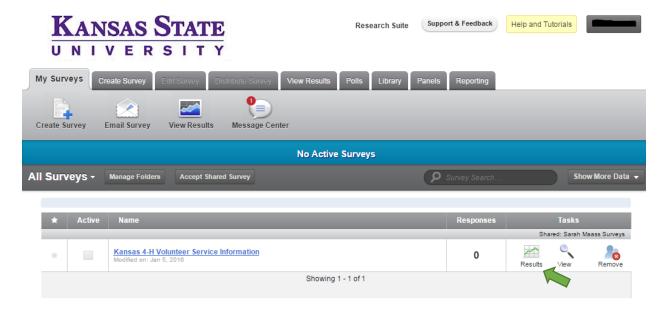# Directions for Retrieving the
Online Kansas 4-H Volunteer Service Application and Renewal Data

If you have never logged into Qualtrics, you will need to create an account. Please go to http://kstate.qualtrics.com (please note there is no hyphen between the K and State). To sign in, you will use your K-State eID (not email address) and password. Details for accessing Qualtrics:
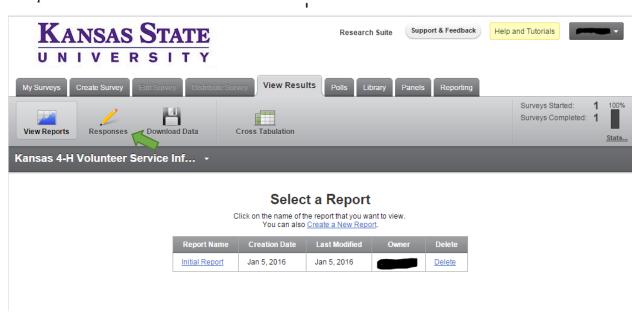
- The first time **anyone** signs into Qualtrics they must select "I don't have a Qualtrics account."
- You will be able to access Qualtrics immediately.

Once you have logged in, you will see a survey named "Kansas 4-H Volunteer Service Information – Name of Extension Unit." To the right of the name you will see a *responses* column and a *tasks* column. The *responses* column indicates how many people have completed or started an application or renewal. The *tasks* column should have the results, view, and remove options.
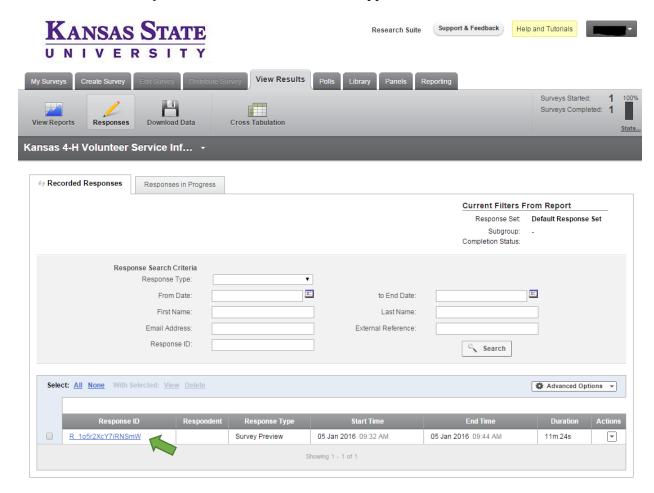
To view the results or a completed application or renewal, you will click on the results link under the *tasks* column.
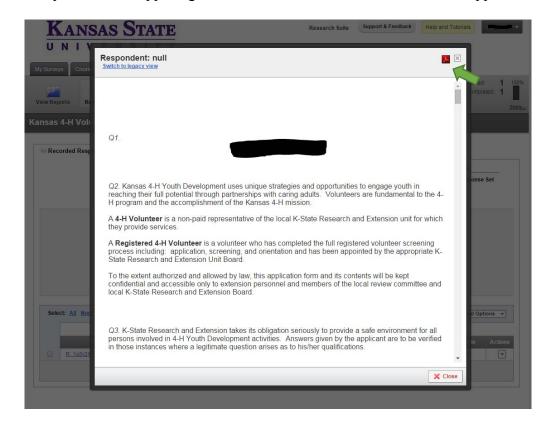

Click on *responses*.

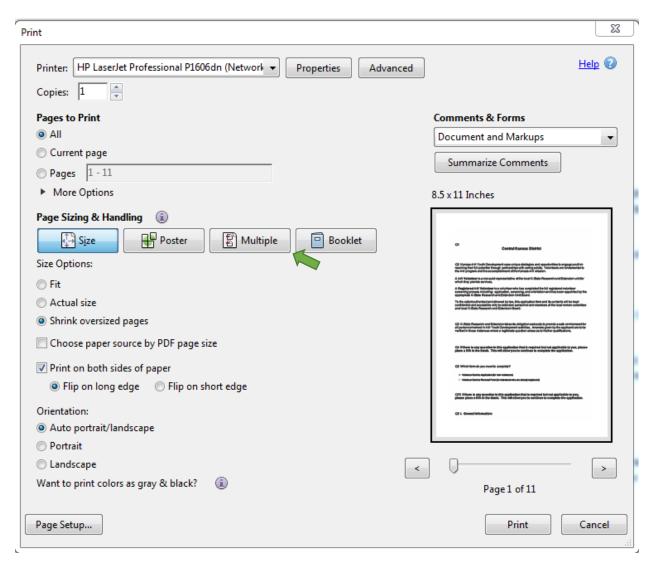Click on each individual *Response ID* to view the individual application/renewal.

Click on the Adobe symbol in the upper right hand corner to download the individual application/renewal.
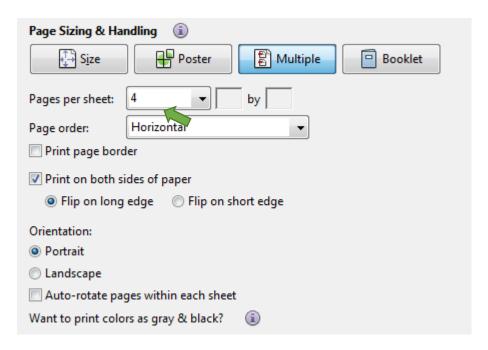
Another window will pop up and you will have the option to name and save the file if you desire. If you wish to save the file, rename it, then click *Export*. If you do not plan to save the file, click *Export*. Depending on the Internet Browser you use, it may save it to your hard drive or a window may pop up asking you if you would like to save it or open it.

Note: If you print the file, it will be 11 pages in length or 6 pages in length double sided. In order to minimize the number of pages printed, please follow these steps:

1. Open up the document in Adobe Reader.
2. Go to File → Print
3. Select Multiple under Page Sizing & Handling

4. Then you can decide if you want to print 2 or 4 pages of the application/renewal to 1 side of a page by selecting the appropriate number by the *Pages per sheet*.

5. Optional: You may want to play around with the settings for the document to print the way you want it to (i.e., flip on long edge/flip on short edge; portrait vs. landscape, etc.).

If you have any technical questions regarding Qualtrics, please contact Sarah Keatley at keatley@ksu.edu or 785-532-5800.