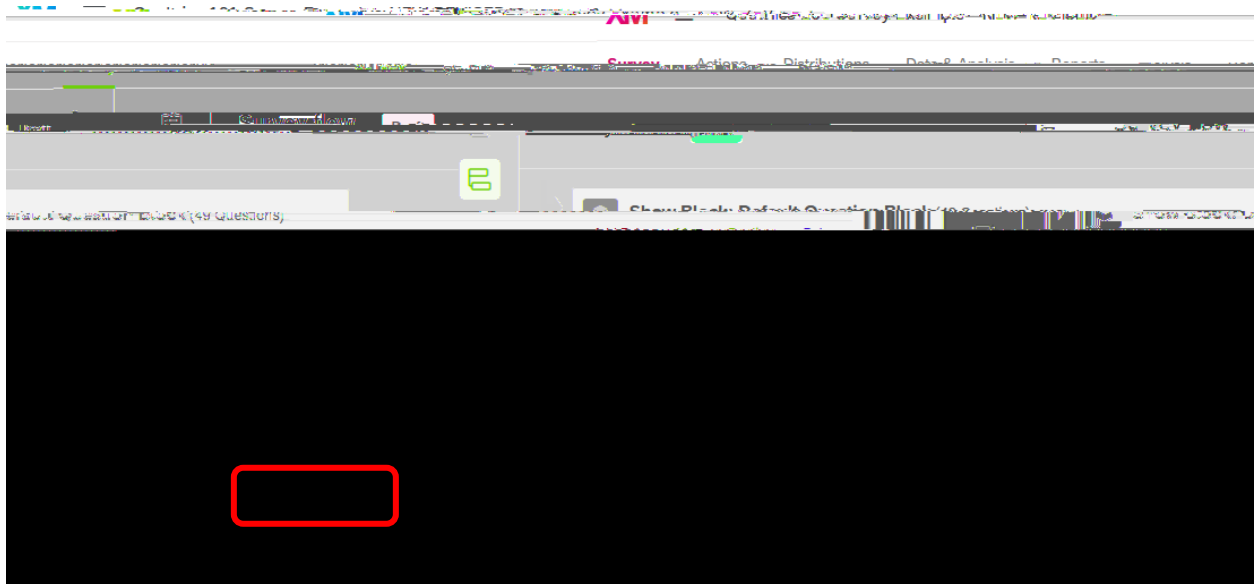


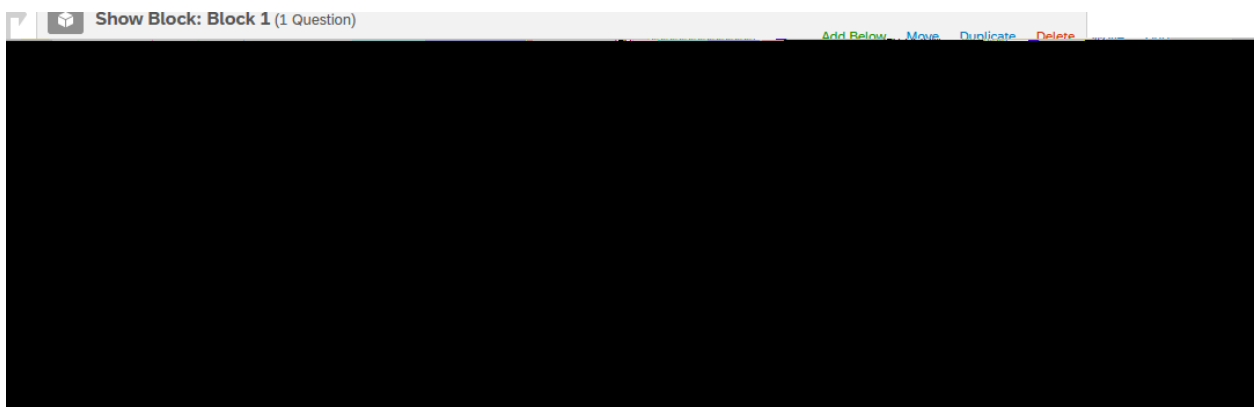
Qualtrics – SSO Authenticator in Surveys

The **Single Sign On Authenticator** can limit only USI employees and students to participate in a survey/form and it can allow for certain fields (first name, last name, USI employee or student email, USI employee or student ID, employee phone number, employee department and employee office location) to be pre-populated within the form with certified correct data from Banner. This assists in making forms that need participants to fill in these fields easier to complete as well as verifying data with the university's records.

3. Select **Authenticator**.

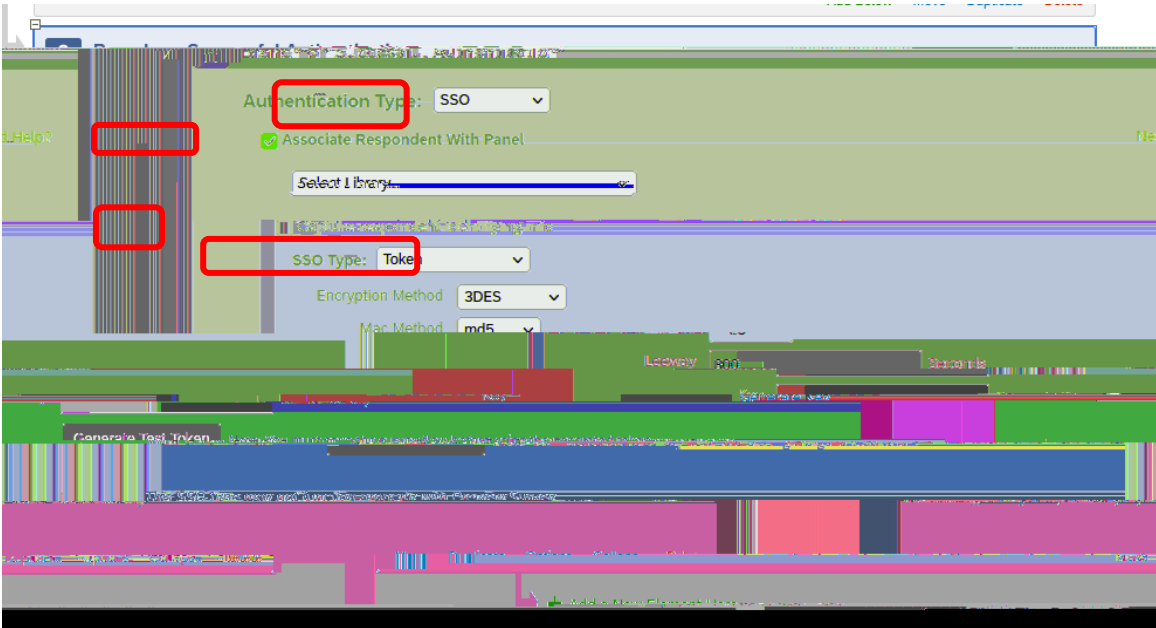


The screen will look like this

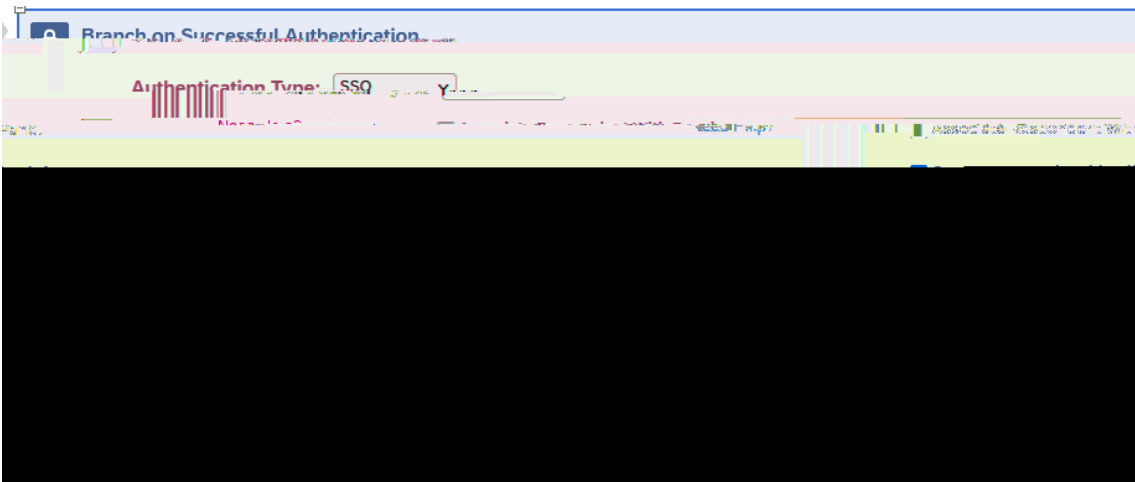
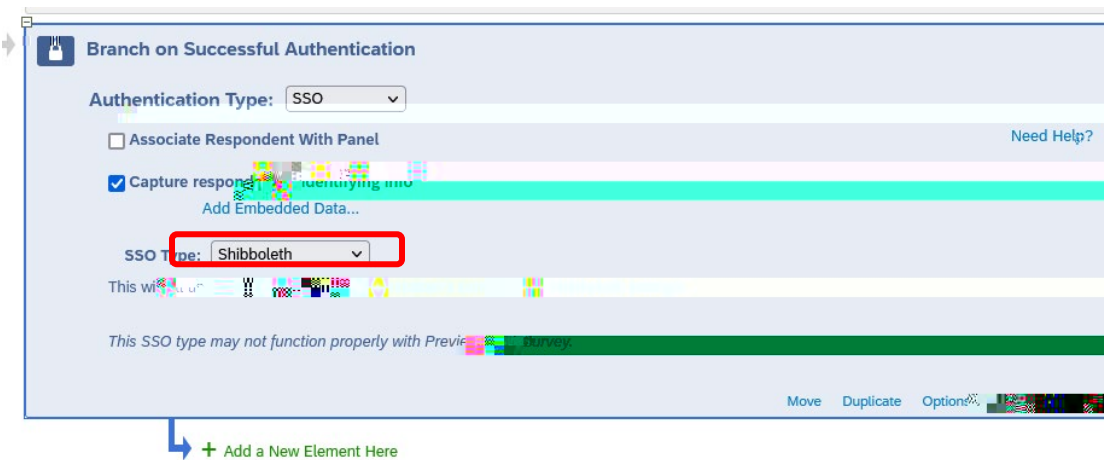


4.

- Change **Authentication Type** to **SSO**,
- **Uncheck Associate Respondent with Panel**
- **Check** Capture respondent identifying infoChange SSO Type to **Shibboleth**



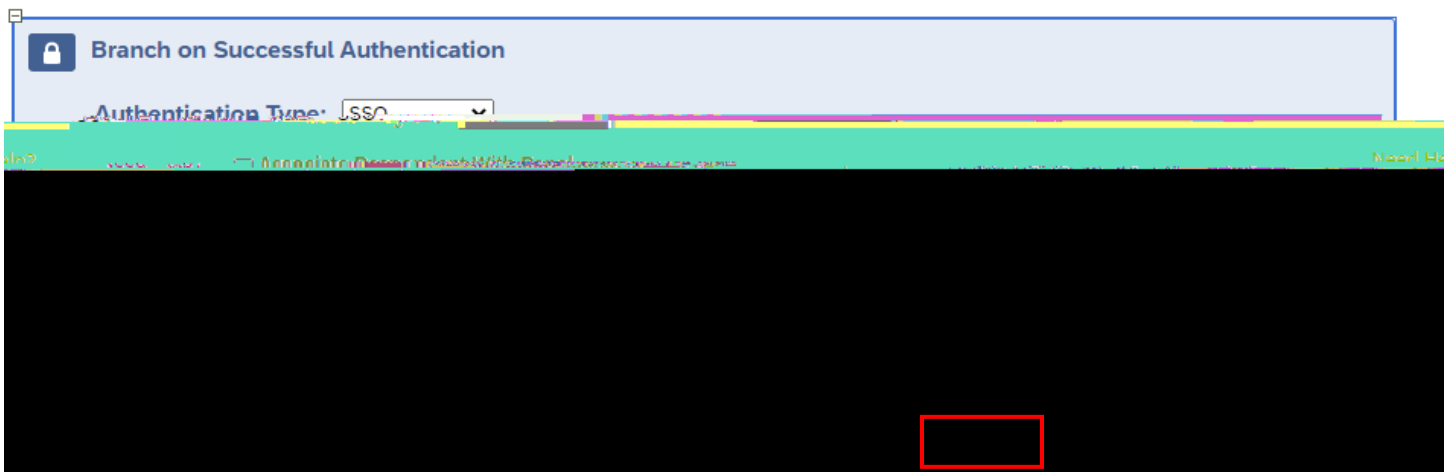
Screen should now look like this, then click on Add Embedded Data



5. Enter your **Embedded Data field names** into the “Embedded Data to Set” text entry box on the left of the equals sign and insert the formal or friendly names of the attributes that are being passed via SAML into the “Field From SSO” text entry box (you can click the plus sign to add additional fields).

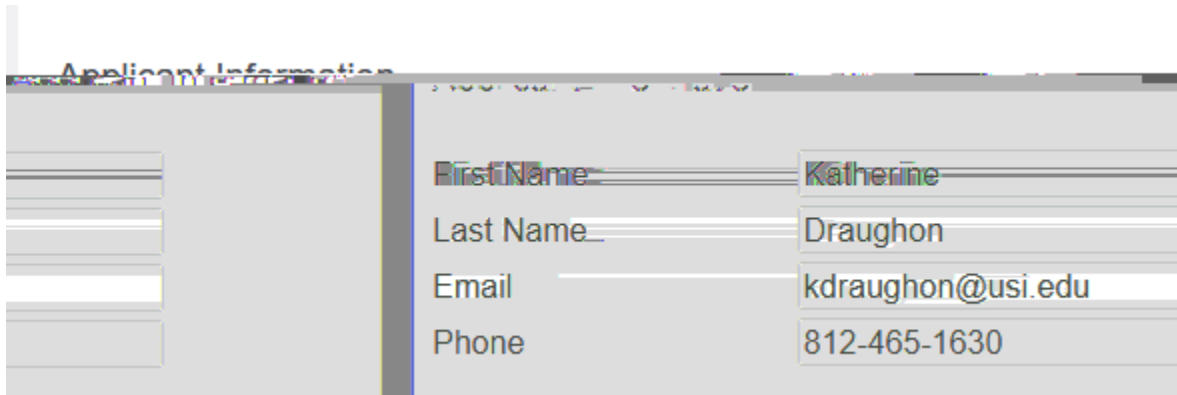
Note:

- The fields highlighted in yellow are the ONLY fields available to use. Do not try to make up other variables.
 - Enter the fields in yellow **EXACTLY** as show (i.e. pay attention to capitalization – the n in firstName and lastName is capitalized, etc.) or they will not work.
 - employeeID is also the student id – but you must enter employeeID
 - You do not need to enter or use all these fields. Just enter the ones you need for your survey.
 - The fields on the left can be anything you want, but no spaces or dashes.
6. Move the Authenticator Block to the VERY TOP of the survey. It must be the first thing that the respondent completes to bring in these fields.
 - Click and drag “Move” to make the block the first one of the survey. Drop it when you get to the top, and it has moved.



7. To allow for the survey taker to confirm their information6T01 (a Tw.[(0)7 (m) tate

What the respondent will see:



The image shows a screenshot of a web form titled "Applicant Information". The form has a light gray background and a dark gray header. On the left side, there are several empty input fields. On the right side, the following fields are pre-populated with text:

First Name	Katherine
Last Name	Draughon
Email	kdraughon@usi.edu
Phone	812-465-1630

Remember – this only works for current USI employees and enrolled students. If the respondent needs to make changes, they can type over the information pre-populated.