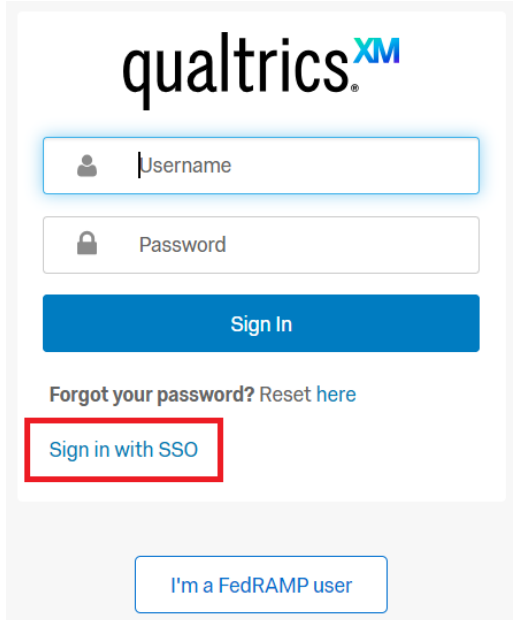


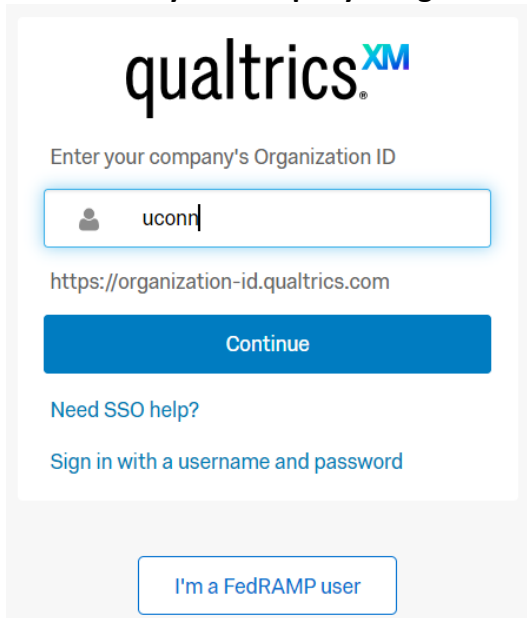
UConn BPIR Qualtrics Basecamp Login Guide - For any questions please contact us at qualtrics@uconn.edu

To access Qualtrics Basecamp video training, you will need to login as a UConn user using these instructions:

1. Please visit the Qualtrics Basecamp homepage:
<https://basecamp.qualtrics.com/>
2. On that webpage, click on **LOG IN** in the top right-hand corner. On the window that opens select the first option, **Qualtrics Credentials**. You will be taken to a login screen, **DO NOT LOGIN ON THIS SCREEN**
3. Below the login, click the **Sign in with SSO** link:

A screenshot of the Qualtrics login page. At the top is the Qualtrics logo. Below it are two input fields: one for 'Username' with a person icon and one for 'Password' with a lock icon. A blue 'Sign In' button is below the password field. Underneath the button is a link: 'Forgot your password? Reset [here](#)'. A red rectangle highlights a link that says 'Sign in with SSO'. At the bottom of the form is a button that says 'I'm a FedRAMP user'.

4. In the **Enter your company's Organization ID** box, type **uconn** (all lowercase) and click **Continue**:

A screenshot of the Qualtrics 'Enter your company's Organization ID' screen. The Qualtrics logo is at the top. Below it is the text 'Enter your company's Organization ID'. There is an input field with a person icon and the text 'uconn' inside. Below the input field is the URL 'https://organization-id.qualtrics.com'. A blue 'Continue' button is below the URL. Underneath the button are two links: 'Need SSO help?' and 'Sign in with a username and password'. At the bottom of the form is a button that says 'I'm a FedRAMP user'.

5. If you are not logged into UConn Qualtrics already, you will be prompted for your NetID and password. If you are unable to login to Qualtrics Basecamp using the instructions above, please contact BPIR at qualtrics@uconn.edu to have your UConn email added to your Qualtrics account. Unfortunately, by default UConn Qualtrics accounts do not have a UConn email attached so it must be added manually.