Qualtrics: Sharing Admin Access to a Survey

To share administrative access to a survey, navigate to the “All Projects” page, click the arrow on the far right.

On the menu that drops down, select “Share Project.”

This window will pop up.

**If you want to share with an NKU employee, they must be selected from the built-in address book.** To use the address book, you can either start typing their name in the search box (as I did in the screenshot), or you can click “User and Group Address Book” to scroll.

For this example, I was looking for Ethan Perry. When the system found him, I highlighted his entry and then clicked “add.”

> However, if I had pasted his entire email address in the box instead, the survey would not share correctly.

**TIP**

If you don’t see the person you’d like to add listed in the address book, it likely means they haven’t logged into Qualtrics before so their account isn’t created yet. To fix this, they should log into Qualtrics.nku.edu themselves.

Once the person has completed that step, you should log out and log back in and then they should appear in the address book.
You can tell immediately if the NKU user was added correctly by looking at the list before you hit “save.”

If you see a #, it was entered correctly. If you see an @, it was entered incorrectly.

If you go through your current shared surveys and there are NKU employees listed with an @ rather than a #, please submit a ticket to the IT Help Desk so we can contact you to share how to correct this.

Remember, this only applies when you are trying to share a survey with an NKU email address for editing/reporting purposes.

If you are trying to add someone from outside NKU, entering their email address instead of using the address book is the appropriate method.