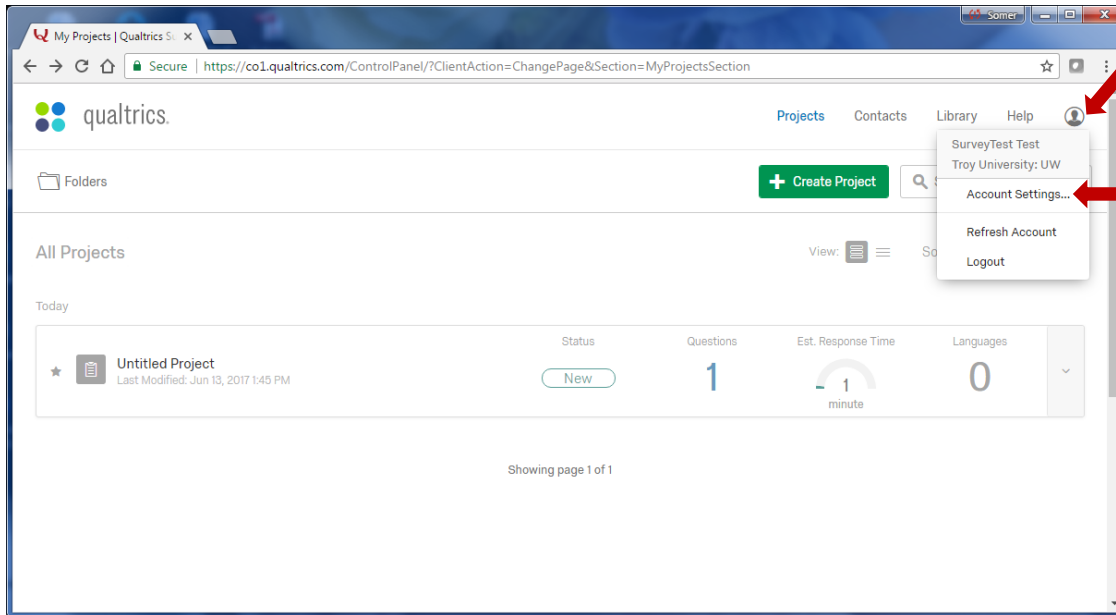


# Troy University Qualtrics

## How to link your Faculty account to your College/Division

Begin by going to [troy.qualtrics.com](https://troy.qualtrics.com) and logging into your account dashboard.

1. Click on your account icon in the top right corner.
2. Select Account Settings from the dropdown menu.



3. Click on the Upgrade Account tab.
4. Type in the code that corresponds with your college in the Upgrade Code box.  
(If you do not know the faculty Upgrade code for your college please email [smgivens@troy.edu](mailto:smgivens@troy.edu) to request a code)
5. Click the green Upgrade Account button underneath the code box.

