



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

Memo No. CL/ 334 /2026-27/(GNet)

Date. 20 August 2026

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: -

Step 1: Go to www.grammarly.com/edu (mandatory to sign up for this URL)

Step 2: Click on the "Join Your Organization" button, and fill out the self-service form. Ensure that users are registering from their respective official email ID (xxx.yyy@**visva-bharati.ac.in**)

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

Please note: @edu credential verification has been activated, and an activation email will be sent to the user's institutional email ID once they register. Users may at times get this in Spam/Junk/Promotion/Update Folder due to mail settings - users are advised to check the spam folder in case the link is not received in the INBOX.

Step 4: Verify the activation email from Grammarly.

Step 5: Kindly use the access code: 'riyCsWRtFoazgotP' for registration.

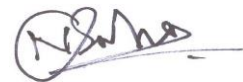
Once registered, users will land on the 'Grammarly Editor, ' which is easy to use and can be explored by the user.

Register for having no VB domain mail ID:

1. On request, send to the Librarian through mail (librarian@visva-bharati.ac.in or ncsaha.72@gmail.com), and one will receive an invitation email for 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 the 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 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.

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



Librarian, Visva-Bharati
Santiniketan-731235

How to Use Grammarly (For Having a VB domain mail ID)

1. Go to URL: www.grammarly.com/edu
2. Click on Login, enter your 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. Select the language type in the Customize section:
<https://account.grammarly.com/customize> Accounts > Customize > Language Preference.
6. If you have an existing file, upload a document, or else you 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. Click on **Plagiarism** (Plagiarism will usually be switched off. Kindly switch it on every time you log in) – Right bottom corner.
9. Rectify all alerts/issues, click on the Overall Score (right top corner), and click on Download the PDF report.
10. The MS Word Plugin can be downloaded from the support page after registration from the link ¹<https://www.grammarly.com/office-addin/windows>. The same user ID and Password credentials will grant access to use the Plugin for users.

The tutorial is accessible through the following link:

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