

Quickstart Guide

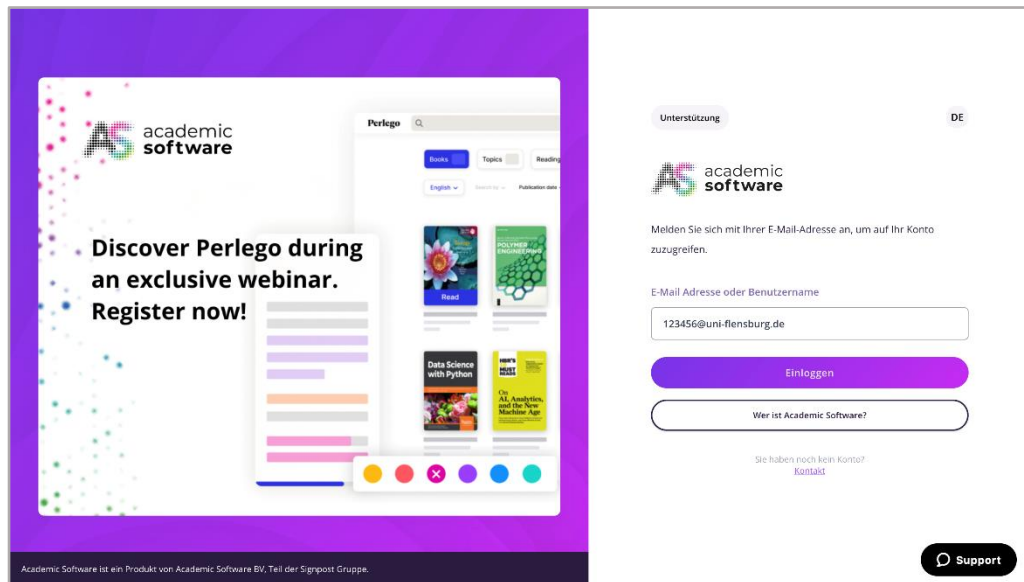
Accessing a MAXQDA institutional license at Europa-Universität Flensburg

Requirements:

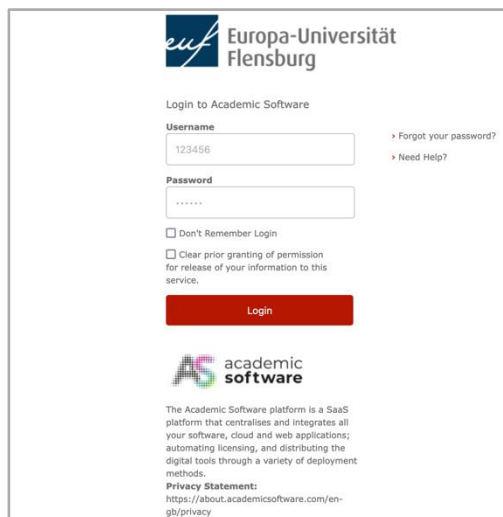
1. You must have an active user account.
 2. You must have Internet access.
-

Step 1.1: Log into the license portal

Go to <https://academicsoftware.eu/login> and enter your email address.

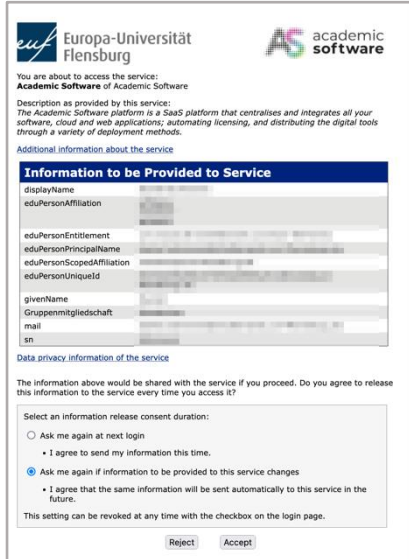


Step 1.1: Log into the license portal



Log in with your **student ID number or username** and password.

Step 1.3: Log into the license portal



You are about to access the service:
Academic Software of Academic Software
 Description as provided by this service:
 The Academic Software platform is a SaaS platform that centralises and integrates all your software, cloud and web applications; automating licensing, and distributing the digital tools through a variety of deployment methods.
 Additional information about the service

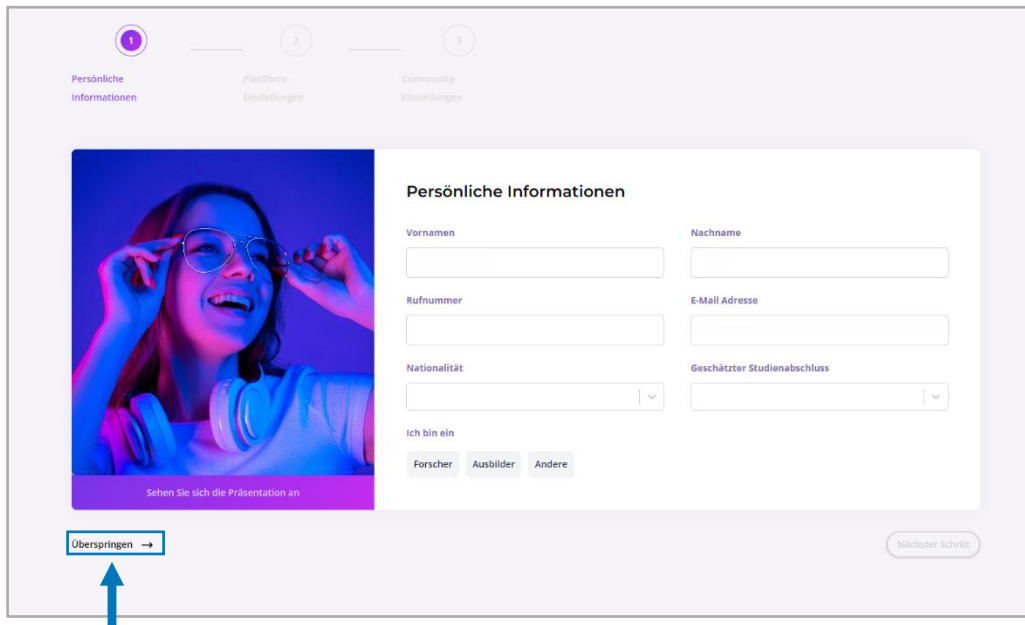
Information to be Provided to Service	
displayName	
eduPersonAffiliation	
eduPersonEntitlement	
eduPersonPrincipalName	
eduPersonScopedAffiliation	
eduPersonUniqueId	
givenName	
Gruppenmitgliedschaft	
mail	
sn	

Data privacy information of the service
 The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?
 Select an information release consent duration:
 Ask me again at next login
 • I agree to send my information this time.
 Ask me again if information to be provided to this service changes
 • I agree that the same information will be sent automatically to this service in the future.
 This setting can be revoked at any time with the checkbox on the login page.

Confirm that your data can be used for authentication. Then click through the steps for first-time users.

Step 1.4: Enter your personal data (optional)

If needed, fill in your personal details and follow the steps indicated. **Alternatively, click "Skip" at the bottom left.**

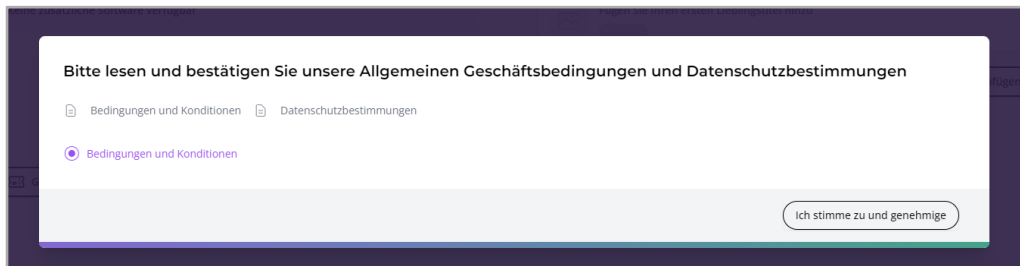


1 Persönliche Informationen 2 Plattform-Einstellungen 3 Community-Einstellungen

Persönliche Informationen
 Vorname Nachname
 Rufnummer E-Mail Adresse
 Nationalität Geschätzter Studienabschluss
 Ich bin ein

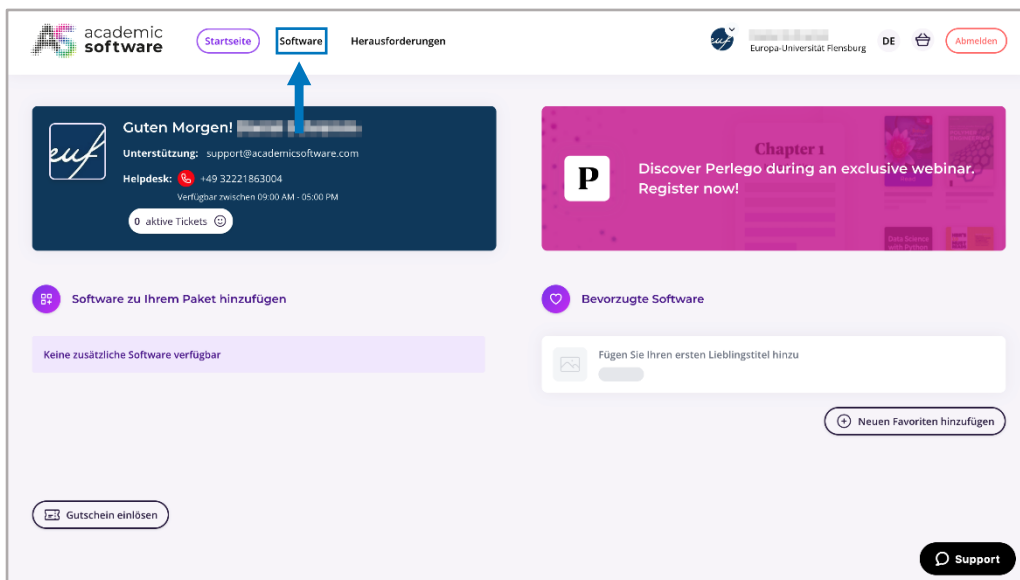
Step 1.5: Log into the license portal

Accept the terms and conditions.



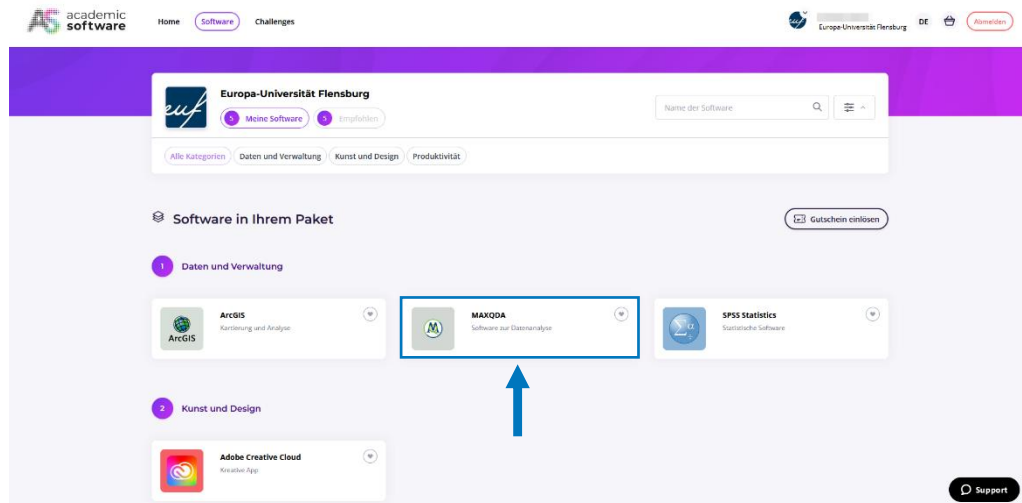
Step 2.0: Navigation

Click on **Software** to see the available products.



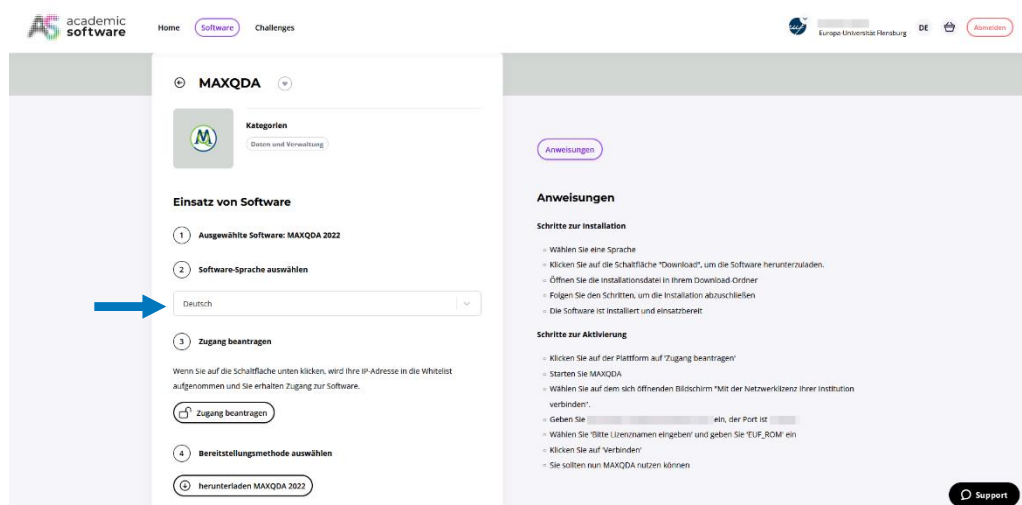
Step 2.1: Navigation - software selection

Select **MAXQDA** from the available packages.



Step 3.0: Installation and use

Select the **desired language** under point 2, if it is not already selected.



Step 3.1: Installation and use

Click on **Request access** and then on **Download MAXQDA**. Follow the instructions and the **online activation steps** on the right side of the website

The screenshot shows the 'academic software' website interface. The left panel, titled 'MAXQDA', lists the software and provides instructions for installation and activation. The right panel, titled 'Anweisungen', provides detailed steps for installation and activation. Blue arrows highlight the 'Zugang beantragen' and 'Herunterladen MAXQDA 2022' buttons in the left panel.

IMPORTANT: Whenever you change networks, you must to request access again via the website! A permanent internet connection is required.

Contact:

If you still need help after having read this guide, feel free to contact the **ZIMT service desk**: www.uni-flensburg.de/go/zimt-servicedesk