



# Qualtrics Student Account Request Form

**1. I'm requesting use of a Qualtrics account on behalf of:**

a) an individual KSU student I am supervising.

Student Last Name	Student First Name	Student KSU E-Mail
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b) students taking a course I am teaching or in a degree program I oversee.

Course Number	Course CRN	Course Title	Semester/Year
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c) a registered student organization (RSO) I advise.

RSO Name

Student Last Name	Student First Name	Student KSU E-Mail
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Note: All student accounts will expire one year after account activation.

**2. Please provide the student's IRB Approval Number:** \_\_\_\_\_

If student does not have IRB Approval Number, will their research involve human or animal subjects?  Yes  No

**3. Please describe how Qualtrics will help achieve the project/course goals.**

**4. Please provide your contact information.**

Last Name	First Name	KSU E-Mail	Ext.
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You can submit this form to [irb@kennesaw.edu](mailto:irb@kennesaw.edu).



## Qualtrics Student Account Request Form

### 5. KSU Qualtrics End-User License Agreement

- I. Purpose of Agreement
  - a. This agreement defines the responsibilities and expectations of individuals requesting access to Qualtrics, a web-based survey application, available to all active KSU faculty, staff, and students.
- II. Responsibilities:
  - a. I agree to:
    - i. Use Qualtrics within the normal requirements of legal and ethical behavior expected of Kennesaw State University students, faculty, and staff.
    - ii. Abide by all university policies regarding the use of technology resources and, specifically, the collection and use of sensitive data  
<https://policy.kennesaw.edu/>
    - iii. Refrain from the collection of credit card, debit card, or banking information
    - iv. Abide by the standards and practices of the Kennesaw State University Institution Review Board (IRB): <http://www.kennesaw.edu/irb/>
    - v. Abide by Kennesaw State University Relation's style guide for using KSU logos: <http://www.kennesaw.edu/styleguide/>
    - vi. Assume responsibility for any and all customized settings, codes, templates, etc. that are not included in the default settings.

By signing below, you accept oversight of the student(s) you are requesting access for. You also accept responsibility for assuring the student(s) adhere to the KSU Qualtrics End-User License Agreement.

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Signature

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Name (print)

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Date