

## **Submitting CAPS Forms using Qualtrics**

**Step 1: Ensure you have Adobe or another PDF editing application. (Downloading PDF forms and opening them in your web browser to fill them out WILL NOT save your responses.)**

- A. Adobe Acrobat Reader DC may be downloaded for free. Please open this link in your web browser to access the download: <https://get.adobe.com/reader/>
- B. If completing forms using a smart phone or tablet, other PDF editing applications may be available. Adobe Fill & Sign is available for Android. Adobe Acrobat Reader for PDF is available for iPhone.

**Step 2: Complete PDF version of CAPS Forms**

- A. Open your web browser and go to this link: <https://caps.sdes.ucf.edu/forms/>
- B. Download the form(s) you were indicated to complete. (If you are unsure which form(s) to complete, please contact CAPS Front Desk at 407-823-2811.)
- C. Open the PDF file using Adobe or another PDF editing application. (If you open the PDF in your web browser and fill it out, your answers WILL NOT save when you save the PDF. PDF forms MUST be filled out using Adobe or another PDF editing application.)
- D. Once you complete the form, save the file and proceed to Step 3.

**Step 3: Open the Qualtrics drop-link page**

- A. Open your web browser and go to this link:  
[https://ucf.qualtrics.com/jfe/form/SV\\_7V5BmKPjE0LuqkB](https://ucf.qualtrics.com/jfe/form/SV_7V5BmKPjE0LuqkB)
- B. Upload your form(s) by clicking in the grey upload box or by dragging and dropping files into the grey upload box.
- C. Click the black arrow button in the bottom right corner of the window to submit the form(s).

**Step 4: Uploading a photo of your photo ID (UCF ID, Valencia ID, and Government ID are accepted)**

- A. Open your web browser and go to the following Qualtrics link:  
[https://ucf.qualtrics.com/jfe/form/SV\\_7V5BmKPjE0LuqkB](https://ucf.qualtrics.com/jfe/form/SV_7V5BmKPjE0LuqkB)

- B. Scroll down to the last option that says “Please attach any additional form(s) or documents you would like to share with CAPS (e.g., copy of student ID if brand new client).”
- C. Drop file into the grey upload box or click to upload a photo of your photo ID. Click the arrow button in the bottom right corner of the window to submit the photo.

**\*\*\*If at any point you experience technical difficulties or need assistance, we are here to help you! Please feel free to call CAPS Front Desk at 407-823-2811 and ask to speak with Tech Support\*\*\***