**Accessing Grammarly**

**Issue/Environment/User Group**

A Student, Faculty, or Staff member would like to access a Premium Grammarly subscription through the University.

**Cause**

The user would like a more complete grammar and spell check feature across web browsers.

**Resolution**

1. Log into the [MyUSA Portal](https://my.usa.edu/ics) (<https://my.usa.edu>):



1. Open the Student Services tab:



1. Open the Writing Center section on the left side of the page:



1. Open the Online Resources section on the left side of the new page:



1. Click the Grammarly link (the second section on the Online Resources page):



1. You will be taken to this Grammarly page where you will enter your (1) Full Name, (2) your USA.edu email, and (3) a stand alone password for Grammarly:



(3)

(2)

(1)

1. You will be sent an email to your USA.edu email where you will click the Verify Email button which will lead you to a page welcoming you to Grammarly that will automatically download Grammarly to your default browser.

For you convenience, here is a direct link to sign up for Grammarly: <https://www.grammarly.com/edu/signup>

If you have already signed up for Grammarly not using the instructions above with your USA.edu email, you can find instructions here on how to convert that into a Premium subscription from a free subscription: <https://support.grammarly.com/hc/en-us/articles/115000091691-I-signed-up-at-Grammarly-com-instead-of-Grammarly-com-edu-What-should-I-do->

If you have any other questions or concerns about Grammarly, please reach out to the Writing Center at WritingCenter@usa.edu