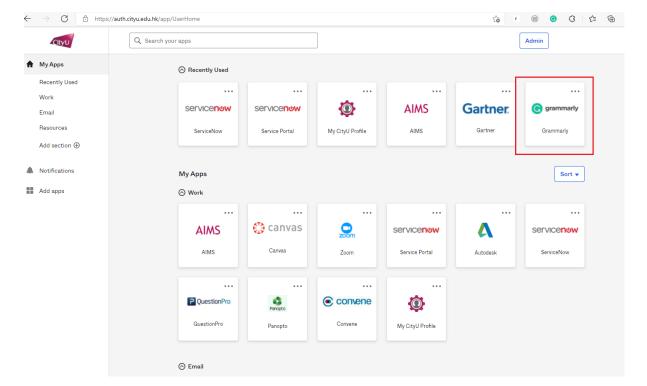
## **Activate Grammarly Account**

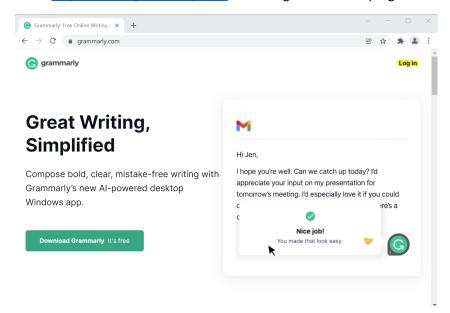
After you have successfully registered a Grammarly account in ServiceNow, you will be presented a link to activate your Grammarly account. But if you missed it, you can follow these steps to activate the Grammarly account.

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

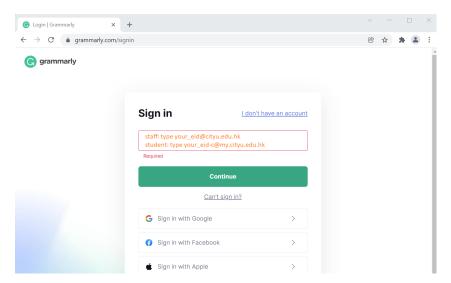


## Login to Grammarly website to download Grammarly apps

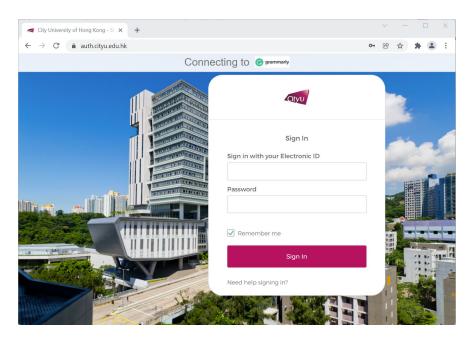
- 1. Open a web browser, for example Chrome or Firefox or Edge.
- 2. Go to <a href="https://www.grammarly.com">https://www.grammarly.com</a>, click "Log in" on the top right corner.



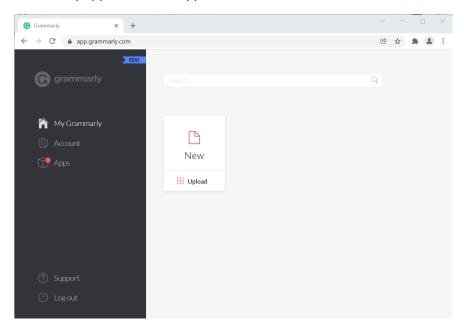
3. In the email box, type your\_eid@cityu.edu.hk if you are a staff member, your\_eid-c@my.cityu.edu.hk if you are a student, click the "Continue" button.

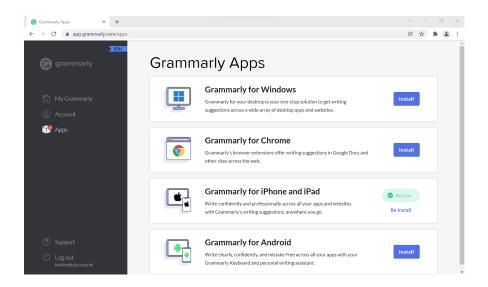


4. You will be redirected to the CityU Single Sign-On page, login with your EID and password.



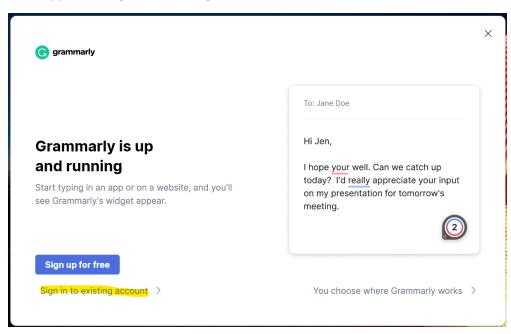
5. You will then get to the Grammarly home page, where you can download the Grammarly apps from the "Apps" link on the left.



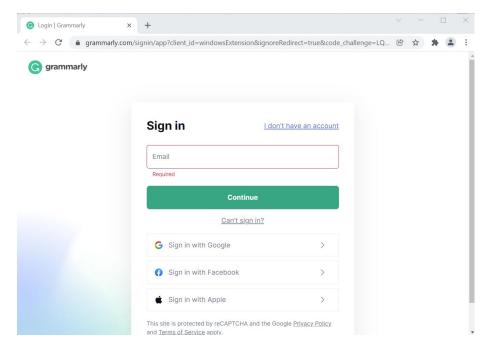


## **Login to Grammarly apps**

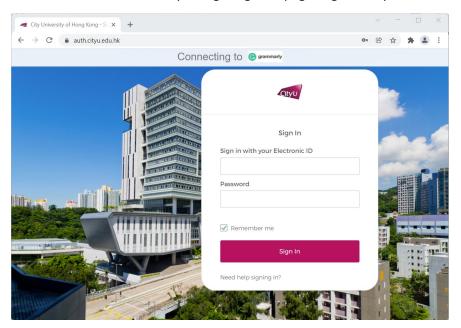
1. Open the app, click "Sign in to existing account".



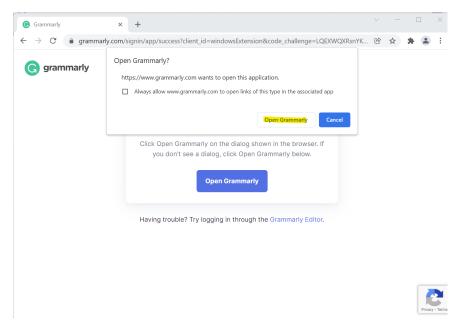
2 Your default browser will open and bring you to the Grammarly logon page. In the email box, type your\_eid@cityu.edu.hk if you are a staff member, your\_eid-c@my.cityu.edu.hk if you are a student, click the "Continue" button.



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.

