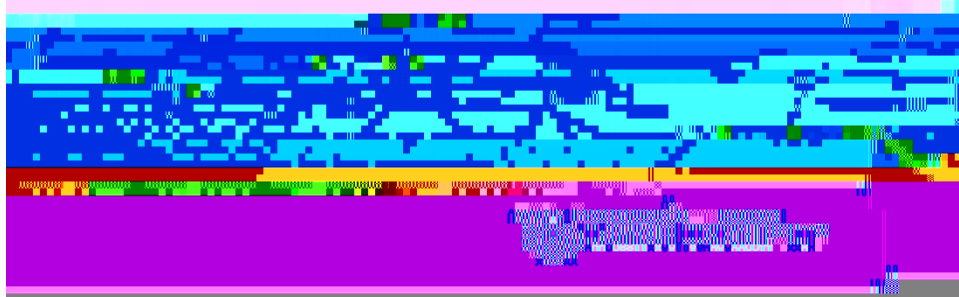


Obtain Approval to Distribute a Lamar Survey

- First the survey subject matter is submitted to the IRB Board for approval to begin research
- Once IRB approved, the survey can be released within Qualtrics
- When the survey has been created in Qualtrics,



Login to your Qualtrics Account

- Click the link <https://www.lamar.edu/it-services-and-support/qualtrics.html>
- Enter your LEA credentials (jsmith) and password

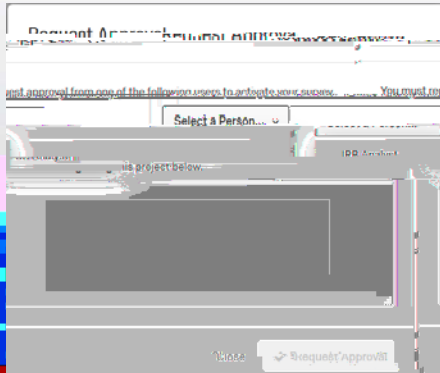
Note: I recommend bookmarking this page for future use

The Qualtrics Survey Creator

- The survey creator creates a survey in Qualtrics
- On the Projects page, right click the arrow to the right of the survey and select Request Approval

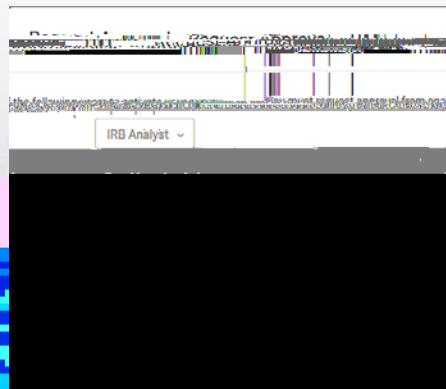
Request Approval

- In the Request Approval box select IRB Analyst



Comment to the Approver

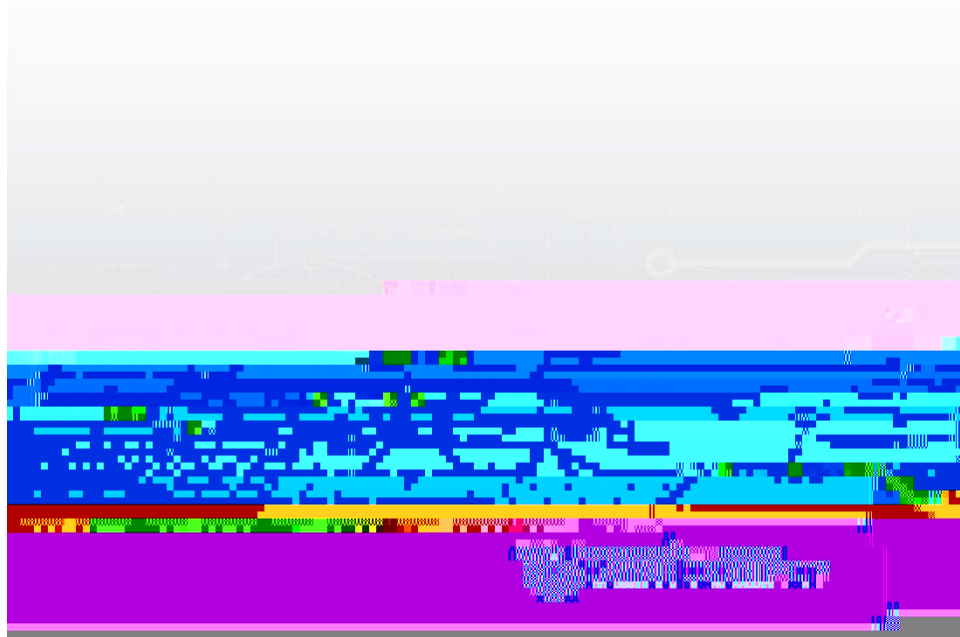
- The creator can add a comment to the Approver (optional)
- Click the Request Approval button to submit the request



Creator's Survey Pending Approval

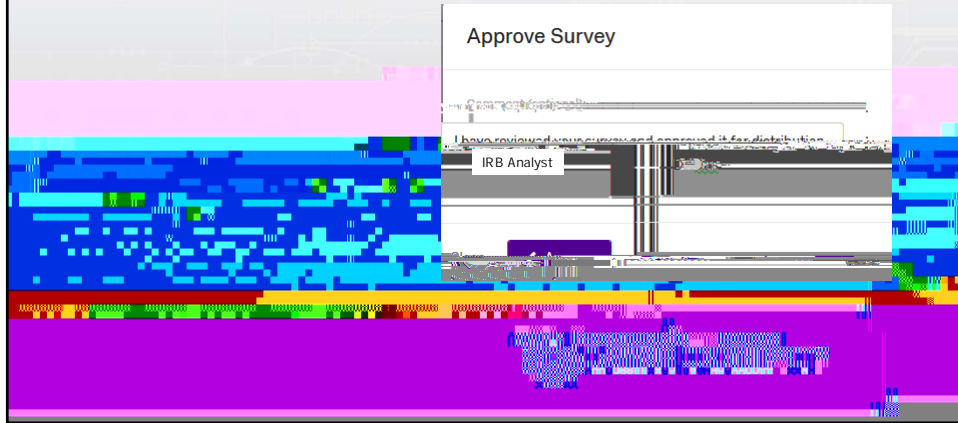
- On the creator's Projects page a box will appear showing the name of the survey, the Request Date, the IRB Analyst, the Status, and the comment to the analyst





Final Distribution Approval

- Enter a comment to the creator (optional)
- Click Approve for final distribution approval



Distribution by the Creator

- Open your Project page to see that your survey has final approval
- Click the project name to open the survey

