

SPSS Instructions

Current Students, Faculty, and Staff of GVSU:

Grand Valley State University now has a site license for SPSS 20. You may **download and install SPSS** for Windows or Macintosh onto your personal computer.

After you have downloaded the software you will need to authorize the computer and the software. To **authorize the software**, send an e-mail request to the CTS Helpdesk (helpdesk@gvsu.edu) from your GVSU email account and request an SPSS authorization code. The code and instructions to authorize your computer and the software will be mailed back to you.

NOTE: The authorization code will only work on one machine. If you need authorization to run SPSS on multiple machines, please call the CTS Help Desk for more information (616-331-2101).

On-Campus procedure

The software can be downloaded to a flash drive from a campus computer lab. It will require a flash drive with a 1 GB minimum capacity. You can access the software using following procedure.

1. Login to the computer.
2. Insert your flash drive if you are downloading the file to take home.
3. Click on Computer
4. Double click on GVSU-LABDATA
5. Open the STUDENT SOFTWARE folder.
6. Open the SPSS 20 folder.
7. Inside the folder, you will see separate folders for Macintosh and Windows. Select the appropriate folder.
8. Right click on the file and select Send To from the popup window.
9. Select the drive letter of the flash drive and save to the flash drive.

Off Campus Procedure

From off campus, using a high-speed Internet connection, you may login to the campus network to download the software. The following table lists the steps for Students and Faculty staff to access the folder. The file save procedure may differ depending on which browser you are using.

Students	Faculty/Staff
https://mystudentdata.gvsu.edu	https://vpn.gvsu.edu
Enter your GVSU username and password	Enter your GVSU username and password
Click the + next to ADS-STUDENT3	Network File Access \\office\dfs
Click on DFS under ADS-STUDENT3	Enter your GVSU username and password
Double click on GVSU-Labdata	Double-click on GVSU-LABDATA
Double-click on STUDENT SOFTWARE	Double-click on STUDENT SOFTWARE
Double-click on SPSS 20	Double-click on SPSS 20
Double-click on Windows or Macintosh	Double-click on Windows or Macintosh
Right-click on the file in the folder. Choose Download. Choose Save from the next dialog.	Right-click on the file in the folder. Choose Download. Choose Save from the next dialog.