

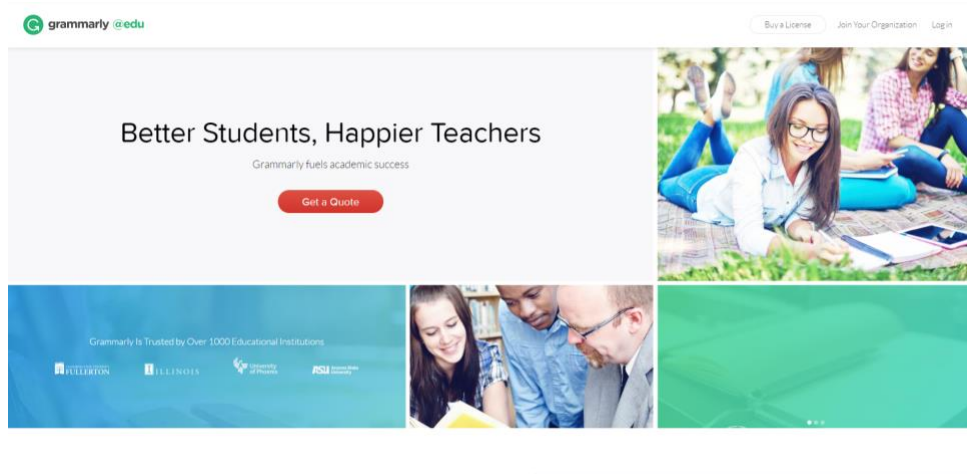
Grammarly Log-In

Grammarly is a program we have available for staff and students to check grammar, spelling, and punctuation in documents, emails, etc.

How to Register: Only if you have not already received an invitation to activate your account.

Step 1) Add info@send.grammarly.com and donotreply@grammarly.com to your contact list.

Step 2) Go to <http://www.grammarly.com/edu/>



Step 3) Click “Join Your Organization” at the top right corner.

Step 4) Enter “Name”, Email (KCCC email), and create a password.

- If required, apply access code NjobvWhK4WHSwb8q

Step 5) Check email inbox for the email titled **ACTION REQUIRED: Confirm your email**, and click **Verify Email**.

How to Log-In:

Step 1) Go to <https://www.grammarly.com/>

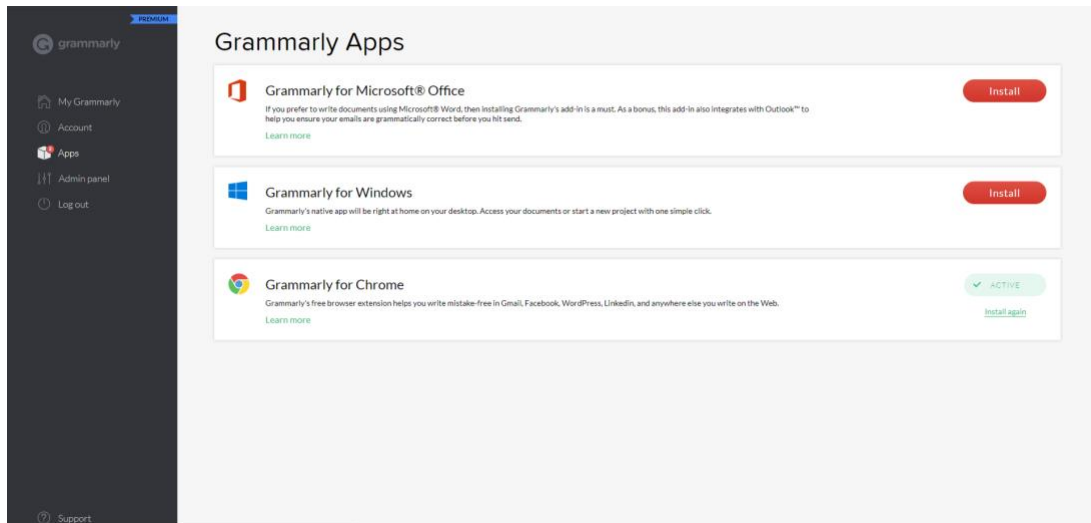
Step 2) Click “Log In” in the upper right-hand corner.

Step 3) Log-in with your Kccc Email and password you created, click “Sign in.”

How to Install Web Browser App:

Step 1) Log-in to Grammarly and click on “Apps” on the left-hand side.

Step 2) Install Grammarly for the web browser you will regularly use.



How to Install Add-In for Microsoft Office:

Step 1) Go to <https://www.grammarly.com/office-addin/windows>



Step 2) Click "Free Download"

Step 3) Sign-in with your Grammarly log-in information

Step 4) Follow the steps provided to install the Grammarly app to Microsoft Office.