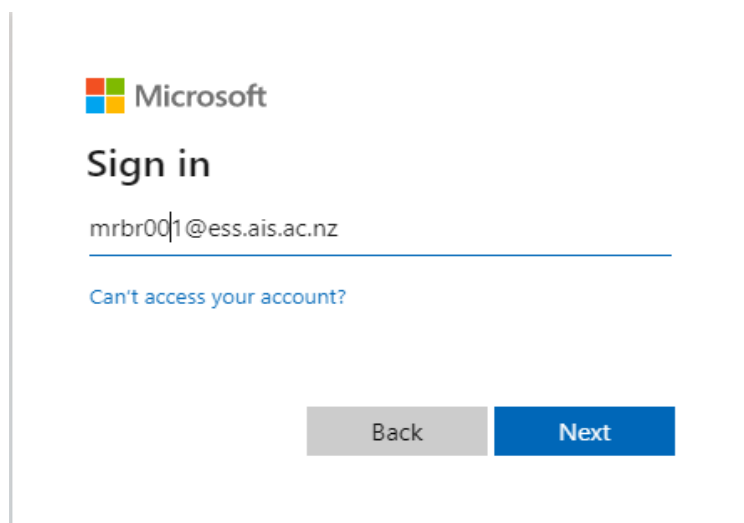


How to login and use Grammarly account

Go to <https://sso.grammarly.com/saml/login?ssoid=1ff55c66-6e24-4118-80d0-19d55a1374de> the link will take you to the Sign in page:



Microsoft

Sign in

mrbr001@ess.ais.ac.nz

[Can't access your account?](#)

Back Next

AIS has a premium account with Grammarly and both staff and students will benefit from the additional features of the premium account. To sign in, please type in your AIS student [@ess.ais.ac.nz](mailto:mrbr001@ess.ais.ac.nz) or staff [@ais.ac.nz](mailto:ais.ac.nz) email address.

Step 2

At the next sign-in page enter/type your AIS account password and click on Sign-in button.

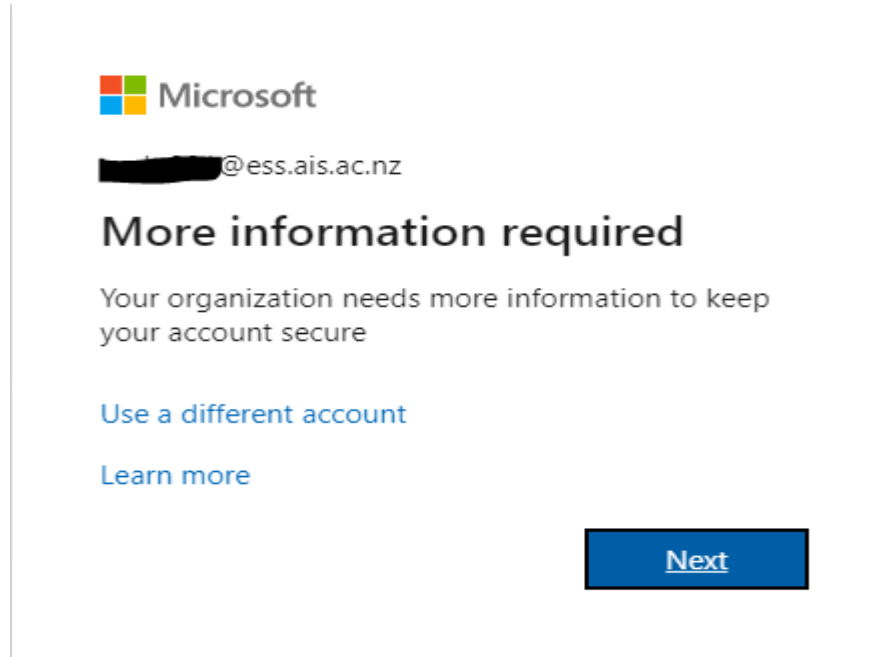


Sign in with your organizational account

Sign in

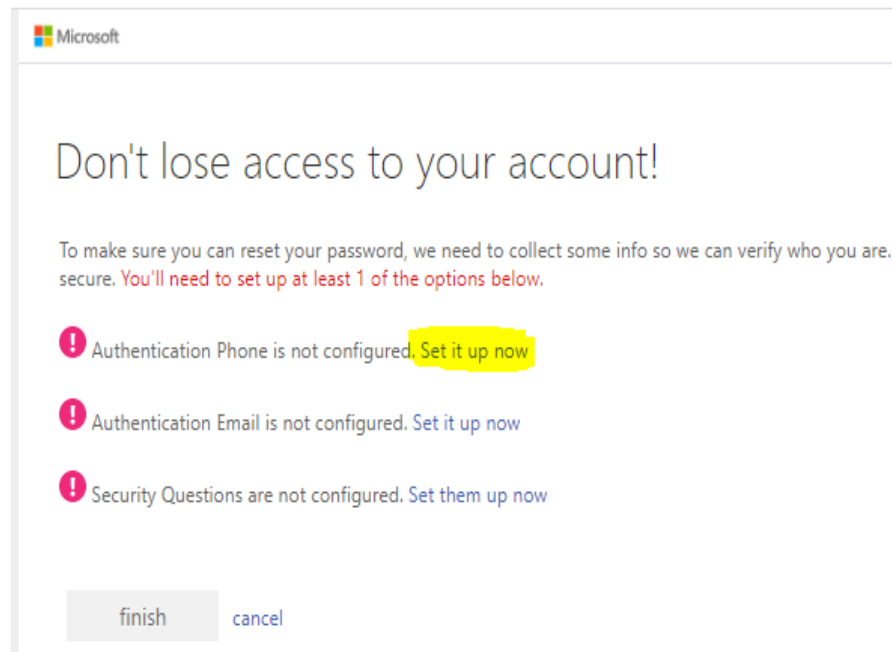
Step 3

After successful login click the “Next” button



Step 4

This Page will pop-up only if you did not sign to Office 365 Portal. If you have completed the below process during Office 365 login then jump to “Step 5”



Microsoft

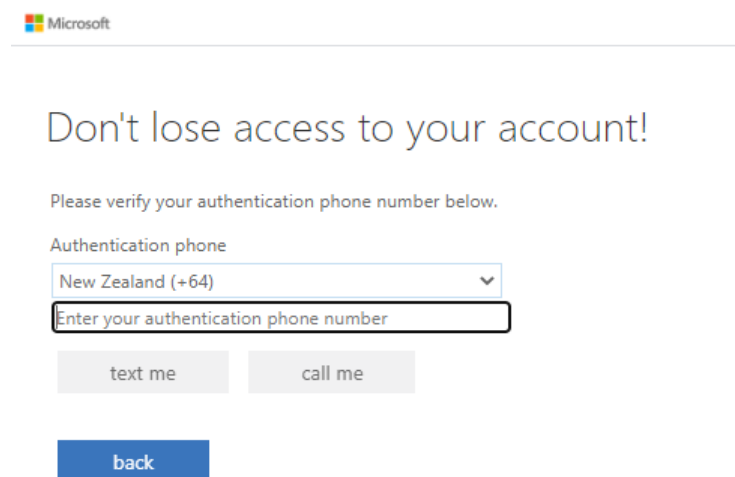
Don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. \ secure. You'll need to set up at least 1 of the options below.

- ! Authentication Phone is not configured. **Set it up now**
- ! Authentication Email is not configured. [Set it up now](#)
- ! Security Questions are not configured. [Set them up now](#)

[finish](#) [cancel](#)

Please enter your personal mobile number and follow the instructions on the screen by selecting either “text me” or “call me”



Microsoft

Don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

New Zealand (+64) ▼

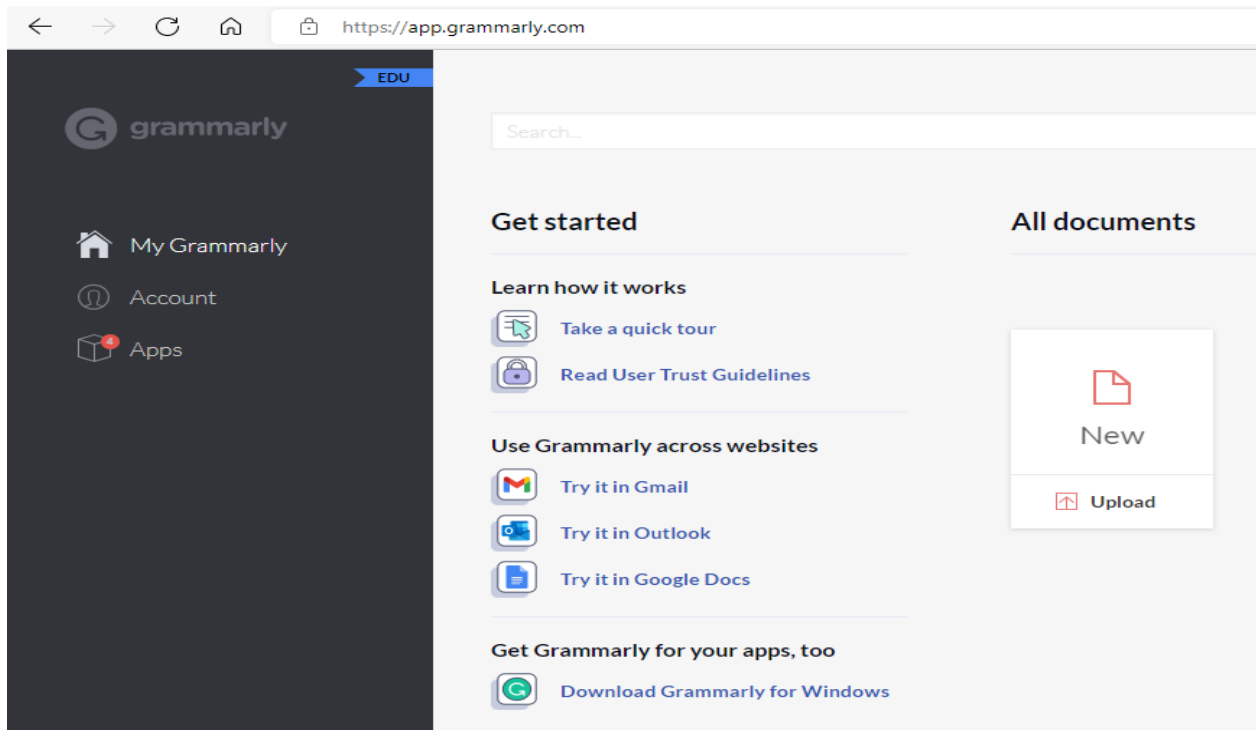
Enter your authentication phone number

[text me](#) [call me](#)

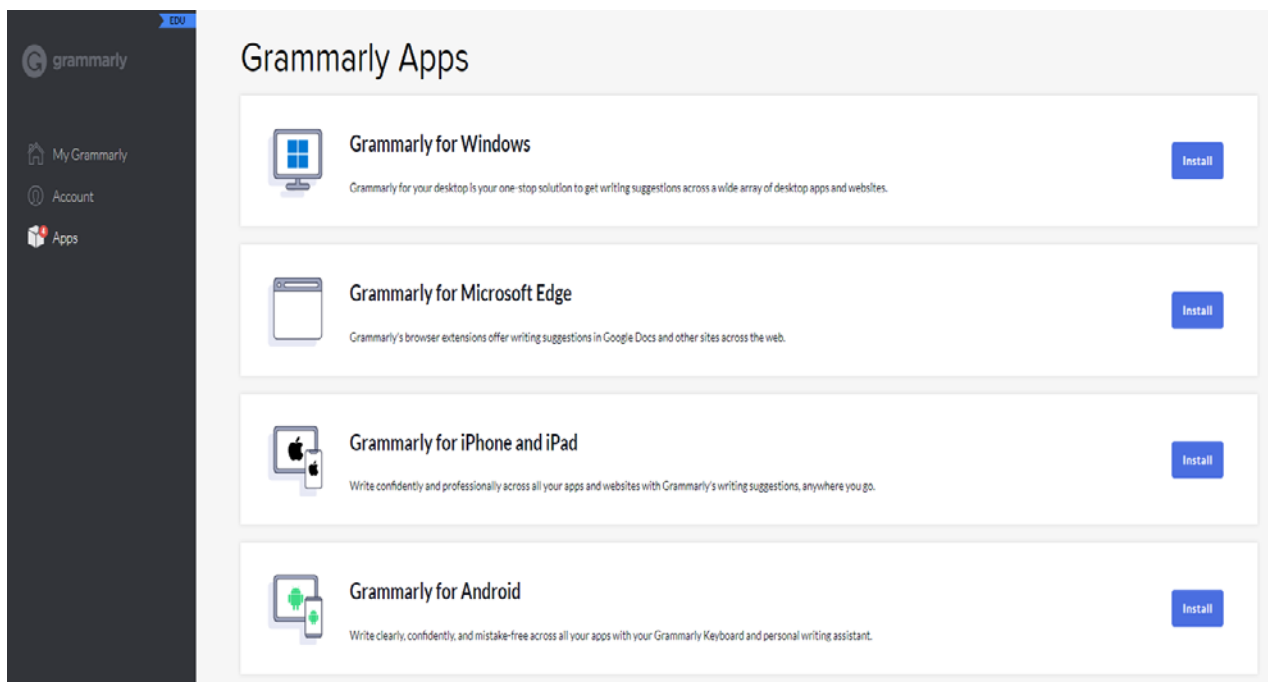
[back](#)

Step 5

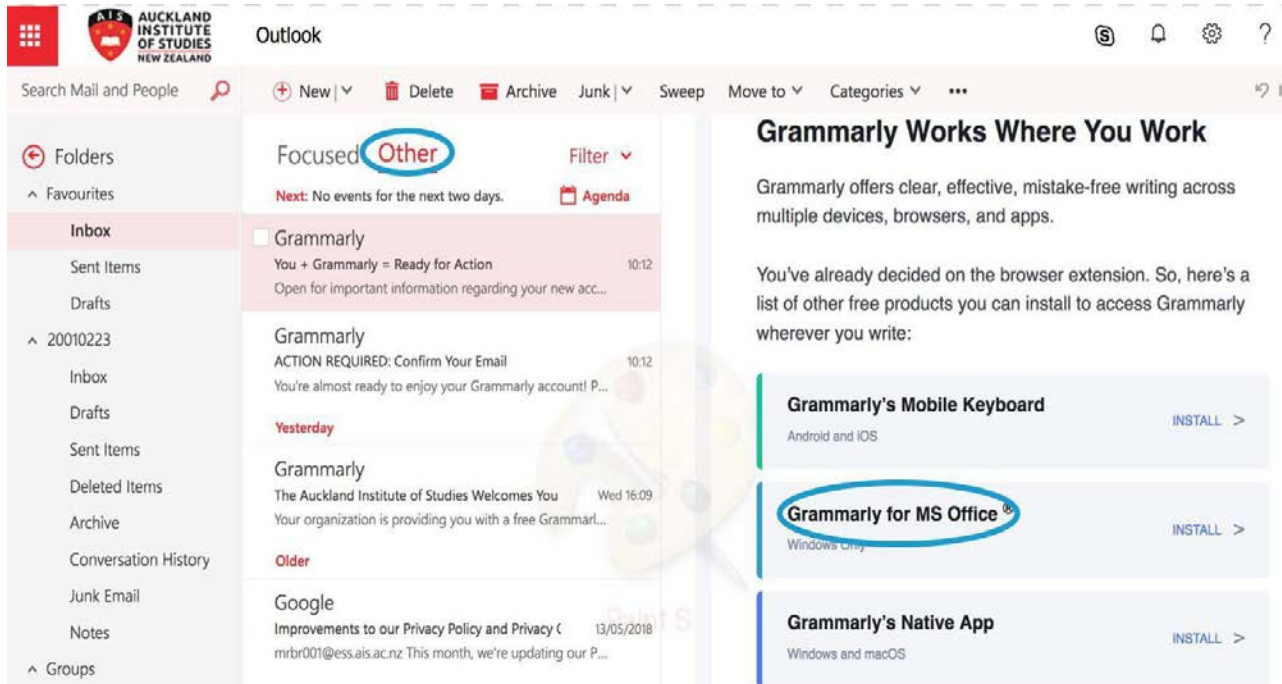
After successful login all users should be able to view this screen



Select Apps item on the left from web page reference as image. Download and install Grammarly and follow the instructions.



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



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>

Please contact us on ithelp@ais.ac.nz, Ext 618 or on Teams by searching ITHelp in calls, if you need support. We are in St Helens Campus, Level 2, Room no. M218