

Log into Qualtrics using your username and password
<https://louisiana.ca1.qualtrics.com/login>



[Forgot your password?](#)

Select the survey you wish to anonymize. The survey(s) you created are on the left side of the screen once you login.

****NOTE** The IRB considers collecting data outside of your IRB approval to be RESEARCH MISCONDUCT.

A screenshot of the XM (Qualtrics) dashboard. At the top left is the "XM" logo, followed by a hamburger menu icon and the word "Home". Below this is a blue circular profile icon with the letter "S" and the text "Welcome to XM" with a gear icon for settings. A search bar contains the text "Search by name, type, owner...". Underneath, there is a "Recently visited" section with a link to "See all projects". A red arrow points to a survey entry in the "Recently visited" list. The entry is titled "Report a Human Subjects..." and shows "0 Responses" and an "Active" status in a green box. A small "Survey" icon and a three-dot menu are also visible.

Once you have selected your survey, look for the survey options icon. Click the Survey Options icon. This is the last icon on the left hand menu (indicated by the arrow).

The screenshot displays the Qualtrics Survey Editor interface. At the top, the XM logo and a hamburger menu icon are visible, followed by the text 'Report a Human Subjects Research Concern' with a dropdown arrow. Below this is a navigation bar with tabs for 'Survey', 'Workflows', 'Distributions', 'Data & Analysis', and 'Results'. The 'Survey' tab is active. On the left side, there is a vertical menu with several icons. A red arrow points to the 'Survey options' icon, which is highlighted with a black tooltip. The main content area shows the 'Edit question' section. Under 'Question type', there is a dropdown menu currently set to 'Text entry'. Below that, another dropdown menu is set to 'Essay text box'. The 'Response requirements' section includes a toggle for 'Add requirements' (which is turned on), radio buttons for 'Force response' (selected) and 'Request response', and a toggle for 'Add validation' (which is turned off). The 'Question behavior' section includes links for 'Display logic', 'Skip logic', 'Default choices' (selected), and 'JavaScript'.

Click the Security Option on the left side of your screen, indicated by the arrow.

The screenshot shows the Qualtrics 'Options' page for a survey. The 'Security' option is highlighted with a red arrow. The page is divided into several sections: General (Language, title, survey description), Responses (Survey expiration, incomplete responses, back button and more), Security (Passwords, file uploads, bot detection and more), Post-Survey (Thank you emails, completed survey messages, and triggers), and Advanced (Scoring, Quotas, Translations). The right sidebar shows settings for survey language (English (U)), display name (Qualtrics S), and survey description (The most your jour).

Scroll down until you see the option to Anonymize Responses. Toggle the switch to the ON position as indicated by the arrow.

Your collected survey responses are now anonymous!

The screenshot shows the 'Security' settings page. The 'Anonymize responses' toggle is turned ON, indicated by a red arrow. The page lists several security options: 'Allow people to take your survey only if they select a survey link incl' (Off), 'Prevent multiple submissions' (Off), 'Prevent indexing' (On), 'Uploaded files access' (Only users with permission to view responses), and 'Anonymize responses' (On). The 'Anonymize responses' option is described as 'Don't record respondents' IP Address, location data, and contact info'.