

NVivo Installation Guide for Mac OS

Please follow the guide below to install NVivo on your Mac.

NVivo is a qualitative data analysis (QDA) software; it is designed for qualitative researchers working with very rich text-based that includes multimedia information, where deep levels of analysis on small or large volumes of data are required.

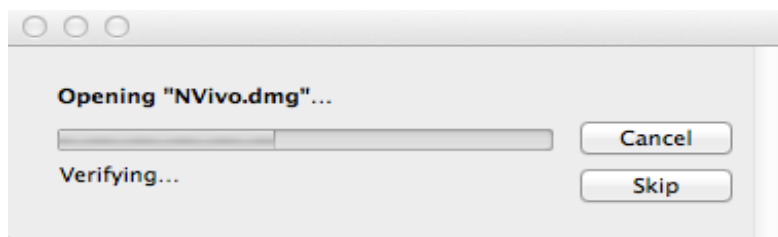
The application will be loaded to your Downloads folder on the dashboard.



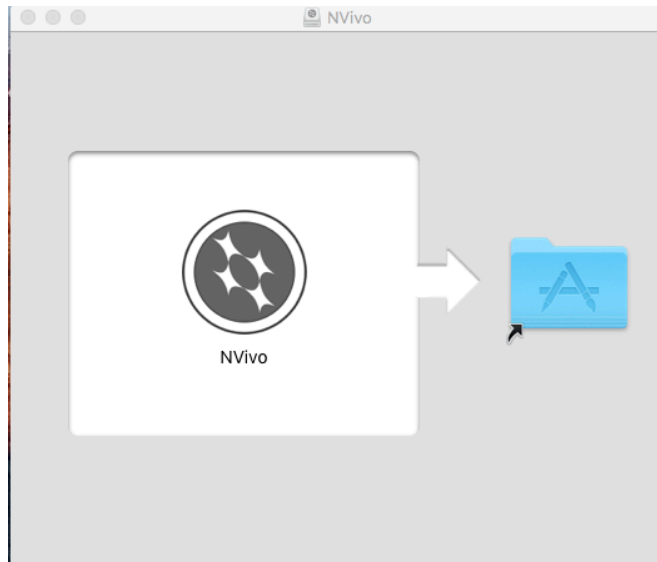
Click on NVivo to download the software.



The file will be opened.



Drag the Nvivo icon into the Applications folder.

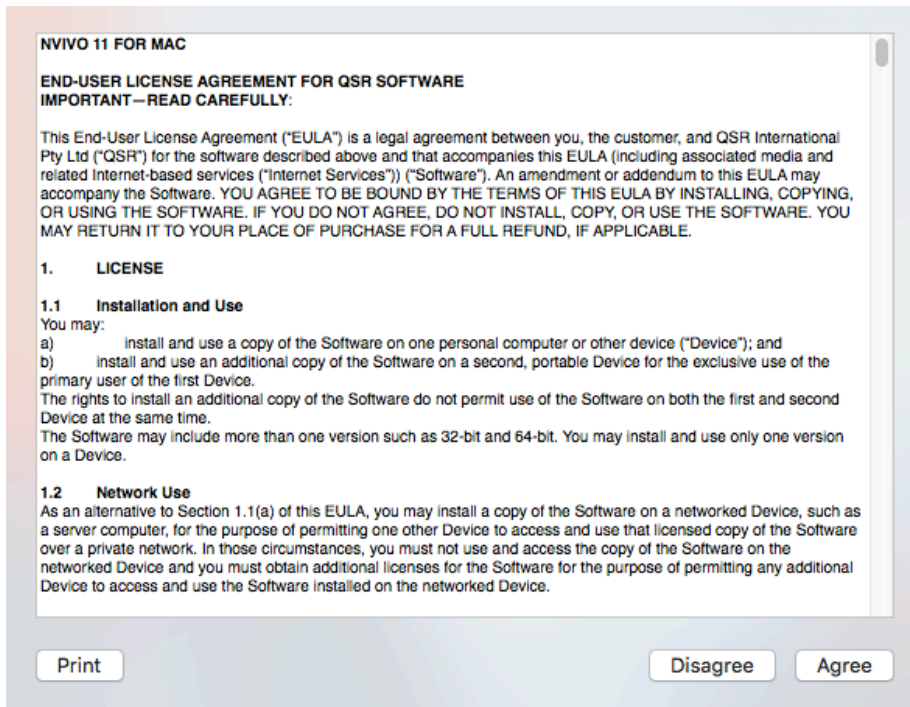


After copying the Nvivo app into the Applications folder, open the Application folder and double click the Nvivo icon to begin the installation.

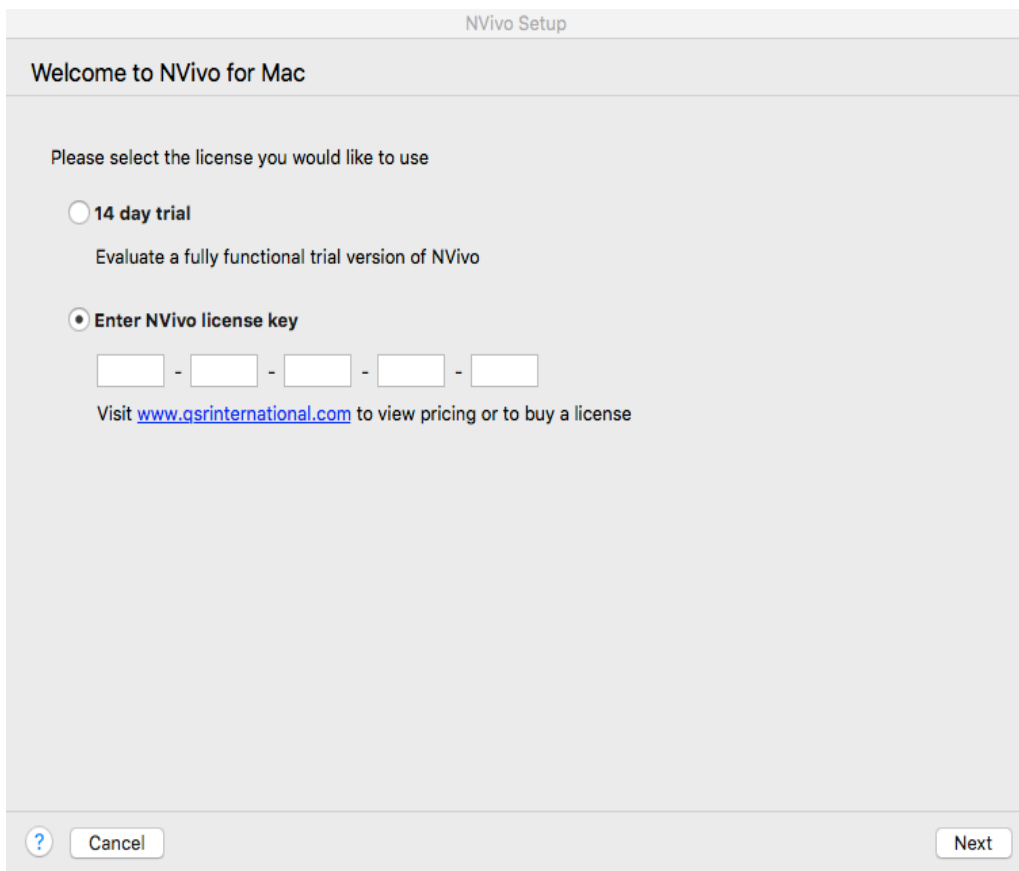
After verification the following message will come up on you screen.
Click on **Open** to proceed.



After entering your Mac admin password, the license agreement will be displayed.
Click **Agree**



You will now need to enter the license key.



Please note: Each student must:

1. First complete and sign the [QSR NVivo Home User Undertakings](#) form (**electronic signatures will not be accepted**).
2. Raise a Service Request on Service-now (<https://cityuni.service-now.com/>); attach a copy of the signed and scanned file to the request.
3. Once approved; you will be sent a license key to use for the installation.

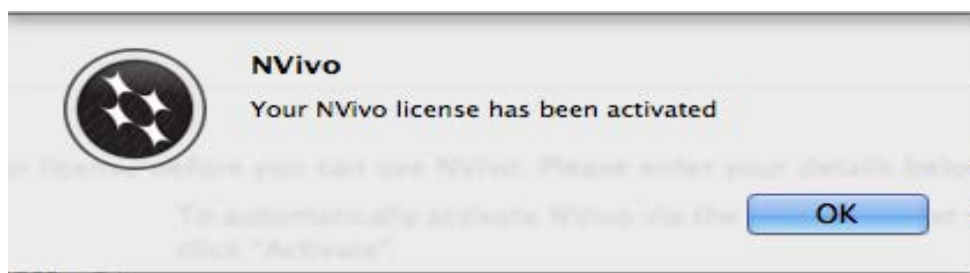
Contact the IT Service Desk on 020 7040 8181 for further assistance on how to obtain a license key if you do not have one.

The screen below will be loaded after agreeing to the license terms. If you have the license key; select the “**Enter NVivo license key**” option as shown below.

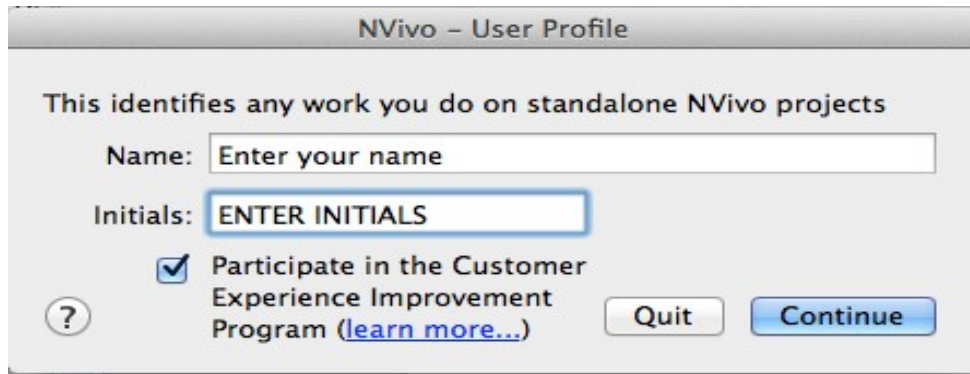
License Activation page will be loaded. All the fields marked * are compulsory. Click **Activate** when finished to proceed.

The screenshot shows the 'License Activation' window in NVivo Setup. The window title is 'NVivo Activation page with details.png' and the main heading is 'License Activation'. The text inside the window reads: 'You must activate your license before you can use NVivo. Please enter your details below and click 'Activate'. To automatically activate NVivo via the Internet, enter your details below and click "Activate".' Below this, there is a dropdown menu for 'Activate via:' set to 'Internet'. A note states: 'The form must be completed in Western character sets.' The form contains several fields: 'First Name', 'Last Name', 'Email Address', 'Phone', 'Fax', 'Industry' (set to 'Education'), 'Primary Field of Work', 'Job Title' (set to 'Student'), 'Department', 'Organization' (set to 'City University'), 'City', 'Country' (set to 'UK'), 'State', and 'How did you hear about NVivo?'. There are also fields for 'License Key', 'Installation Key', and 'Activation Key', along with a 'Generate Installation Key' button. At the bottom, there are buttons for 'Activate Later', 'Cancel', 'Replace License Key', 'Send', and 'Activate'. A red arrow points to the 'Activate' button.

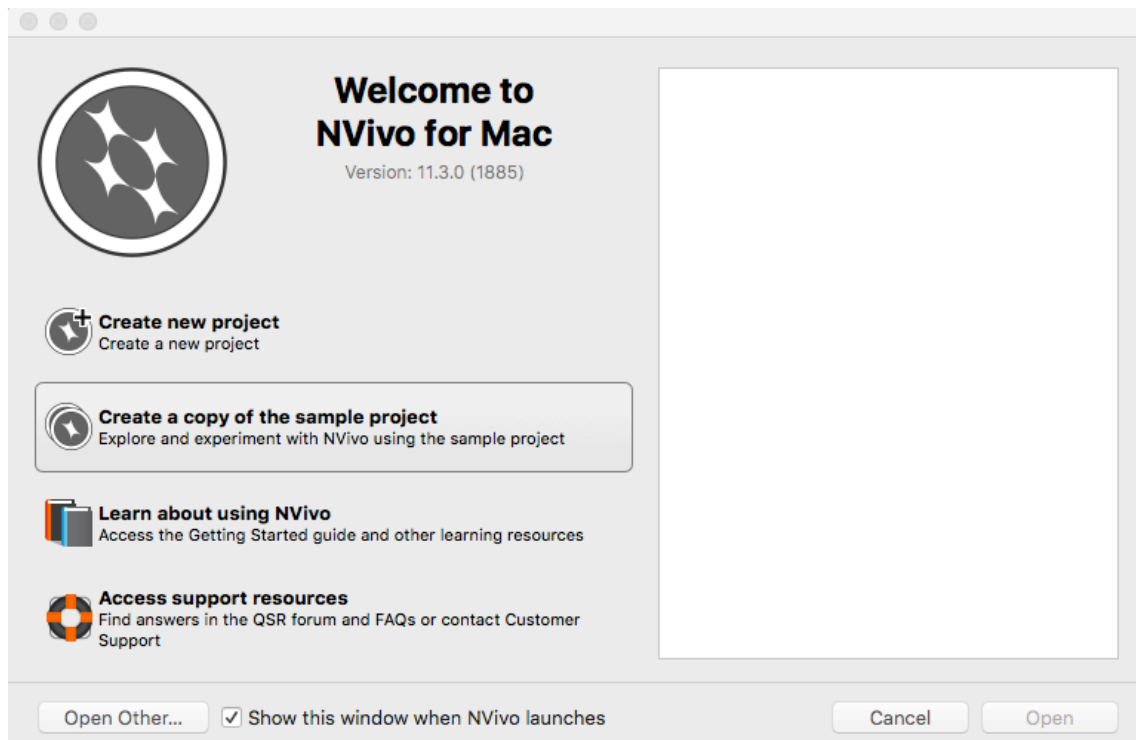
NVivo license message will be loaded after you have successfully activated the software. Click on **OK** to exit this window.



You will need to complete the **NVivo - User Profile** page before proceeding.



The system will load the software as shown below.



You have now successfully installed NVivo on your Mac!!!