

Note: This fact sheet provides guidance for University staff and students who want to use NVivo on their university or personal device. Your computer will need to be connected to the internet for the license to be activated. Follow the instructions below to use NVivo under the University of Aberdeen license. *Please note that the latest version of this software is simply known as NVivo and it supercedes NVivo 12.*

Download and Install NVivo

1. To use NVivo you must have a personal myNVivo profile and register the University of Aberdeen license key in it. Use your university email to create an account, ie myuniemail@abdn.ac.uk

Navigate to <https://portal.mynvivo.com/account/licence-registration> to open the myNVivo portal.

- If you already have a myNVivo profile, log into it.
 - If you do not have a myNVivo profile, create one.
 - You must use your university email to create an account.
2. Once you are logged into the portal, enter the enterprise license key:
NVT20-JZ000-UHA20-KR68A-DVF28 Expires 14 June 2023
 3. Check your email for links to download NVivo and instructions to install and activate it. (Check your spam folder if you can't find the email.)
 4. You will receive an automated email granting them access to NVivo, including download links and [installation instructions](#).
 3. Download and install NVivo
 4. When you open NVivo for the first time enter your myNVivo credentials to activate NVivo on that computer.



Further information and help:

Use MyIT to log a call with the Service Desk: <https://myit.abdn.ac.uk> or email servicedesk@abdn.ac.uk