Online Surveys
Process for accessing the RCOT Jisc user account

Introduction

Jisc Online Surveys is used by all members of the Royal College of Occupational Therapists (RCOT) including staff and its branches (regional groups and Specialist Sections) to gather knowledge via Online Surveys with members. This includes but is not limited to; event satisfaction/evaluation Surveys, audit or evaluation and other research activities. Online Surveys replaces other tools previously used such as Survey Monkey or Eventbrite to conduct these types of activities within the organisation.

If you conduct Online Surveys on our behalf use this tool under the RCOT Online Surveys license to ensure that we are fully compliant with UK data protection and General Data Protection Regulation (GDPR) laws, and to enable our branches to access a secure Online Survey tool that supports their activities.

About the account

Online Surveys is run by Jisc (Joint Information Services Committee), established in 1993 they are a UK higher, further education and skills sectors' not-for-profit organisation for digital services and solutions. Online Surveys is used by over 300 different organisations in the UK and internationally and provides an easy-to-use tool for creating Online Surveys – large or small. RCOT have an organisational license that includes an unlimited number of users and surveys. Find further information about Online Surveys.

Process for accessing the RCOT user account

1. Dr Gill Ward, Research and Development Manager (gillian.ward@rcot.co.uk) and Kinza Ahmad (kinza.Ahmad@rcot.co.uk) Research and development administrator are the account administrators for RCOT.

2. Where the survey is part of a knowledge gathering or research activity, follow the RCOT Project ethics governance process and seek approval before the Online Surveys account can be set up. Event evaluation doesn't need ethical approval and is not reviewed through the Project ethics and governance process, therefore you will only need a request for access to the account.

3. The lead for a project requiring use of Online Surveys (the survey owner) should send an email to the R&D administrator, copied to the R&D manager requesting access to the online surveys user account.

4. The R&D Administrator will set up the survey owner as an account user. We will aim to respond to requests within five working days.

5. The survey owner will receive an email with a link to log in to Online Surveys and create a password to access the account. The survey owner has 30 days to activate the link, after

this the link will expire and a request for a new user account must be submitted to the R&D Administrator.

6. Each survey must have two named people that will have access to the survey. Survey owners will only be able to access their own survey.

7. Online information/tutorials provide all the instructions needed to set up surveys. Find out more about creating a new survey and access the help & support page if you have any questions.

8. As an RCOT organisational account user, a Jisc Online Survey help desk is also available Monday to Friday 9–5, help@jisc.ac.uk or telephone 0300 3002212, to assist with development of the Online Survey. Direct any queries relating to survey development to the Jisc help desk rather than the R&D Manager or Administrator in the first instance.