

# Logging in to Qualtrics: EES Dashboard and Action Planning



URochester

1. Click [link](#) to the Qualtrics system.
2. Click **UR SSO**.
3. Enter your **SSO** information to log in.

From the Survey Results Dashboard homepage:

4. To view your Survey Results Dashboard:
  - 4A. Click **View Results** (on the page or the toolbar on the left) to go to your **Dashboard** to see survey results.
  - 4B. Then select **Go to dashboard** under **Employee Experience Survey 2025**.  
*As a reminder, a minimum of five respondents is required for results to display to ensure confidentiality.*
5. To create, view, or update an action plan, click **Plan of Action**.

The image consists of three screenshots of the Qualtrics Survey Results Dashboard. The top-left screenshot shows the sign-in screen with the text 'Select how you would like to sign in' and two options: 'UR SSO' (highlighted with a red box and a circled '2') and 'Qualtrics sign in page'. The top-right screenshot shows the main dashboard with a sidebar on the left containing 'Home', 'View results' (highlighted with a red box and a circled '4B'), and 'Plan of action'. The main area is titled 'View results' with the sub-instruction 'Learn what your team is feeling, and discover areas to focus on'. It includes a search bar and a card for 'Employee Experience Survey 2025' with a 'Go to dashboard' button (highlighted with a red box). The bottom screenshot shows the dashboard homepage with a sidebar on the left containing 'Home', 'View results' (highlighted with a red box and a circled '4A'), and 'Plan of action'. The main area features a welcome message 'Welcome, Leah', a central call-to-action 'Be your best and help your team grow', and two cards: 'Discover insights' (with a purple donut chart icon) and 'Turn ideas into actions' (with a green diamond icon). Each card has a corresponding 'View results >' or 'Plan of action >' button (highlighted with a red box).