



विश्वभारती / VISVA-BHARATI  
केंद्रीय पुस्तकालय / CENTRAL LIBRARY  
विश्वभारती लाइब्रेरी नेटवर्क / (Visva-Bharati Library Network)

Memo No. CL/ 224 /2024-25/(GNet)

Date. 26 June 2024

## Notice

### **Faculty members / Officers/ Staff /Scholars: Activating Grammarly Access**

Faculty Members, Scholars, Officers, and staff **having Visv-Bharati domain mail ID** (xxx.yyy@visva-bharati.ac.in) they are requested to register through the One-time Self-Registration process as given below to access Grammarly: -

How to Register One time Self-Registration Process – New Users :-

Step 1: Go to <https://www.grammarly.com/enterprise/signup> (Mandatory to sign up from this URL)

Step 2: Fill up the self-registration form and click Agree & Sign up. Ensure that users are registering from their respective official email id (@Institute Domain ID)

Note: Do not Sign up with Google / Facebook / Apple

Step 3: After clicking Sign up, a verification email will be sent to the user's institutional email ID.

Please Note: Your @edu credential activation has been activated, and a verification email will be sent to the user's institutional email ID once they register.

Users may sometimes get the verification mail in the Spam/Junk/Promotion folder.

Step 4: Kindly Verify the activation mail from Grammarly.

Once registered, users will land on the 'Grammarly Editor, ' which is easy to use and explore.

The MS Word Plugin can be downloaded from the support page after registration from the link

[https://www.grammarly.com/officeaddin/downloading?\\_gl=1\\*12dh5j0\\*\\_gcl\\_au\\*MTMzNjY4MzUxLjE3MTIwNDE3NjU.\\*\\_ga\\*MjA5MTQ0OTY0OC4xNjk2NDY3MzM3\\*\\_ga\\_CBK9K2ZWWE\\*MTcxNjI4MDczNC4xODcuMS4xNzE2MjgxMTMxLjYwLjAuMA](https://www.grammarly.com/officeaddin/downloading?_gl=1*12dh5j0*_gcl_au*MTMzNjY4MzUxLjE3MTIwNDE3NjU.*_ga*MjA5MTQ0OTY0OC4xNjk2NDY3MzM3*_ga_CBK9K2ZWWE*MTcxNjI4MDczNC4xODcuMS4xNzE2MjgxMTMxLjYwLjAuMA)

**The same User ID and Password credentials will grant access to use the Plugin for users.**

#### **Register for having no VB domain mail ID:**

1. On request through mail ([librarian@visva-bharati.ac.in](mailto:librarian@visva-bharati.ac.in)) one will receive an invitation email for the Grammarly access.
2. Imp Note: then check email inbox/spam/junk/promotions and other folders for Grammarly access invitation.
3. Click on “Join Now” and it will redirect to Grammarly Page.
4. Do not click on Continue with Google.
5. Enter the new Password and Click on create account and join.
6. Click on the Join the Team
7. Email-ID will be treated as ‘User ID’

The Faculty members / Officers/ Scholar of Visva-Bharati those who have not Visva-Bharati domain mail ID (it is preferred to have VB mail ID as soon as possible for VB fraternity) they are requested to send one request mail with their Name, Designation including Department & Bhavana, Mail ID (other than VB domain mail ID) through [librarian@visva-bharati.ac.in](mailto:librarian@visva-bharati.ac.in).



Librarian, Visva-Bharati  
Santiniketan-731235



### **HOW TO USE GRAMMARLY?**

1. Go to URL: [www.grammarly.com/edu](http://www.grammarly.com/edu)
2. Click on Login, Enter Email ID and Password, and then you will land on the Grammarly Home Page.
3. You can create a new blank document or upload an existing document to edit it with Grammarly.
4. Document format for uploading should be Microsoft Word (.doc, .docx), OpenOffice (.odt), .txt, & rtf.
5. Before checking or writing, please ensure to customize the setting for your writing. To customize, visit the online dashboard >My account>Writing>Language Setting>Customize Language>Dialect>Writing>Your preferences>Select the preferences as required.
6. If you already have an existing file, upload the document or start writing a new document by clicking New, select the document type.
7. Click on Goals to set Audience type, Formality, Domain, Tone, & Intent of the Paper you are writing, and click on done
8. Generative AI: Click on the Generative AI button on the right, type the question on the Generative AI page and then enter.
9. Click on Plagiarism (Plagiarism will be usually switched off, Kindly switch it on every time you log in) – Right bottom corner.
10. Rectify all alerts/issues, click on the Overall Score (right top corner), and click on download the pdf report.
11. The MS Word Plugin can be downloaded from the support page after registration from the link <https://www.grammarly.com/office-addin/windows>; the same user ID and Password credentials will grant access to use the Plugin for users.

Tutorial: <https://support.grammarly.com/hc/en-us/articles/360003474732>

For any further support: Please write to us at [mansi@tlsindia.com](mailto:mansi@tlsindia.com)

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