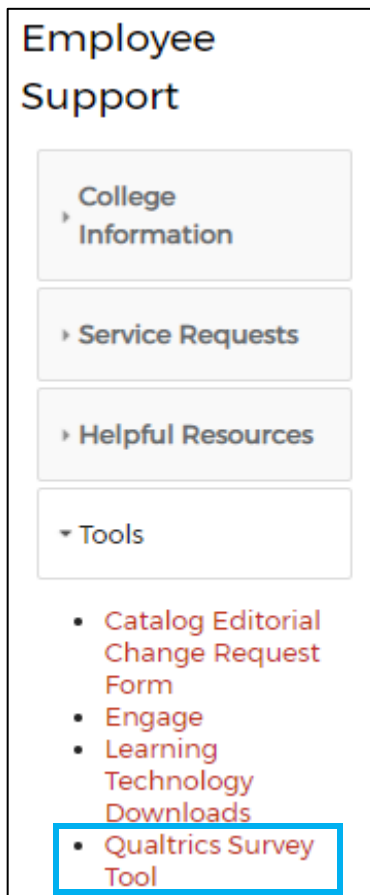


To register and create your Qualtrics account, please follow the steps below:

1. Go to: <http://valenciacc.qualtrics.com>
2. Follow the link beneath Email/Username to create an account
3. It may say "don't have an account" or "forgot password"
4. Enter your name, Email, etc.
5. When you get to the last screen it will ask you if you have an access code
6. If you are a student, please enter: **StudentVC**
7. If you are an employee, please enter: **rNyCR**

➔ **For Valencia employees:** There is another link to the Qualtrics registration site, by following these steps:

1. Log in to Atlas
2. Click on the Employee Tab
3. Click on the Qualtrics Survey Tool located in the Employee Support channel



The password you create will need to be updated every 90 days. Please do not use passwords that may be easily accessed by others (such as your social media passwords).

For additional information, contact Institutional Evaluation Office at x3803 or via email [participate@valenciacollege.edu](mailto:participate@valenciacollege.edu)