

Grammarly@edu Sign-Up Instructions

To create your account, go to <https://www.grammarly.com/edu/signup>.

Type your name, email address and preferred password.

Click on the Sign Up button and you will be redirected to a new window.



Already have an account?

[Log in](#)

Create Your Account

[Sign Up](#)

By signing up, you agree to the [Terms and Conditions](#) and [Privacy Policy](#). You also agree to receive product-related emails from Grammarly from which you can unsubscribe at any time.

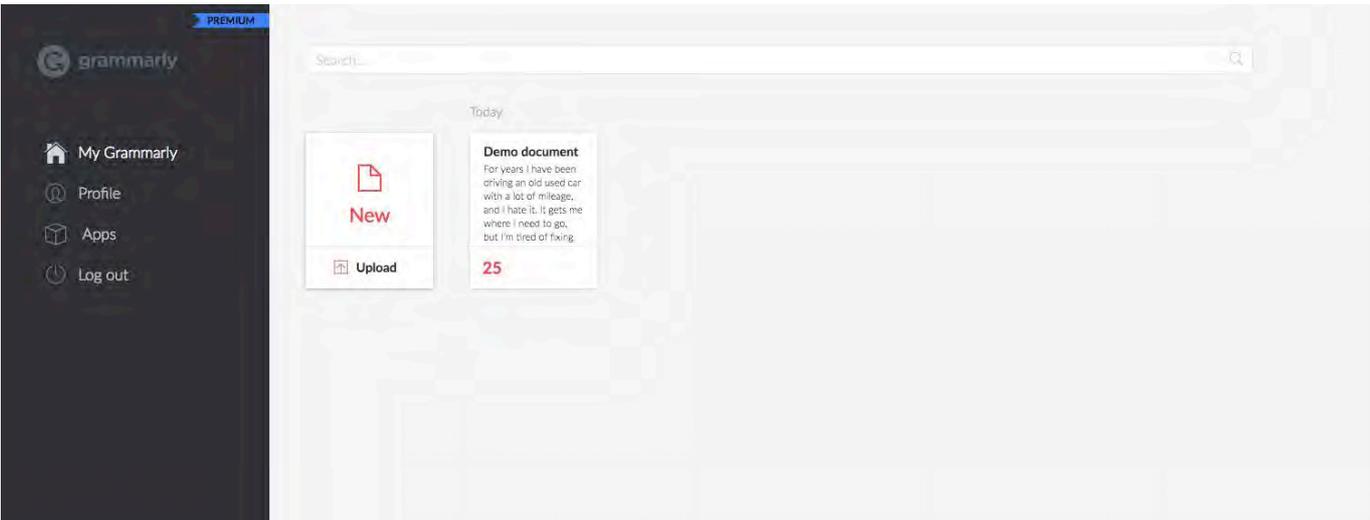
Insert the unique access code provided by your institution.

Apply Your Access Code

After entering your organization's unique access code, you'll unlock your Grammarly Premium account with 250+ checks, plagiarism detection, document storage and many more features.

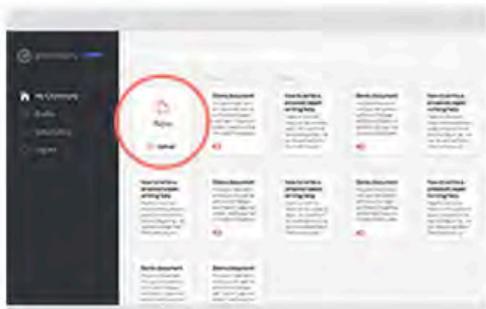
Apply

You will be instantly redirected to the Grammarly Editor.



Create New Document

You can create a new blank document or upload an existing document (.txt, .doc, .docx, .rtf) to edit it with Grammarly.



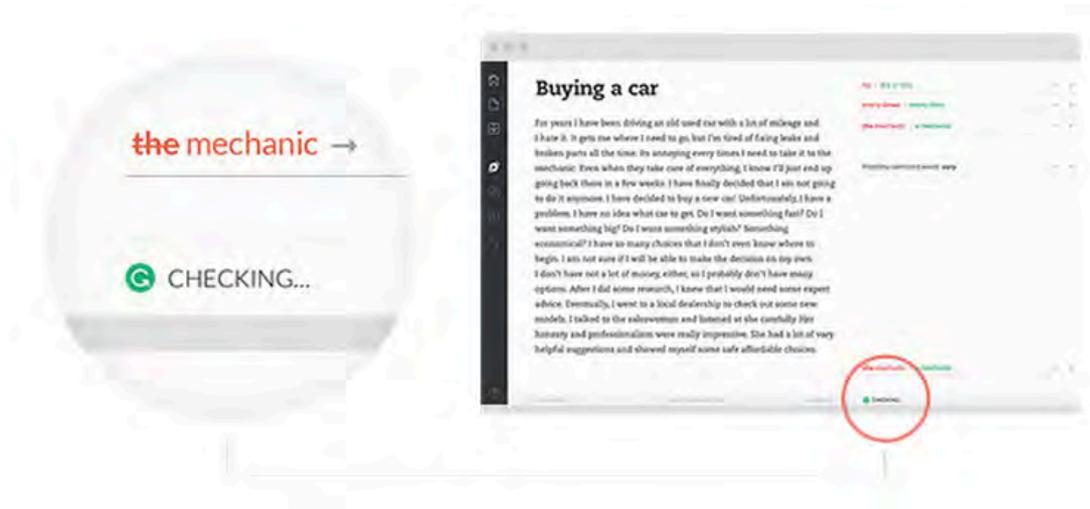
You can also create a new document from within an existing open document view.



Another option for importing existing text is to create a blank document, then paste in text from your clipboard (CTRL+V on PCs and ⌘+V on Macs).

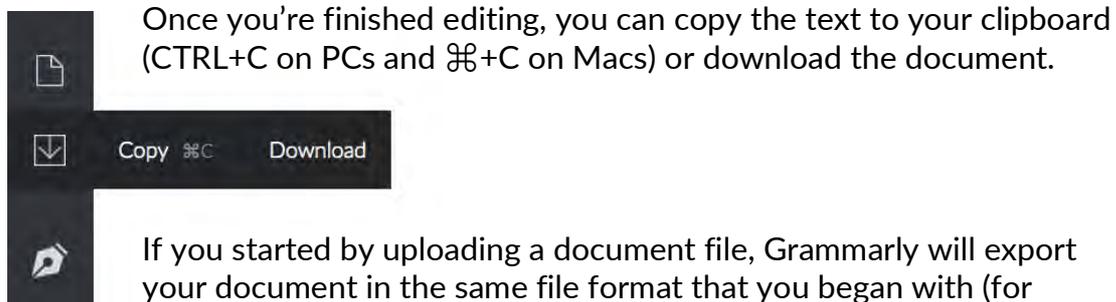
Editing text

Grammarly automatically checks everything you type, making it easy to spot and fix errors quickly. When your document is being checked, a notification appears in the status bar at the bottom of the page. You can keep typing, and Grammarly will continue checking.



Changes to your document are automatically saved to Grammarly as you type, so you do not have to worry about losing your work.

Exporting document



Once you're finished editing, you can copy the text to your clipboard (CTRL+C on PCs and ⌘+C on Macs) or download the document.

If you started by uploading a document file, Grammarly will export your document in the same file format that you began with (for example, if you started by uploading a .doc file, your Grammarly document will be available to download as a .doc file).

Making corrections

Correction cards are shown to the right of the text, allowing you to correct a mistake in one click.

Accept a correction

Click on a suggested correction to apply the change in the text. To revert a recently applied correction, click Undo.

Add to dictionary

Words added to your personal dictionary are no longer highlighted as mistakes.

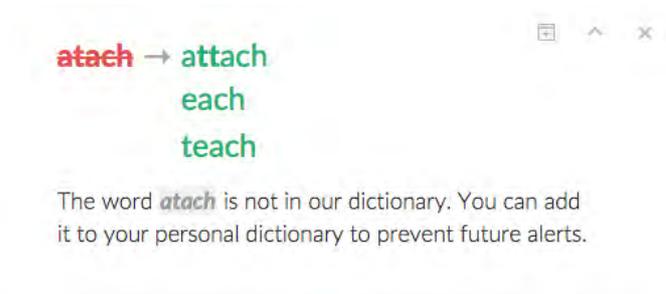


Expand a card

View a detailed description of the highlighted mistake.

Ignore a card

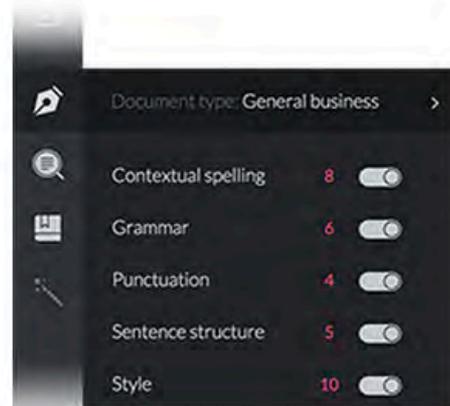
Cards you ignore are removed from the list of correction cards.



 ADD TO DICTIONARY  IGNORE

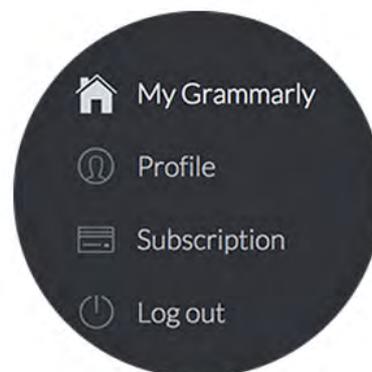
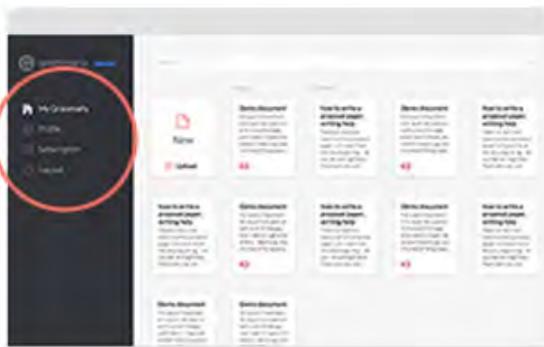
Grammarly checks

You can easily see which checks Grammarly is running on your document and click to toggle a check on or off.



Document and desktop settings

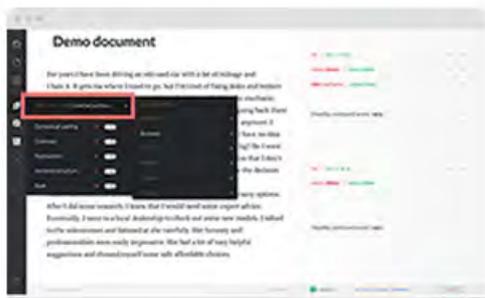
The document desktop is where your documents are stored.



You can change your Profile and Subscription settings from the menu in the left-hand

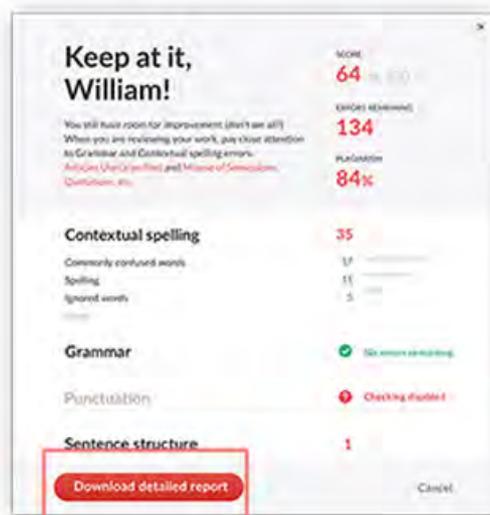
Specialty documents

Choose a type for your document to get the most accurate and relevant corrections for your specific writing situation.



Document statistics

Click the score button in the lower right corner of the screen to view a detailed document statistics dashboard.



You can download all the information shown on the dashboard in one convenient report by clicking the «Download detailed report» button.