

Survey Settings: Password Protection

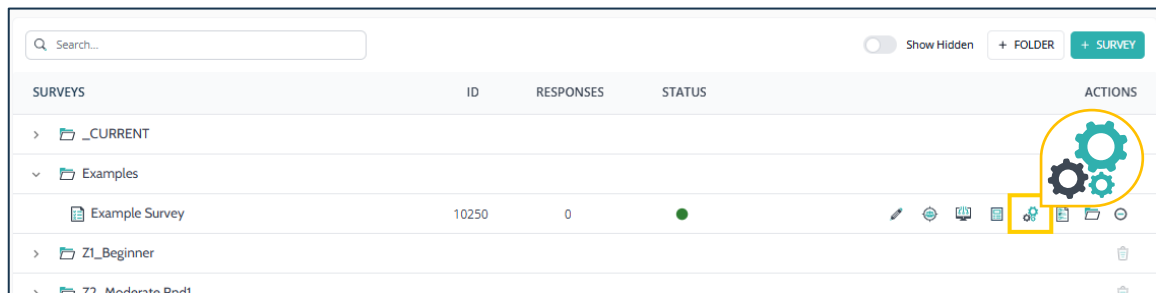
Password Protection is a function that allows you to require respondents to enter a password in order to access the survey.

Step 1: Navigate to the Settings Page

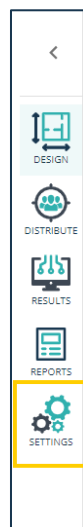
When you are ready to apply the Password Protection function, you will need to make sure that you have selected the correct survey. You can do this by clicking on “Surveys” in the menu at the top of screen.



Find the survey you want to add the Password Protection to in the list of surveys that appears and select the “Settings” icon from the menu to the right of the survey name.

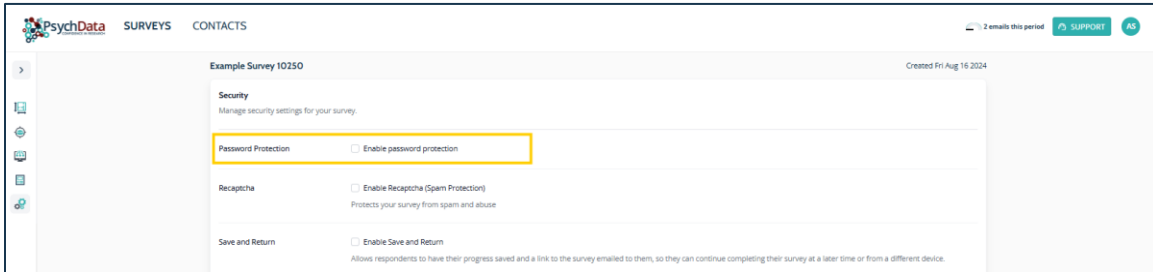


Note: You can also reach the same destination by clicking on the survey name and click “Settings” in the menu on the left-hand side of the page, pictured below.



Step 2: Apply Password Protection

Once you click on “Settings,” you will be redirected to the Settings page, pictured below.



PsychData SURVEYS CONTACTS 2 emails this period SUPPORT 45

Example Survey 10250 Created Fri Aug 16 2024

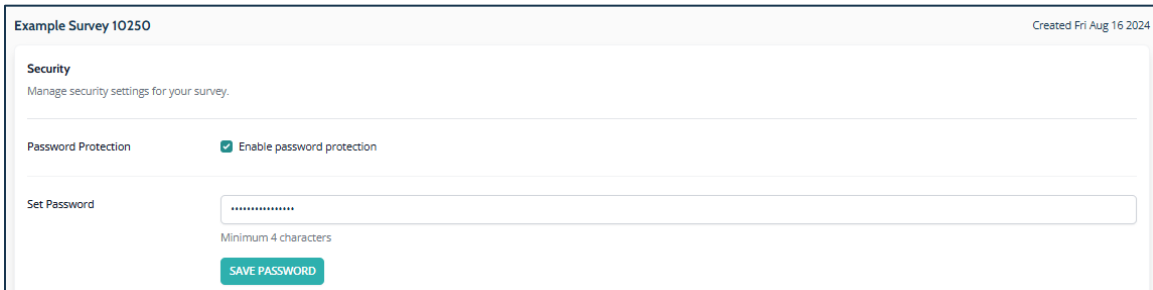
Security
Manage security settings for your survey.

Password Protection Enable password protection

Recaptcha Enable Recaptcha (Spam Protection)
Protects your survey from spam and abuse

Save and Return Enable Save and Return
Allows respondents to have their progress saved and a link to the survey emailed to them, so they can continue completing their survey at a later time or from a different device.

You are going to click the checkbox next to “Password Protection” and enter your desired password into the open field and click the ‘Save Password’ button.



Example Survey 10250 Created Fri Aug 16 2024

Security
Manage security settings for your survey.

Password Protection Enable password protection

Set Password
Minimum 4 characters

SAVE PASSWORD

The Password Protection function is now applied.