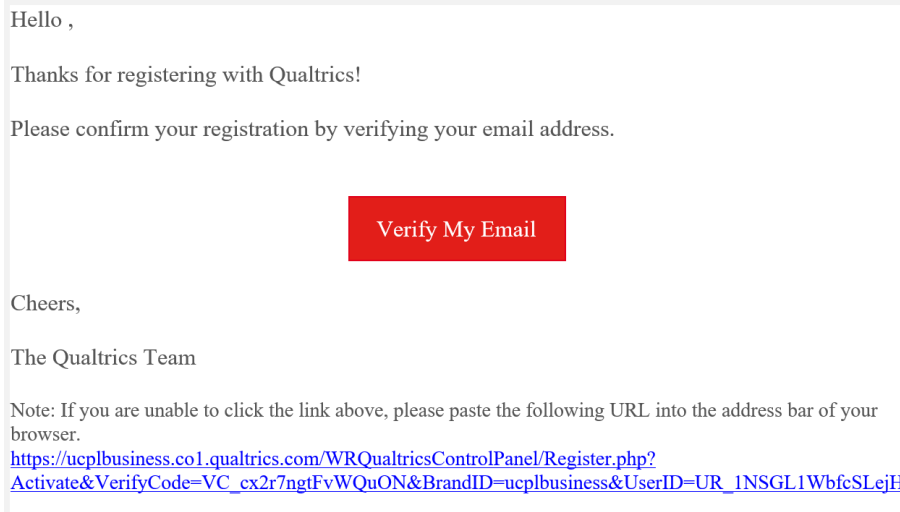


Before you can login we need to verify your email address.

An email has been sent to [redacted]@ucp.pt with instructions on how to verify your address.

[Resend Verification Email](#)

You should now receive an email message. If you do not, please click on “Resend Verification Email” or check if you correctly typed your email address.



In the email you have just received click on “Please click here to confirm your request”. You can now start to use Qualtrics!



Successful User Activation

Your activation was successful and you may now login at any time.

[Click Here to Log in](#)

We strongly recommend that you take a look at the following resources:

- The Five-Step Program (<http://www.qualtrics.com/university/researchsuite/miscpages/misc/learn-qualtrics-in-5-steps/>) will teach you all you need to know to get started. It includes recorded trainings and survey-building activities, and the whole program can be completed in less than three hours.
- Qualtrics University Online (<http://www.qualtrics.com/university/researchsuite/>) has over 100 articles with videos, step-by-step guides, and Q-Tips read to answer any and all of your questions.
- Qualtrics experts have also written a few free eBooks (<http://www.qualtrics.com/university/researchsuite/ebooks>) that are available for download. Be sure to check them out, as they cover everything about Qualtrics and provide an introduction to Market Research Concepts. For support on using the system you can contact Qualtrics support at [support@qualtrics.com](mailto:support@qualtrics.com).