

## Transferring ownership of Qualtrics surveys

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There are instances in which the creator / owner of a Qualtrics survey needs to transfer ownership or keep the survey upon leaving Penn. For example, Qualtrics surveys will be deleted when the owner leaves Penn unless there is a request to transfer ownership or keep the surveys.

To transfer ownership or keep your Qualtrics surveys, please email [ithelpdesk@asc.upenn.edu](mailto:ithelpdesk@asc.upenn.edu) with the subject "Transfer ownership of Qualtrics surveys".

Please include the following in your request:

1. Your PennKey and email address associated with your Qualtrics account.
2. List each survey by title or survey ID and specify where the survey should be transferred to (email address).

1. **Example 1: Transfer survey titled "ASC Survey" to email@upenn.edu**

2. **Example 2: Transfer survey ID d0Guee7pF2HclZM to email@email.com**

1. Your survey ID can be found in the URL of your survey. For example, in the URL [https://upenn.co1.qualtrics.com/jfe/preview/previewId/1b91d0d3-bbcb-4202-a0de-65e7dc4ecef9/SV\\_d0Guee7pF2HclZM?Q\\_CHL=preview&Q\\_SurveyVersionID=current](https://upenn.co1.qualtrics.com/jfe/preview/previewId/1b91d0d3-bbcb-4202-a0de-65e7dc4ecef9/SV_d0Guee7pF2HclZM?Q_CHL=preview&Q_SurveyVersionID=current), the survey ID is followed by "/SV\_" and ends before "?". Thus the survey ID is "d0Guee7pF2HclZM".

Once the Help Desk has received your transfer request, we will submit the request to ISC on your behalf.