Step #1 To review other survey support tools and resources go to http://www.opds.vcu.edu/pie/pie-survey-support/survey-support-tools-and-resources/ (there is a direct link to the survey registration and calendar tool on this page). To directly go to the survey registration and calendar tool type this url: go.vcu.edu/vcusurvey.

Step #2 The link on the Survey Support Tools and Resource page (Please click here to register a survey.) or if go.vcu.edu/vcusurvey is used the Central Authorization Service (CAS) will prompt you to type in your eID and password. The picture below will be the screen you should see once your eID and password has been entered.

Step #3 To register a survey click Register a New Survey. Type in the information required and then click Continue. In order to continue all questions must be answered.
Step 4 The next screen is the registration survey form. Please complete the information requested on the form. If all of the information is not available at the time of registration you can edit the form at a later date but you may have to provide information in the required fields in order to save the form. The picture below is an example of what the form looks like with only some of the questions. Once the form is completed and saved you will be brought back to the home page that will show a list of options as seen in Step #2.

Step 5 To view surveys that you registered click List My Surveys. This selection will show a list of your surveys that will have the title of survey, start date and end date of the survey, sample size, and status. This feature will allow the capability to view the information entered on the form and the opportunity to edit a survey that was entered by you. See the example of the screen below.
Step #6 Once surveys are registered they will automatically populate on the VCU Survey Calendar. To view the calendar select the VCU Survey Calendar on the home page. When you get to the calendar page it will provide you with all registered surveys. To see your surveys specifically, please select List My Surveys at the upper right hand corner. The calendar feature will allow you to search targeted populations such as: undergraduates, alumni, faculty, first-year students, graduate students, staff and transfer students. The calendar will also show the start and end date of the survey. See example below.
Step #7 Go back to the home page to search other surveys that has been registered by others. Click on Search VCU Survey Inventory. This option allows filtering capabilities based upon the start/end date, sample size, status (active or archived), population, strategic priorities and types of information shared. If nothing is selected a list of all surveys registered will show. By selecting a specific survey, all information provided during its registration will be viewable. See example below of what the page looks like.

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