



## How to Require SOU Authentication for Respondent Access to a Qualtrics Survey

Brad Christ - 2017-09-02 - Comments (0) - Qualtrics

In some cases, you may need to verify that the respondents are SOU faculty, staff, or students when taking a survey. To enable this for a Qualtrics survey, follow the steps below:

1. On the **Edit Survey** tab, click the **Survey Flow** link at the top of the page
2. On the Survey Flow page, click the **+Add a New Element Here** link
3. From the list of options, click the **Authenticator** button
4. In the Authentication Type field, select **SSO**  
*Note: Remove the checkmark next to "Associate Respondent With Panel" to retain anonymity of survey results*
5. In the SSO Type field, select **Shibboleth**
6. Click **Move** (under the blue authentication box), and drag the blue box up to the top of the survey flow (this should be the first item in your survey flow, if you want them to authenticate to access the survey)
7. Click the **Save Flow** button at the bottom of the screen

The finished Survey Flow should look like the example below:

