

# NVIVO

## Download & Installation Guide

### NVivo 12 Download & Installation Guide

University of Greater Manchester - IT Support Services

This guide will take you through downloading and installing NVivo 12 on your personal Windows computer using the University software portal. NVivo 12 is available free of charge to all registered students and staff.

#### Step 1

Go to the IT Support Services home page:

<https://hub.greatermanchester.ac.uk/ITSupport/Home.aspx#software>

Select the '**Software Centre**' option from the available tiles or menu.

#### Step 2

Within the Software Centre, locate and select '**NVivo Qualitative Analysis**'.

#### Step 3

You will be prompted to sign in with your University login credentials. Enter your University **username** (in the format `username@greatermanchester.ac.uk`) and your **password**, then click '**Next**'.

#### Step 4

Once signed in, you will be taken to the **University of Bolton File Sharing Platform** on SharePoint. Click the '**Access Files Now**' button to proceed.

#### Step 5

Locate and select the **NVivo 12** folder from the list of available software. Click the **three-dot menu** (:) next to the Windows version of the file and select '**Download**'.

The download folder will contain the following files:

- Installation and Licensing Guide for NVivo 12 (.pdf)
- NVivo 12 License Code (.txt)
- **NVivo12\_Win\_Setup.exe** — this is the installer

## Step 6

Open your **Downloads** folder. If the file downloaded as a **.zip**, right-click it and select '**Extract All**' before continuing. Once extracted, right-click **NVivo12\_Win\_Setup.exe** and select '**Open**' to begin the installation.

Follow the on-screen installation prompts to complete the installation of NVivo 12.

## Step 7

When installation is complete, open NVivo 12. When prompted to activate, select '**Activate with a licence key**'.

Open the **NVivo 12 License Code** text file from the download folder. Copy the licence key and paste it into the activation window, then click '**Activate**'.

NVivo 12 will now be fully activated. You may be asked to **restart your computer** to complete the process.

If you have any queries or require further assistance, please contact the **IT Service Desk**:

Telephone: **01204 903444**

Email: **itsupport@greatermanchester.ac.uk**