How to Request and Install NVivo

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Overview

NVivo is a qualitative data analysis software available to eligible FAU faculty, staff, and students through a managed licensing process.

Due to licensing limitations, NVivo licenses can no longer be assigned directly to individual users. Once access is approved, users will be added to a Microsoft Team that contains the installation files, license information, and additional instructions.

Step 1: Request Access to NVivo

Submit a software request through the FAU Help Desk portal:

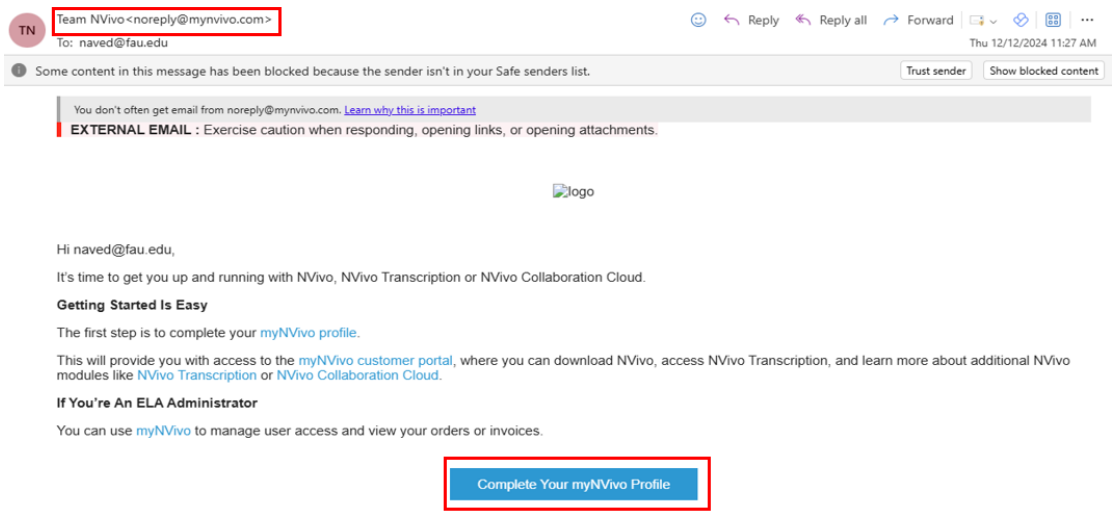
- Request NVivo Access: https://helpdesk.fau.edu/TDClient/2061/Portal/Requests/ServiceOffering/2983/Request-NVivo-License/Request
- Complete the request form and provide all required information.
- **Important: Approval is required before access to NVivo can be granted**

Step 2: Wait for License Approval

Once your request has been approved:

- You will be added to a Microsoft Team that contains the NVivo installation resources.
- Additional instructions and license information will be available within the Team.
- You will receive an email from noreply@mynvivo.com inviting you to set up your MyNVivo account.

Important: If you do not see the email, check your Junk/Spam folder.



Step 3: Create Your MyNVivo Account

Open the email from noreply@mynvivo.com and select Complete Your MyNVivo Profile.

Follow the prompts to:

1. Verify your email address.
2. Create your MyNVivo profile.
3. Complete account setup.

This account is required to access the NVivo download portal and activate the software.

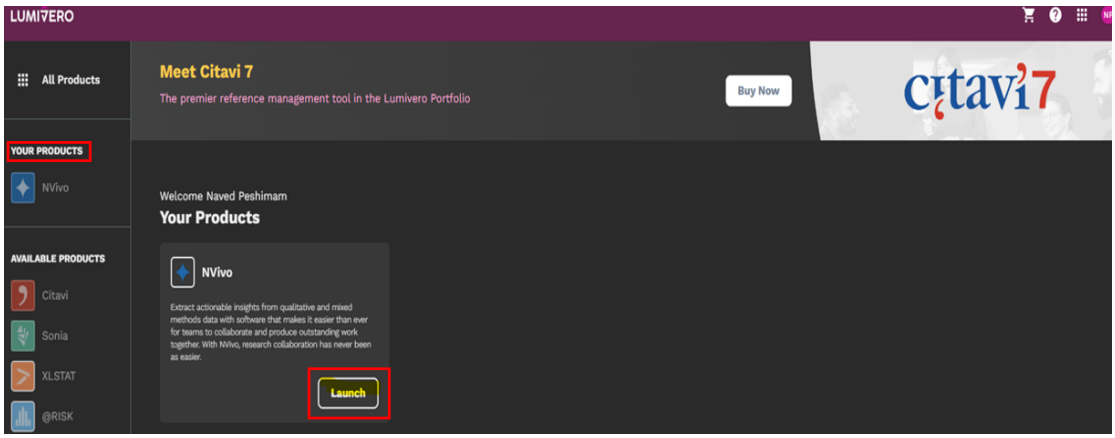
Step 4: Download NVivo

After completing your MyNVivo profile:

1. Log in to the Lumivero/MyNVivo Portal.
2. Navigate to Your Products.
3. Locate NVivo.
4. Select Launch.

You can then:

- Select Download NVivo for Windows if using Windows.
- Select Other Versions if using macOS.



Step 5: Install NVivo (Submit Ticket to COMHelpDesk@health.fau.edu for admin credentials)

1. Open your Downloads folder.
2. Run the NVivo installer.
3. Follow the installation wizard until the installation is complete.

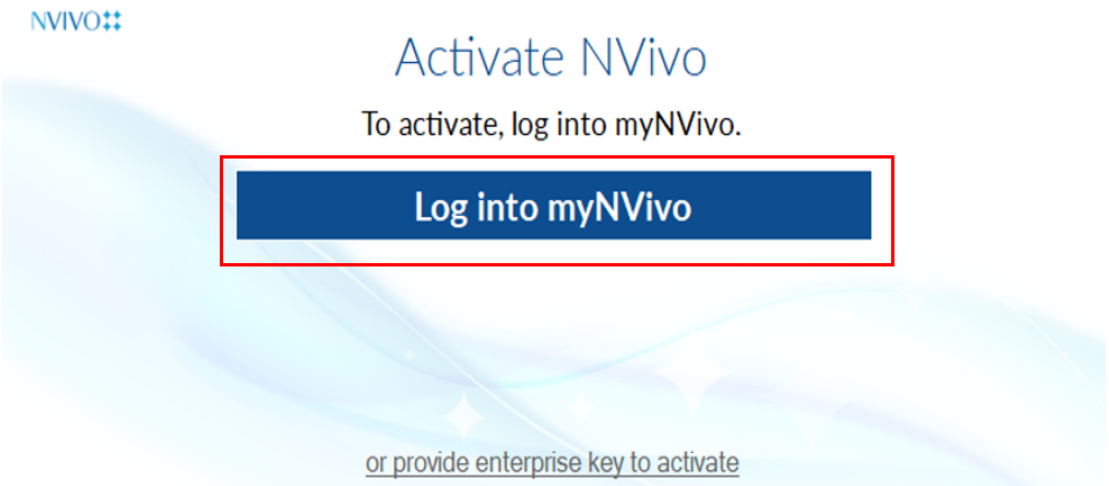
Important: Administrator rights may be required on FAU-managed computers.

Step 6: Activate NVivo

After installation:

1. Launch NVivo.
2. Select Log into myNVivo.
3. Sign in using the MyNVivo account created during the setup process.

Once authentication is complete, NVivo should activate automatically.


NVIVO
Activate NVivo
To activate, log into myNVivo.
Log into myNVivo
or provide enterprise key to activate