

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**.

