# **Qualtrics Help Information**

Qualtrics users seeking support (e.g., live chat, phone call, or email) need to log into the Qualtrics Support Portal following the steps below.

1. Log into Qualtrics using the BGSU single sign on link: <http://bgsu.qualtrics.com/>
2. Within Qualtrics, click on the question mark icon:



1. Click on “Contact Support”



1. Click on Bowling Green State University



1. Click on the “Get Technical Support” button.



1. Select “Survey Platform” then click on the support type of interest (live chat, phone call, or email).



1. When communicating with Qualtrics be as specific as possible with your questions and provide the name of your survey project if applicable.