

**University Information Resources Centre**  
Guru Gobind Singh Indraprastha University, Dwarka, New Delhi

GGSIPIU/UIRC/2019-20/078/ LO/G

Dated: 13/7/2020

**NOTICE**

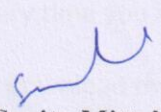
**Subject: Subscription of 'Grammarly Premium'**

UIRC has subscribed 'Grammarly Premium' for our university schools. The access of the same has started now. You might have received invitation from publisher in your email account. Kindly register and activate your account. The users' guide is also enclosed for your ready reference for more details.

Further, invitation for registration is sent only to those faculty members and research scholars whose information was reached to UIRC before lockdown . So, all Deans/ Heads are once more requested to send email addresses ( if not sent earlier) of all faculty members and research scholars in Excel format as given below to the undersigned in her mail ([savitarajmittal@gmail.com](mailto:savitarajmittal@gmail.com)) who wish to avail this facility.

Sr No	E Mail ID	First Name	Last Name	User Category and Department	Mobile Number
1					

540-L/UIRC/2020  
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13/7/2020

Dr Savita Mittal  
Incharge Library  
[savitarajmittal@gmail.com](mailto:savitarajmittal@gmail.com)

**Copy To:**

1. All Dean/ Directors/Heads
2. AR to Honable Vice Chancellor for information please.
3. AR to Registrar for information please.
4. Head UITS for uploading on University website and on UIRC page.
5. Guard File.

### How to Register

1. You will receive an invitation email from the Grammarly..
2. Imp Note: Kindly check your email inbox/spam/junk/promotions and other folders for Grammarly invitation.
3. Click on "Join Now" and it will redirect to Grammarly Page.
4. Do not click on **Continue with Google**.
5. Set a new Password and Click Sign Up button.
6. Do not change your College code.
7. User ID will be your Email-ID

### How to Use Grammarly

1. Go to URL: [www.grammarly.com/edu](http://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 <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>

Support Email: [grammarly@bridgepeople.in](mailto:grammarly@bridgepeople.in) Ph: 9886444233, 8939875800