



Dashboard Access FAQ

Dashboard Email and Access

1. You will receive an email from the Yolo County YES Team that will include a **dashboard link** and **login credentials**.

The Yolo County YES Team <noreply@qemailserver.com>

2. The dashboard link will take you to a Qualtrics login page. To **access your results dashboard**, you will need to use the link provided in the email.

The image displays two side-by-side screenshots of the Qualtrics XM interface. The left screenshot shows the login page with the Qualtrics XM logo at the top. Below the logo are two input fields: 'Username' and 'Password'. A blue 'Sign In' button is positioned below these fields. At the bottom of the page, there are two links: 'Forgot your password? Reset here' and 'New user? Set your password here'. The right screenshot shows the 'Reset your password' page. It features the Qualtrics XM logo at the top, followed by the heading 'Reset your password'. There are two input fields: 'Password' and 'Confirm Password'. Below these fields is a section titled 'Your password must be:' with a list of requirements: 'At least 8 characters.', 'At most 64 characters.', 'Not commonly used.', and 'Different from the current password.'. A blue 'Reset password' button is located at the bottom of the page.

3. To login, you will use the provided username (your email) and randomly generated password. Once you input your randomly generated password, the system will prompt you to reset your password.
4. Moving forward, dashboard access emails will display your email, but hide your password. If at any point you forget your password, you can select “**Reset here**” on the login page.

Dashboard Tips

- Once logged in, you will be taken to the Key Findings page of the dashboard. To **toggle to other pages** of the dashboard, select the down arrow next to the title of the page on the left corner.

Key Findings 1 of 14 ▾

- Review the **Using the Dashboard** page to better understand:
 - How to filter survey results to focus of different parts of your team
 - The anonymity threshold in the dashboard
 - How to download your results by exporting a page or a single widget (visualization)
 - How to interpret the results
 - How to read the comparisons shown in some widgets