Log into Qualtrics using your username and password [https://louisiana.ca1.qualtrics.com/login](https://louisiana.ca1.qualtrics.com/login)

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

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!