**Installing and licensing SPSS 25 for Windows**

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**Installation**

To successfully install SPSS, you must have administrative privileges on your computer.

1. Once the file has downloaded, **right­click** on the file and select **Run as administrator** to open **IBM SPSS Statistics ­ InstallShield Wizard**. Wait as the file is extracted and prepared for installation.

2. Proceed through the screens until you reach the **Software License Agreement** screen. Read the agreement carefully. You must accept the terms\*\* to install and use SPSS. If you agree, select **“I accept…”**

\*\* To use SPSS as licensed through VCU, you must also abide by [VCU’s SPSS License Terms](http://www.ts.vcu.edu/askit/research/spss/#tab-2).

3. Continue to the screen for **Python Essentials**. If you will be using Python with SPSS, select

“yes” to install the Essentials for Python pack with SPSS. You must also:

a. Read the **License Agreement** for Python carefully and select **“I agree…”** if you accept the terms of the agreement.

b. Read the **Software License Agreement** carefully and select **“I agree…”** if you accept the terms of the agreement.

4. Continue to **Destination Folder.** Select the drive and folder on your computer where you would like to install SPSS Statistics 25. (Multiple SPSS versions may be on the same computer if they are installed in separate folders.)

5. Proceed to **Ready to Install the Program**. Select **“Install”** and a progress screen will display during installation.

6. When installation completes, this “successful installation” screen will appear. **Select** the checkboxto “**Start SPSS Statistics 25 License Authorization Wizard now**” (as below). Then click **Finish**.



7. The **SPSS License Authorization Wizard** will launch for licensing SPSS, as described below. (If the license wizard **does not start**, then launch it manually, as described in Step 2b below.)

Continue to the **Licensing SPSS** section below to license your software. Licensing is required in order to use the software.

**Licensing SPSS**

In order to use SPSS, licensing must be completed after the installation of SPSS software and again each June and December for renewal or re-licensing. During the installation, you read and agreed to the terms of the license. To use SPSS as licensed through VCU, you must also abide by [VCU’s SPSS License Conditions](http://www.ts.vcu.edu/askit/research-math-science/spss/#tab-2).

To license SPSS software, a 20-character **authorization code** must be applied using the SPSS **License Authorization Wizard**, as described below.

To obtain an authorization code for licensing:

* For **academic use** (academic research and teaching): When you visit [Download SPSS](https://ts.vcu.edu/askit/research-math-science/spss/#tab-3) or [License SPSS](https://ts.vcu.edu/askit/research-math-science/spss/#tab-2) and follow the steps to download or license SPSS, an authorization code is emailed to your VCU address. This authorization code **cannot** be used for administrative purposes.
* For **administrative use**: You **must** obtain a special authorization code for administrative use of SPSS Please contact the [IT Support Center](http://go.vcu.edu/itsc).

Follow these steps to license SPSS:

1. Ensure that your PC has a **wired Internet connection** (one that uses an Ethernet cable). If it does **not** have a wired connection, licensing may fail — if so, proceed to [Licensing Failure](#failure) below to obtain assistance from the VCU IT Support Center**.**

2. Launch the **License Authorization Wizard**:

1. If you have just finished installing SPSS, the license wizard should launch **automatically** following SPSS installation. (If it does not, then launch it manually, as described in "step b" below.)
2. You may launch the license wizard **manually** (for example, if you are re-licensing SPSS), as follows:
	* If you **have** aWindows **Start** menu, in the Start menu program listings select **IBM SPSS Statistics** and then **IBM SPSS Statistics 25 License Authorization Wizard**.
	* If you **do not have** a Windows **Start** menu, then in your Windows search box (or on your Desktop screen) type **"SPSS Statistics 25"** and then select **"IBM SPSS Statistics 25 License Authorization Wizard."**

3. Proceed through the **License Status** screen, if it is displayed.

4. Continue to **Product Authorization** and select **“Authorized user license.”**



5. Proceed to **Enter Codes**. Input the authorization code from the SPSS installation email sent to your VCU account.



6. Continue to **Internet Authorization Status** and wait for the **“Authorization succeeded”** message.



\*\*\* If you instead receive an **“Authorization failed”** message, double­check that your authorization code is entered correctly and that you are using a wired internet connection. If unable to resolve, proceed to the steps below for [Licensing Failure](#failure)to obtain assistance from the VCU IT Support Center**.**

7. Continue to display the **Licensing Completed** message and select “**Finish**” to exit the license wizard.

After successful installation and licensing, you should install any **fix packs** (updates) that are available for SPSS 25 (see next section below).

**Fix packs**

As with all software, SPSS usually contains a few "bugs" (problems) that were unknown when the software was first released. As IBM, Inc., becomes aware of these problems (via user interaction, etc.), it periodically provides free updates, called *fix packs*, that you can install to correct many of the problems.

You should **regularly check** (every few weeks or months) for newly released fix packs at [Windows Fix Packs](http://www.ts.vcu.edu/askit/research-math-science/spss/windows/#tab-4). When fix packs do become available, instructions will be provided there for downloading and installing them. You are **strongly encouraged** to install them.

***Note:*** *At this writing (May 2018),* ***Fix Pack 25.0.0.1*** *is available. To obtain it, please visit* [*Windows Fix Packs*](http://www.ts.vcu.edu/askit/research-math-science/spss/windows/#tab-4)*.*

*(see* ***Licensing failure*** *below)*

**Licensing failure**

If you have re­attempted to license and repeatedly received an **“Authorization failed”** message, or if your PC does **not** have a **wired** Internet connection, then please follow these steps to obtain licensing assistance from the VCU IT Support Center**.**

1. If your PC *does* have a wired Internet connection, make sure you have attempted to license according to the [licensing instructions](#license) above and, during that procedure, that you have correctly entered your SPSS authorization code on the **Enter codes** licensing screen.

2. If those steps fail, launch the License Authorization Wizard again and proceed to the **Product Authorization** screen.

3. **Do not proceed** beyond this screen.

Note the **lock code** that is displayed in this window. For example, **4­2B7E2**. Copy or write down this code.

4. Send an email to the **VCU IT Support Center** (itsc@vcu.edu) describing your problems licensing. **Include** the exact **lock code** in the body of your message. Make the subject of your email “Problem licensing Windows SPSS 25.”

5. Close out of the License Authorization Wizard.

The **VCU IT Support Center** will work to obtain a special license code for you that does not require an Internet connection. They will email this code to you in response. Please note this process may take one or more days to complete. When you receive the special license code via e­mail from the IT Support Center, follow the directions in the e­mail to license your SPSS software. If you continue to have licensing problems, please contact the IT Support Center (828­2227 or itsc@vcu.edu) for further assistance.