Share or Transfer Qualtrics Surveys

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Sharing a Survey

For sharing instructions, see the Qualtrics article about Collaborating on Projects.

IMPORTANT:

If you are sharing with a member of the Brown community and **their name doesn't autofill** in the search, they don't have a Brown Qualtrics account.

Before you share, contact them and tell them to log in at brown.qualtrics.com to set up their account. Otherwise, they will receive an invite to create a non-Brown Qualtrics account which has several limitations. After they have created their account, you can go through the sharing process again.

Transferring a Survey

Transferring a Qualtrics survey is something that IT Service Center is able to do on your behalf - you can create a request on this site.

If you are the owner of Qualtrics survey(s) and will be leaving Brown, we recommend contacting the IT Service Center yourself and request the transfer. If you are not the owner, and the owner has left Brown, approval may be required depending on your role and the role of the original owner.