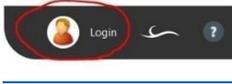


## Create Your Own Welcome and Midcourse Surveys: Getting Started Guide

### Request an Opinio Account

1. Sign into the UNM [IT Service Desk](#).



**Cherwell Service Management** [X]

NOTE: Use your NetID and password to log in.

**Sign-in**

If you have a Cherwell account, sign-in here

User ID  
Enter your user name

Password  
Enter your password

[Use Windows Login](#)

2. Select:
  - a. "Make A Request";



Looking for IT services? Click here to make a request for new phones lines guest access, virtual servers, access to applications and lots more.

- b. "Account Access"; and



### Account Access

This request type is used to get access to specific applications (Opinio, VPN) and to request department or guest netids.

### c. "Application Access Request".



### Application Access Request

Use this to request access to the UNM IT applications.

### 3. Complete the form.



Home

Save Abandon Lookup (0) Record 1 of 1

**New Request (685914)** New Entry

#### 1 Customer Information

If your submission is on behalf of another user, please select them from the lookup.

The request is on behalf of this user:  User does not have a NetID

Home

Save Abandon Lookup (0) Record 1 of 1

#### 2 Request Details

Please complete the details associated with this request.

Service: **Application Access Request**

Request Type:  New  Modify  Disable

Please type a brief description of your request:

Details captured below.

4. Select “Surveys (Opinio)” from the drop-down menu.

The screenshot shows the top of a web browser window with the UNM logo and 'Help.UNM' text. Below the browser window, there is a form with a dropdown menu labeled 'Product Name' containing the text 'Surveys (Opinio)'. Below the form is a 'Submit' button with a house icon.

5. Once submitted, you will receive an email from [opinio@unm.edu](mailto:opinio@unm.edu) with further account creation instructions.
6. Once an account is established, a personal [Opinio](#) folder will be created that only you, by default, can access.

### Request a Copy of the Welcome or Midcourse Survey

Opinio offers the option to build a new survey, or use existing surveys (with owner permission), with ready-made questions and branching logic. It is also possible to request a copy of either the welcome or midcourse survey.

1. To request a survey copy, submit a ticket to the [UNM IT Service Desk](#), or call them at (505) 277-5757. You may also email your request directly to the UNM IT – Opinio Department at [opinio@unm.edu](mailto:opinio@unm.edu).
2. The UNM IT – Opinio Department will coordinate with UNM Online, (the owner of the welcome and midcourse surveys), to generate a copy for you.
3. You may edit your survey copy as you wish.

Additional resources on how to use UNM’s instance of [Opinio](#) are located at [esurveyinfo.unm.edu](http://esurveyinfo.unm.edu). You are welcome to contact the [UNM IT – Opinio Department](#) by emailing [opinio@unm.edu](mailto:opinio@unm.edu).