


Downloading and installing NVIVO for UKZN students – May 2023 workshop

1. Log onto <https://softwarerep.ukzn.ac.za>
2. If working from home, you might need to turn on Global Protect (see <https://ics.ukzn.ac.za/ssl-vpn/> for information on Global Protect)
3. You will be asked to enter your UKZN username and password
4. Once logged into the UKZN software repository, you will see the following:

softwarerep.ukzn.ac.za - /

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9/17/2021 12:48 PM <dir> Academic Software
9/17/2021 12:48 PM <dir> Apple Software
12/17/2021 11:25 AM <dir> aspnet\_client
3/16/2022 10:25 AM <dir> Audio Visual Software
12/7/2021 3:28 PM <dir> Chat,Video and Collaboration Clients
9/9/2021 8:18 AM <dir> DataGert
12/7/2021 12:42 PM <dir> Drivers
10/10/2018 8:37 AM 3549376512 en\_office\_professional\_plus\_2019\_x86\_x64\_dvd\_7ea28c99.iso
2/11/2022 9:19 AM <dir> General Applications
10/14/2021 11:28 AM <dir> GlobalProtect
9/9/2021 8:27 AM <dir> Library Software
8/3/2020 2:26 PM 2924436041 Office\_365\_16.0.12527.20880\_x64.exe
9/17/2021 12:50 PM <dir> SAN
3/30/2022 1:47 PM <dir> Staff Applications
9/17/2021 9:48 AM <dir> Support Applications
9/9/2021 8:31 AM <dir> Updates
9/29/2021 2:43 PM <dir> VPN\_client
8/31/2021 2:13 PM 5042328 WDCFree\_10.4.4.794.exe
9/23/2021 9:42 AM 463 web.config
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5. Select “Academic software”
6. Select “Nvivo” (about half-way down the page)
7. Click on “Nvivo Latest”, then select “Nvivo Latest Licence Key”, then copy and paste the licence key (i.e., NVT20-JZ000-LHA20-4R687-A3H9J) to your clipboard (“What’s a [clipboard?](#)”).
8. After saving/copying the licence key to your clipboard, click to go back, and then click on NVivo.x64.exe. The NVIVO application/programme should then download to your computer.
9. Once, downloaded, open the application to run and install NVIVO on your computer. You will be asked to select “Yes” to allow the application to make changes (i.e., install NVIVO) on your computer.
10. Follow the set-up and registration prompts and enter the licence key (which you copied and pasted to your clipboard) when prompted to do so.
11. Once installed, create a blank/sample/experimental NVIVO project to experiment with.
12. Watch the three NVIVO tutorials to get started on your own project (https://help-nv.qsrinternational.com/20/win/Content/tutorials/nvivo-tutorials.htm?_ga=2.114931200.665352514.1649162876-1156096558.1649162876)
13. Contact UKZN ICS if you experience any installation difficulties (<https://ics.ukzn.ac.za/call-centre/>).
14. Make sure you attend the NVIVO workshop having completed the above steps. If you have not installed NVIVO on your own computer, experimented with the programme, or gone through the three NVIVO tutorials, you will not be able to participate fully in the workshop.