Getting Started

New to Webform Builder?

The first step to using the Webform Builder is to be a member of a "webform group." All webforms are managed collaboratively by the use of webform groups.

If you are not currently a member of a webform group, faculty and staff may request a group be created by submitting a Webform Group Request Form. Once approved, group administrators can create new forms and manage group members. More information on managing webform groups can be found at Group Management.

Once a group has been created, the following steps are typically used to set up a new form:

1. Create a new webform
2. Add form components
3. Add e-mail notifications
4. Adjust form settings

**Note**
To log into Webform Builder, go to https://webforms.uncc.edu/.

Please note that you will be prompted to login again after 15 minutes of inactivity.

Viewing Sensitive Data
Group members and administrators who need access to view submissions marked as level 2 data will need to request DUO two factor authentication.

NOTE: With DUO, two-factor authentication will be required for all campus SSO services (Gmail, my.uncc.edu, etc).

- Find out more about DUO
- Request DUO for Webform Builder