VISVA-BHARATI
CENTRAL LIBRARY
(Visva-Bharati Library Network)

Memo No. CL/ 50 /2021-22/(GNet)   **Date. 08 June 2021**

Notice

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

This is to let you know that, Visva-Bharati Library Network has subscribed Grammarly for the period 01 April 2021 to 31 March 2022 VB. 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 Join Your Organization button, fill up the self-service form. Ensure that users are registering from their respective official email id **(@visva-bharati.ac.in)**

Step 3: After clicking signup, 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 he/she registers. Users may at times get this in Spam/Junk/Promotion/Update Folder due to mail setting - users are advised to check the spam folder in case the link is not received in the INBOX.

Step 4: Verify the activation mail from Grammarly.

Step 5: Kindly use 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 other than VB domain mail ID:

1.   The Faculty members / Officers/ Scholar of Visva-Bharati those who have not Visv-Bharati domain mail ID (it is preferred to have VB mail ID as soon as possible from the VB Computer Center) they are requested to send one request mail through ncsaha.72@gmail.com or librarian@visva-bharati.ac.in to have grammarly access with their Name, Designation including Department & Bhavana, Mail ID, VB Library Card No. etc.

2. On request through mail as at above, one will receive an invitation email for the Grammarly access.

3. Imp Note: then check email inbox/spam/junk/promotions and other folders for Grammarly access invitation.

4. Click on "Join Now" and it will redirect to Grammarly Page.

5. Do not click on Continue with Google.

6. Enter the new Password and Click on create account and join.

7. Click on Join the Team

8. 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.

Please register and enjoy the facility to ensure quality research writing.

(Nimai Chand Saha)
University Librarian (Acting)
Central Library, Visva-Bharati, Santiniketan

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

1. Go to URL: www.grammarly.com/edu

2. Click on Login, Enter E-mail 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 already existing file, Upload 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 be usually 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 9743094965https://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

Support Email: grammarly@bridgepeople.in

Ph: 9743094965/7483863360