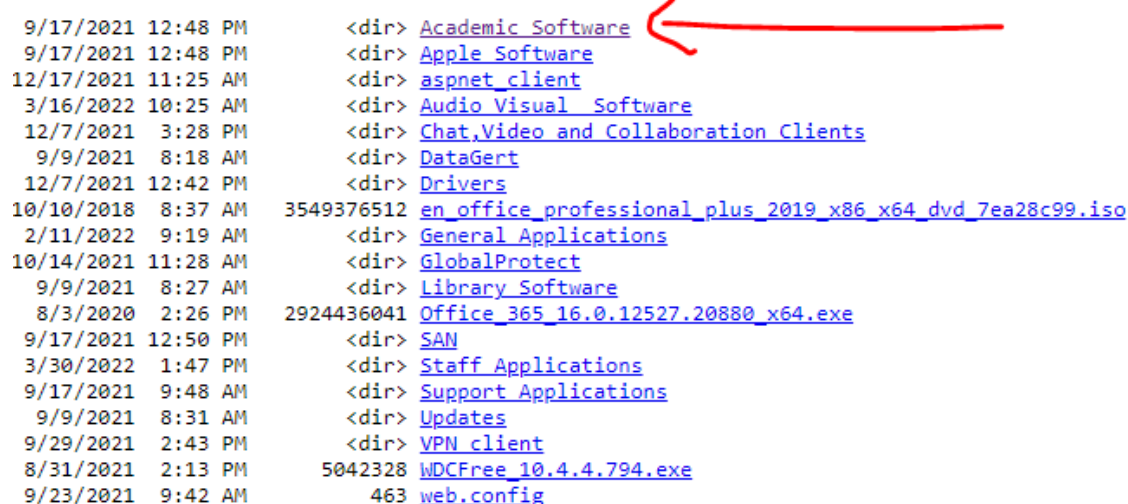


Downloading and installing NVIVO-12 for UKZN students

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 - /



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

5. Select "Academic software"
6. Select "Nvivo" (about half-way down the page)
7. Click on "Nvivo-12 Licence.txt" and copy and paste the licence key (i.e., NVT12-KZ000-5HA20-KR68F-4H1S3) to your clipboard
8. Go back, and then choose the appropriate NVIVO 12 file for your operating system (e.g., "Nvivo 12 Latest (**Windows**) or Nvivo 12 Latest (**Macs**))
9. Click on the relevant folder (either NVivo12.x64.exe for windows; or NVivo 12.dmg for Mac)
10. An application should then download to your computer.
11. Once, downloaded, open the application to run and install NVIVO on your computer. You will asked to select "Yes" to allow the application to make changes (i.e., install NVIVO) on your computer.
12. 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.
13. Once installed, create a blank/sample/experimental NVIVO project to experiment with.
14. 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\)](#)

15. Contact UKZN ICS if you experience any installation difficulties (<https://ics.ukzn.ac.za/call-centre/>)