Connect Access to a SurveyMonkey survey

1. Create your survey

1. Create your survey in SurveyMonkey.
2. Click the tab **Collect Responses**.
3. Choose **Get Web Link**.
4. Copy the Web Link

2. Add Web Link to Access

1. Specify your project and target groups in Access.
2. Click **Create Project**
3. For each of your target groups, click on **Add links.**
4. **Live link** *(Will be used by your study in field)*
   a. Paste the **web link** link from SurveyMonkey into **link template**.
   At the end of the link, add **?c=[ID]**. The link should look like this:
   https://www.surveymonkey.com/XXX/XXXXXXX?c=[ID]
5. **Test link** *(Will be used by Cint to test your study before approving it)*
   a. Paste the live link from step 4 into the **link template** field.
6. Enter **Screenout and testing instructions** for Cint
   a. Do you use any screenout questions? If so, detail them along with the answers that lead to a screenout
7. Confirm your target group setup

3. Add redirect links to SurveyMonkey

1. In **SurveyMonkey**, go to the **Collect Responses** tab
2. Choose a **collector**
3. Click **Show advanced options**.
4. Make sure **Custom Thank you** is OFF
5. Select **Survey End Page** (mandatory)
   a. Choose **On, show a custom end page upon survey completion** and enter the **complete** link from **Access**
6. Select **Custom Disqualification** (if your survey contains screenout questions)
   a. Choose **On, send disqualified respondents to a custom disqualification URL** and paste the **screenout** link from **Access**
7. The settings in SurveyMonkey will be automatically saved

Advanced – Screenout logic in SurveyMonkey

To use screen-outs in SurveyMonkey, use Question Logic and choose to skip to the Disqualification Page. This will screen out all respondents who have selected the "wrong" answer.

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