



# HOW TO ACCEPT A COLLABORATION

**Collaborations are surveys that are shared with you by another Qualtrics User**

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# LOGIN TO QUALTRICS

1. Login in to Qualtrics.
2. Enter your Username and Password.
3. Click *Sign In*.

## VALENCIA



Username



Password

Sign In

or



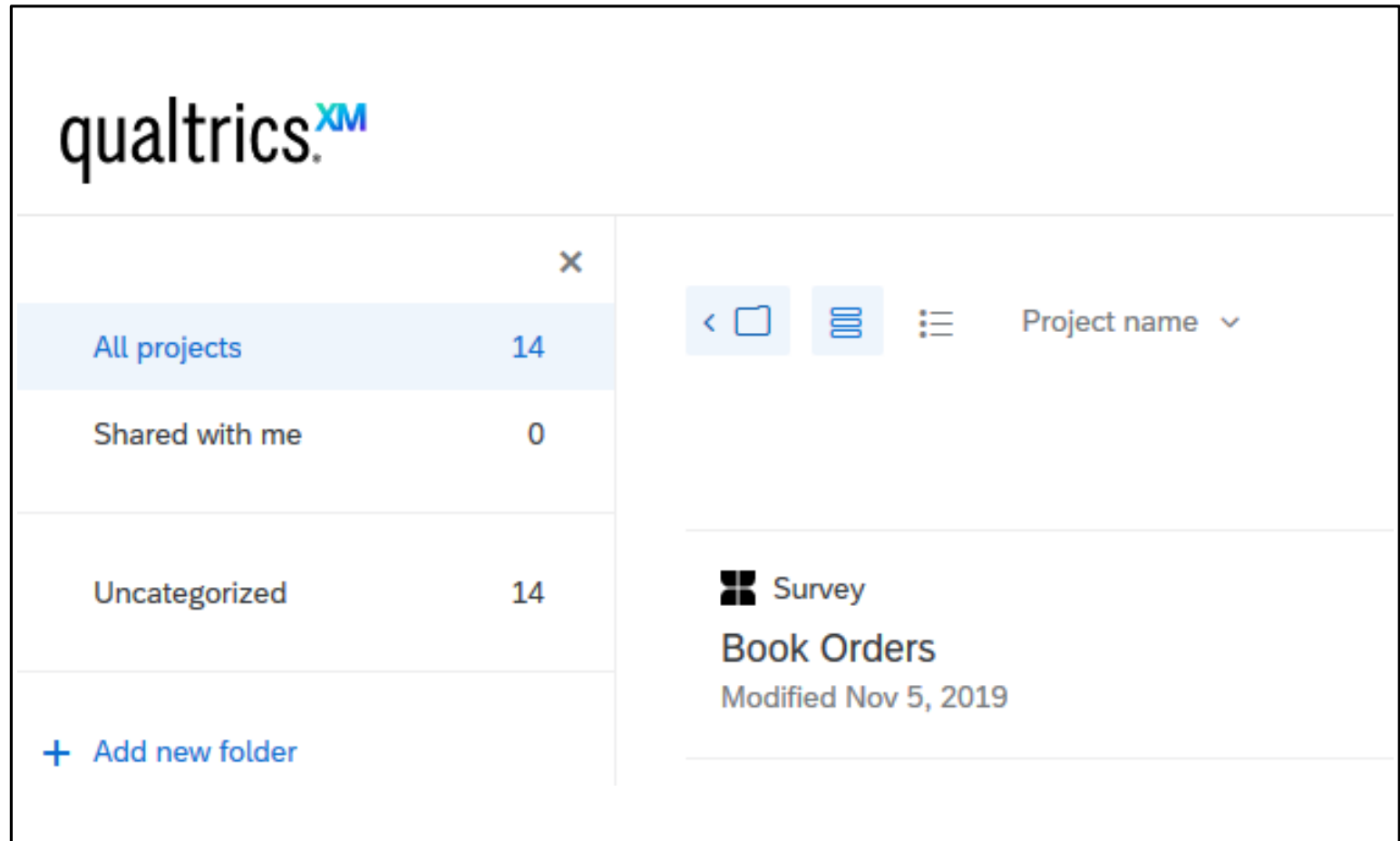
Sign In with Google

[Forgot your password?](#)

[Don't have an account?](#)

# GO TO FOLDERS

Select the Folder button on the left side of the screen. Click on the arrow next to the button to open the menu.



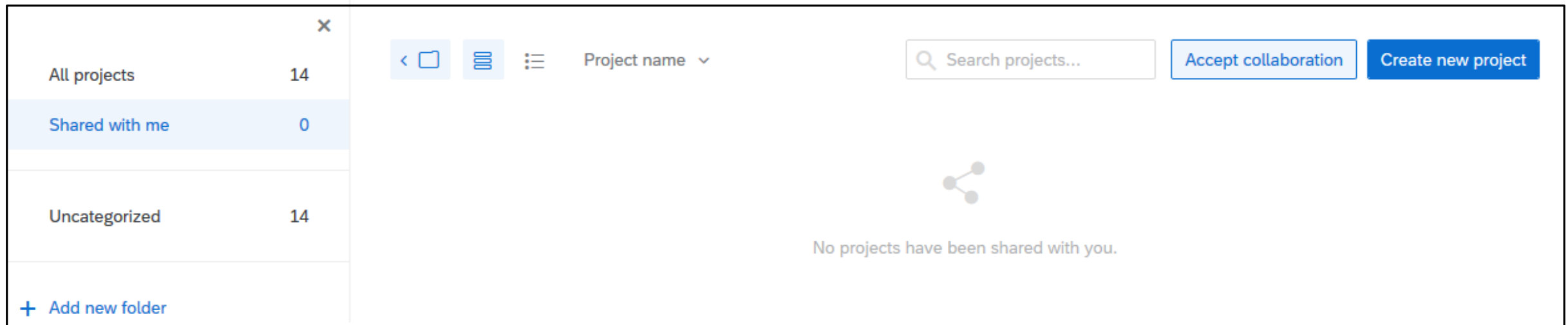
The screenshot displays the Qualtrics XM interface. At the top left is the logo "qualtrics<sup>XM</sup>". Below it is a table with a close button (x) in the top right corner. The table lists folders and their counts:

Folder Name	Count
All projects	14
Shared with me	0
Uncategorized	14

At the bottom of the table is a link: "+ Add new folder". To the right of the table is a navigation bar with a back arrow, a folder icon, a list icon, and a dropdown menu labeled "Project name". Below the navigation bar is a project card for "Survey" with the title "Book Orders" and the text "Modified Nov 5, 2019".

# SHARED PROJECTS

1. Choose *Shared With Me* from the menu.
2. If any projects have been shared with you by another user, they will appear on this screen. Select the project if it appears. If you do not see the project you will be able to enter an access code later in the process.
3. Click on the *Accept Collaboration* button.




# ACCEPT THE COLLABORATION

1. If you selected a project then this prompt will show this selected project.
2. If you did not select a project, the prompt will request a collaboration code. This code can would have been sent to your email.
3. Click *Submit* to finish.

## Accept Survey Collaboration

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If you received a survey collaboration code in your email, you can enter it here to accept the invitation.

 [Learn more about collaboration codes.](#)

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Cancel