

Survey Monkey Login Instructions

The following are instructions Langara users must follow in order to create and log into your Survey Monkey account successfully. Please read carefully and follow each step.

The instructions include the following critical steps:

1. Signing in to your account via the Langara authentication page
2. Setting up your account in the Langara Survey Monkey Group

Important notes:

- Do not use Internet Explorer when accessing Survey Monkey
- Do not attempt to access your Survey Monkey account via the Survey Monkey website. Langara users have a specific link to access the Langara Survey Monkey Group and Enterprise Account features.

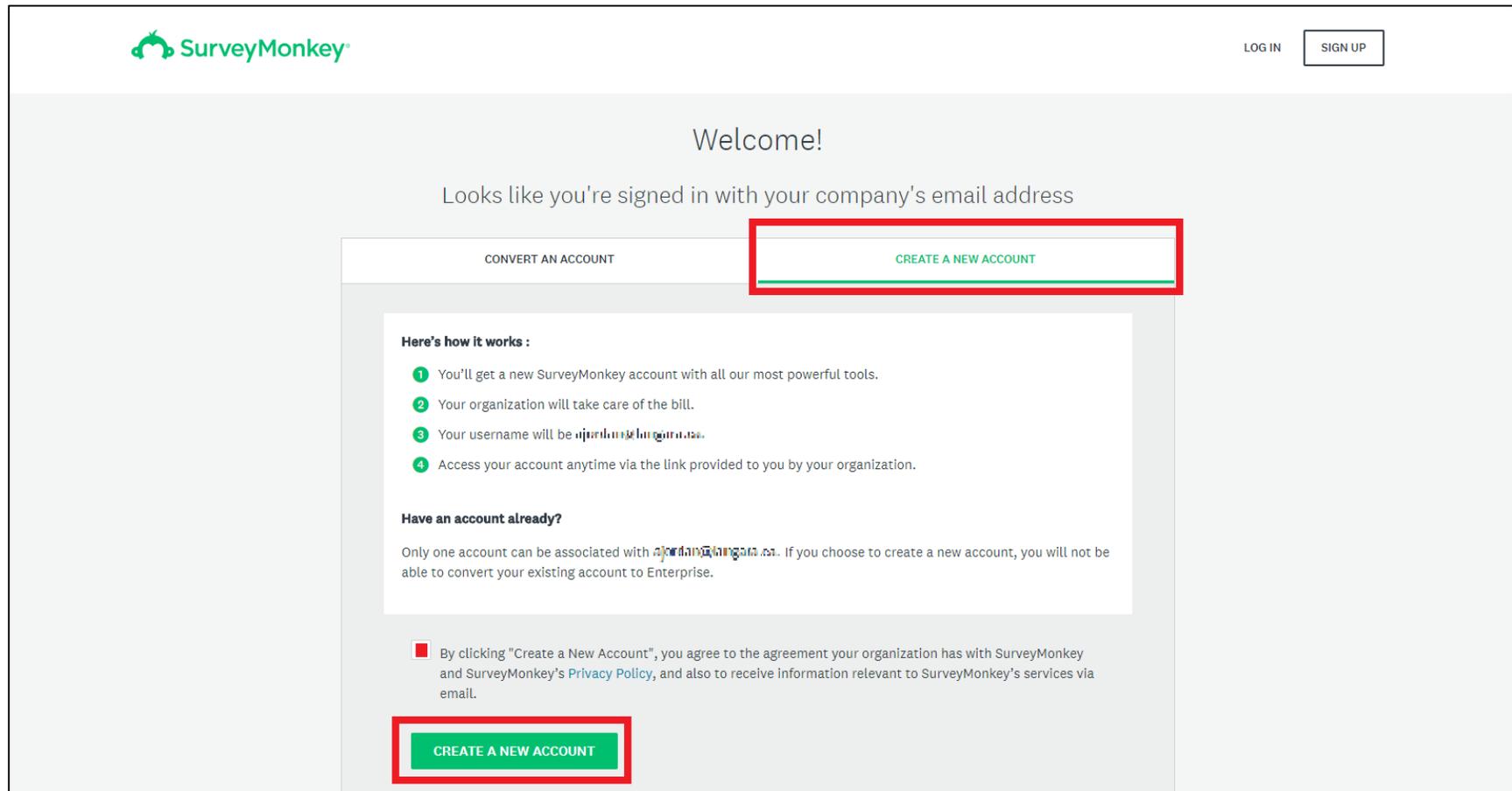
1. Setting up your account in the Langara Survey Monkey Group

- Go to the following link: surveymonkey.com/user/sso/Langara NOTE: Do not use Internet Explorer
- You will be taken to the Langara authentication page
- Log in with your Federated ID:
 - Your **Computer User ID + @langara.ca** (ex: jsmith@langara.ca)
 - Password is the same one that you use to login to on-campus computers (i.e., accompanies your Computer User ID)

The screenshot displays the Langara authentication interface. On the left, a grey help box provides instructions: 'To log in use your Langara Federated ID: Computer User ID + @langara.ca (eg: flastname00@langara.ca)'. Below this, it says 'Still having trouble? Visit the Accounts and Passwords page on the Langara IT website.' The main background is orange. On the right, the 'Langara.' logo is at the top. Below it, the text 'Sign in with your Federated ID' is followed by a login form with two fields: 'Computer User ID@langara.ca' and 'Password'. A red box highlights these fields. Below the form is a 'Sign in' button, also highlighted with a red box. At the bottom right, there is a note: 'To log in use your Langara Federated ID: Computer User ID + @langara.ca (e.g. flastname00@langara.ca) Still having trouble? Visit the Accounts and Passwords page on the Langara IT website.'

2. Converting your Account to the Langara Survey Monkey Group

- After logging in via the Langara authentication page, you will be taken to the following page:



The screenshot shows the SurveyMonkey account conversion page. At the top left is the SurveyMonkey logo. At the top right are 'LOG IN' and 'SIGN UP' buttons. The main heading is 'Welcome!' followed by the text 'Looks like you're signed in with your company's email address'. Below this is a navigation bar with two buttons: 'CONVERT AN ACCOUNT' and 'CREATE A NEW ACCOUNT'. The 'CREATE A NEW ACCOUNT' button is highlighted with a red border. Below the navigation bar is a white box containing the following text:

Here's how it works :

- 1 You'll get a new SurveyMonkey account with all our most powerful tools.
- 2 Your organization will take care of the bill.
- 3 Your username will be [ajirah@langara.ca](#).
- 4 Access your account anytime via the link provided to you by your organization.

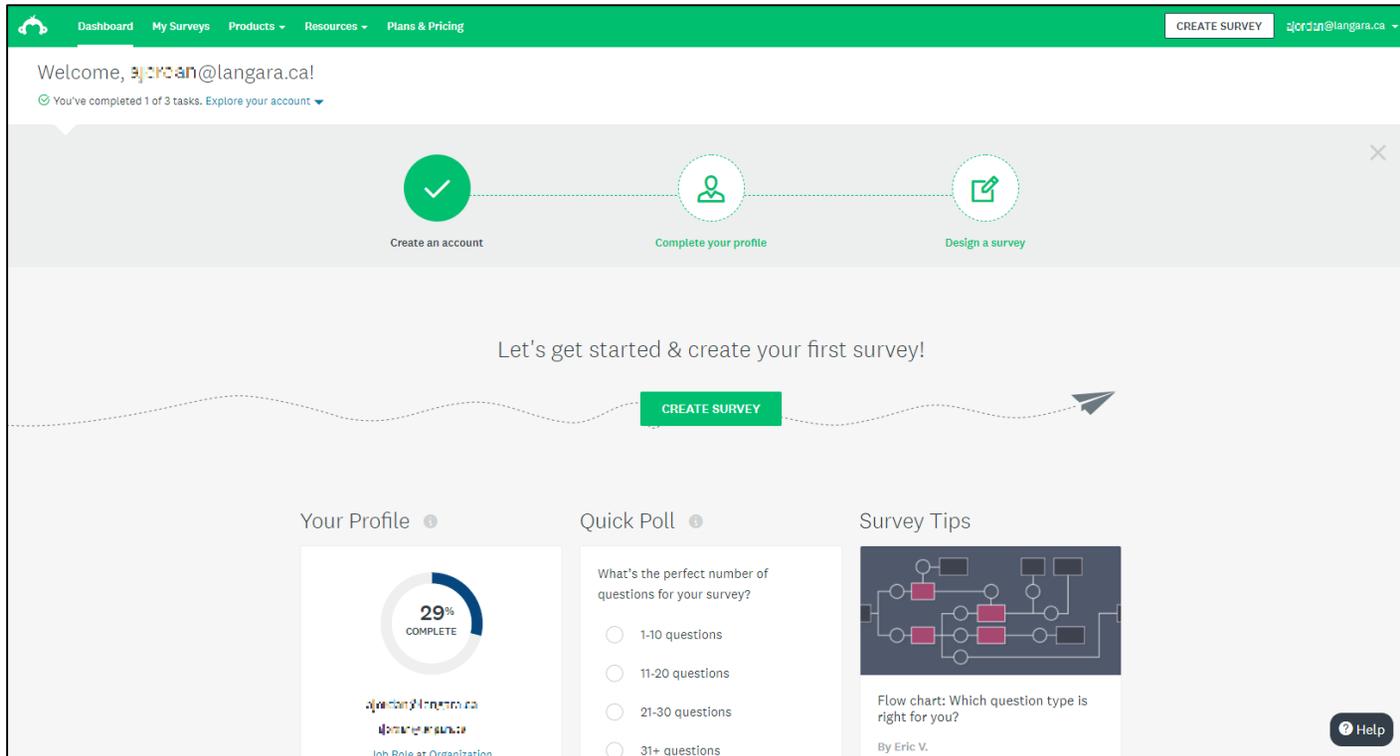
Have an account already?

Only one account can be associated with [ajirah@langara.ca](#). If you choose to create a new account, you will not be able to convert your existing account to Enterprise.

By clicking "Create a New Account", you agree to the agreement your organization has with SurveyMonkey and SurveyMonkey's [Privacy Policy](#), and also to receive information relevant to SurveyMonkey's services via email.

At the bottom of the white box is a green button labeled 'CREATE A NEW ACCOUNT', which is also highlighted with a red border.

- Select the “**CREATE A NEW ACCOUNT**” option
- Under “Here’s how it works” step 3, you should see your @langara.ca email address as your username
- Check the box to agree to Privacy Policy
- Select “**CREATE A NEW ACCOUNT**”
- You will be taken to the following page:



- Success! Your account has been set up
- You may begin using Survey Monkey

IMPORTANT NOTE: After you created your account, you must always login via the following link: surveymonkey.com/user/sso/Langara

This link directs you to the Langara Group for Survey Monkey and access to the Langara Enterprise Account and features. DO NOT login via the Survey Monkey website.