

## How to create a new Grammarly account.

Go to <https://www.grammarly.com/edu/signup>

AIS has a premium account with Grammarly and both staff and students will benefit from the additional features of the premium account. Make sure you register a user account with your AIS student [@ess.ais.ac.nz](mailto:@ess.ais.ac.nz) or staff [@ais.ac.nz](mailto:@ais.ac.nz) email address. Once your account is created, you will receive an email from Grammarly with a link for you to activate. ( AIS Grammarly Access Code : [iuIJUVqwFcdRcfl](#) )

### Step 1



Log in

## Welcome to Grammarly!

Please create an account to join your organization.

 Continue with Google

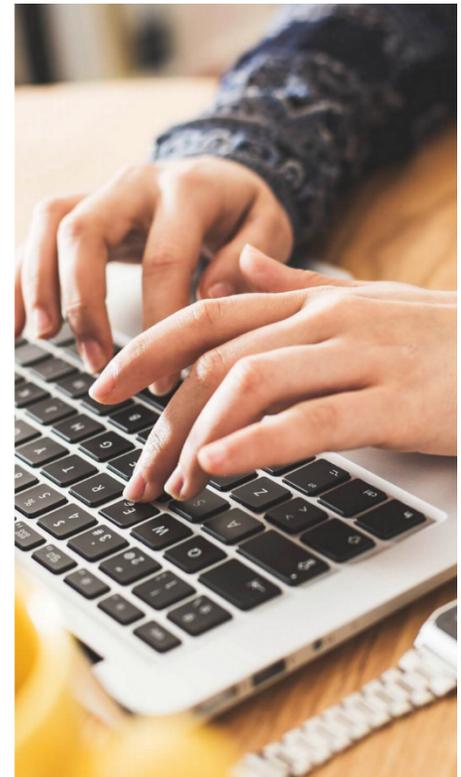
OR

Name  
mrbr001

Email  
mrbr001@ess.ais.ac.nz

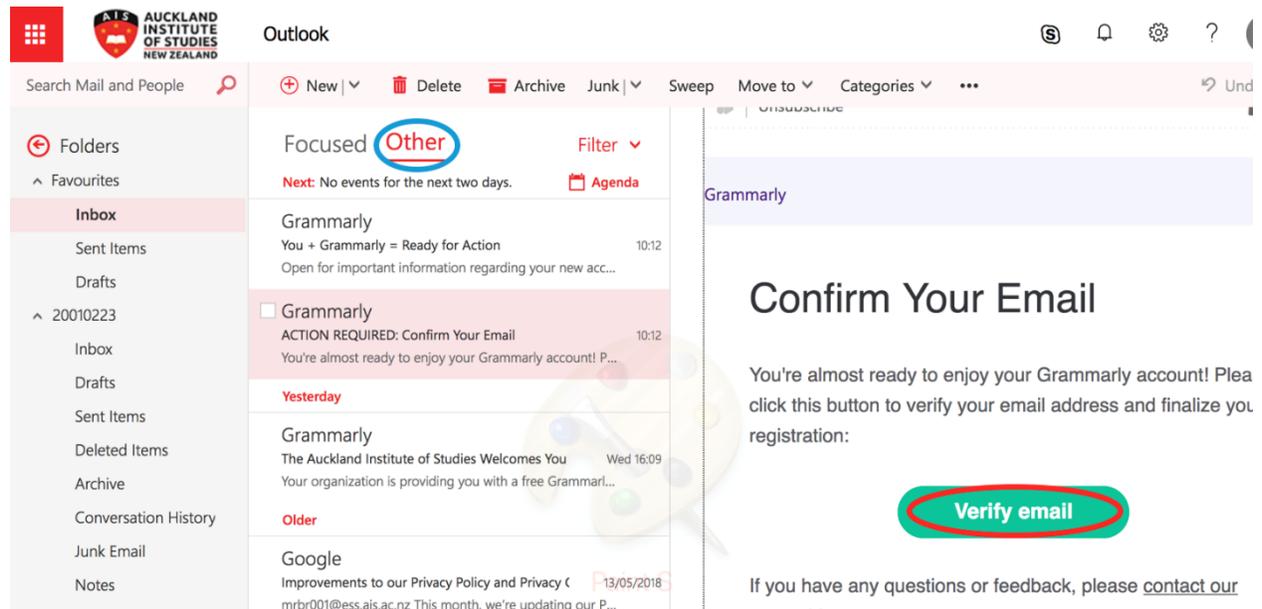
Password  
●●●●●●

Sign Up



For security reasons, AIS hasn't whitelisted Grammarly from its email server filter. So, when you first sign up with Grammarly, the activation email will go to the "Junk email" OR "Other" folder. Simply check your email in there and then follow the link for Activate My Account or Verify email.

## Step 2



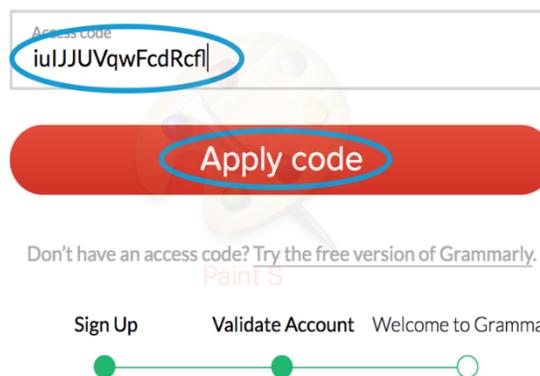
The screenshot shows the Outlook interface for the Auckland Institute of Studies (AIS). The left sidebar shows the 'Folders' pane with 'Inbox' selected. The main pane displays a list of emails. The top email is from Grammarly, titled 'Confirm Your Email', with a subject line 'ACTION REQUIRED: Confirm Your Email'. The email content is partially visible, showing the heading 'Confirm Your Email' and the text 'You're almost ready to enjoy your Grammarly account! Please click this button to verify your email address and finalize your registration:'. A red oval highlights the 'Verify email' button in the email content. The 'Other' filter is also highlighted with a red oval in the top left of the email list.

Then enter this Apply Access Code : iuJJUVqwFcdRcfl

## Step 3

# Apply Access Code

After entering your organization's unique access code, you'll unlock your Grammarly Premium account with 400+ checks, plagiarism detection, document storage and many more features.



The screenshot shows the Grammarly 'Apply Access Code' page. A text input field labeled 'Access code' contains the code 'iuJJUVqwFcdRcfl', which is circled in red. Below the input field is a large red button labeled 'Apply code', also circled in red. Below the button, there is a link: 'Don't have an access code? Try the free version of Grammarly.' At the bottom, there is a progress indicator with three steps: 'Sign Up', 'Validate Account', and 'Welcome to Grammarly'. The 'Validate Account' step is currently active, indicated by a green dot.

Remember Access code only work with your AIS email account.

If you have already registered with same email account then under email section it will indicate 'Already in use need to Login?' Click on <Login >



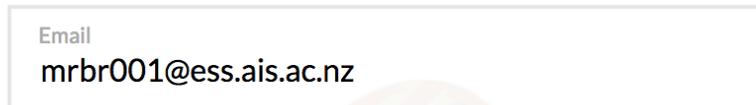
Email  
mrbr001@ess.ais.ac.nz

Already in use. Need to [Log in?](#)

Then enter the correct password to <Log in> or if you don't remember click <Forgot password?>

## Member Login

It looks like you already have an account.  
Please log in to join your organization.



Email  
mrbr001@ess.ais.ac.nz



Password  
●●●●●●



[Log in](#)

[Continue with Facebook](#) [Continue with Google](#)

By logging in, you agree to the [Terms and Conditions](#) and [Privacy Policy](#).

[Forgot password?](#)

Then enter this Apply Access Code : iuJJUVqwFcdRcfl as per above **Step 3**

Then Grammarly is ready to use. If required, you can install add-on **Grammarly for MS Office®** Apps as per device or operating system.

The screenshot shows the Outlook web interface for the Auckland Institute of Studies. The left sidebar shows the 'Folders' pane with 'Inbox' selected. The main pane shows a list of emails, with the 'Other' tab circled in blue. The first email is from Grammarly, titled 'You + Grammarly = Ready for Action', dated 10:12. Below it is another email from Grammarly, 'ACTION REQUIRED: Confirm Your Email', dated 10:12. The right pane shows the 'Grammarly Works Where You Work' section, which lists three installation options: 'Grammarly's Mobile Keyboard' (Android and iOS), 'Grammarly for MS Office®' (Windows Only, circled in blue), and 'Grammarly's Native App' (Windows and macOS). Each option has an 'INSTALL >' button.

## What is Grammarly?

Grammarly is an excellent add-on tool, which you can use whilst writing emails, documents or messages. When writing, it automatically detects grammar, spelling and punctuation mistakes. Grammarly also highlights style and tone errors, detects your writing for plagiarism and offers suggestions to make your writing clearer and more precise. For additional information, visit the Grammarly support page, <https://support.grammarly.com/hc/en-us>.