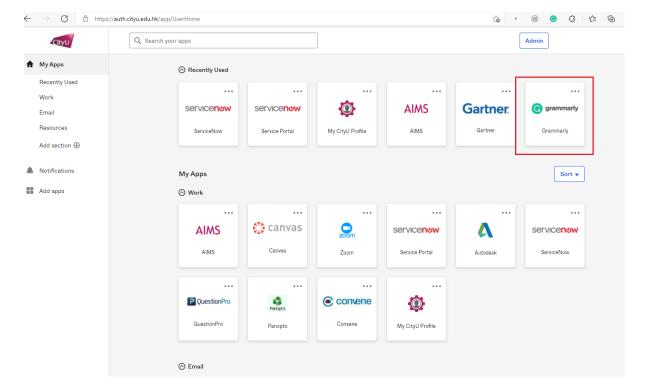
Activate Grammarly Account

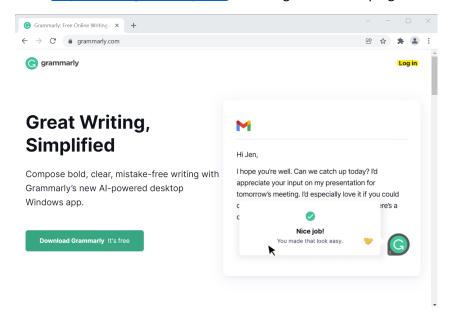
After you have successfully registered a Grammarly account in ServiceNow, you will be presented a link to activate your Grammarly account. But if you missed it, you can follow these steps to activate the Grammarly account.

- 1. Open a web browser, for example, Chrome or Firefox or Edge.
- 2. Go to https://auth.cityu.edu.hk, login with your EID and password.
- 3. Click the Grammarly icon.
- 4. You will then land on the Grammarly home page.

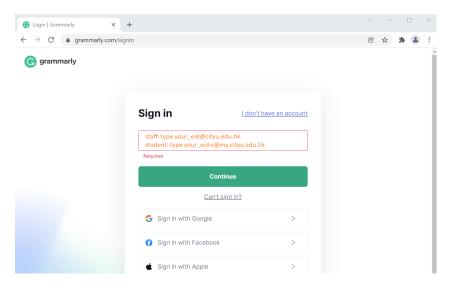


Login to Grammarly website to download Grammarly apps

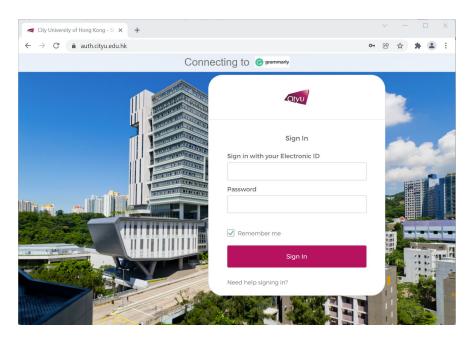
- 1. Open a web browser, for example Chrome or Firefox or Edge.
- 2. Go to https://www.grammarly.com, click "Log in" on the top right corner.



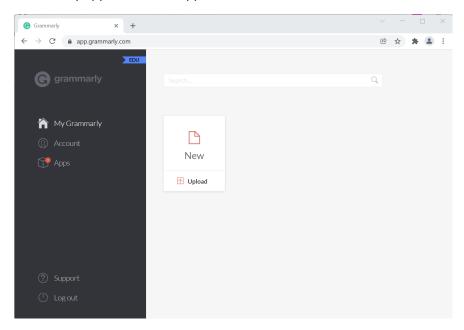
3. In the email box, type your_eid@cityu.edu.hk if you are a staff member, your_eid-c@my.cityu.edu.hk if you are a student, click the "Continue" button.

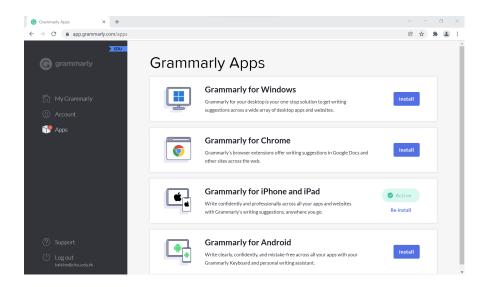


4. You will be redirected to the CityU Single Sign-On page, login with your EID and password.



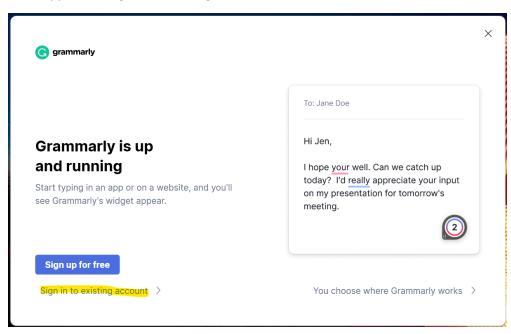
5. You will then get to the Grammarly home page, where you can download the Grammarly apps from the "Apps" link on the left.



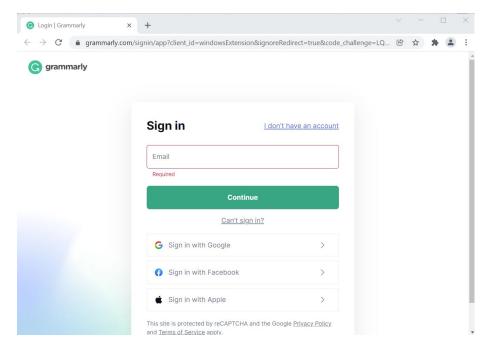


Login to Grammarly apps

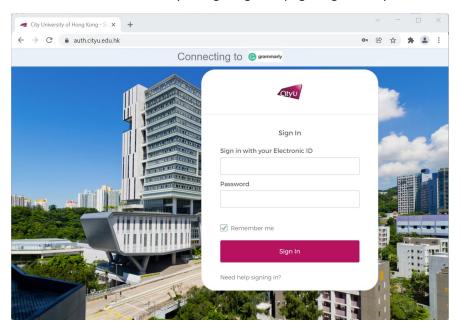
1. Open the app, click "Sign in to existing account".



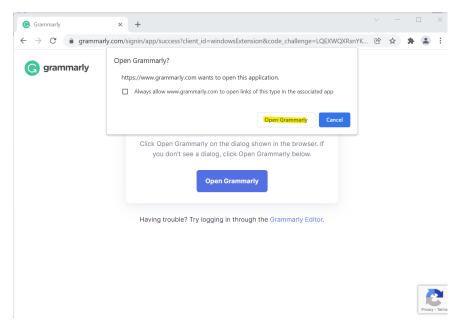
2 Your default browser will open and bring you to the Grammarly logon page. In the email box, type your_eid@cityu.edu.hk if you are a staff member, your_eid-c@my.cityu.edu.hk if you are a student, click the "Continue" button.



3 You will be redirected to the CityU Single Sign-On page, login with your EID and password.



4 Click "Open Grammarly".



5 You will then be brought back to the Grammarly app.

