Grammarly for Education Free Account Application Guide

The Bilingual Center provides faculty and staff with free Grammarly account access to facilitate the preparation of English as Medium Instruction (EMI) courses and support the establishment of bilingualism at our university. For Grammarly usage instructions and FAQs, please refer to Attachment 1.

Application Requirements:

1. Free account application priority order:
   1.1 Full-time faculty or project-based teachers of this institution
   1.2 On-duty personnel of this institution (including permanent staff, contract employees, and full-time assistants)
   1.3 Current graduate students of this institution (including doctoral and master's students)

*If spots remain available, applications will be opened to part-time faculty members.

2. Application deadline: From now until **December 15, 2024 (Sunday).** Late applications will not be accepted.
3. If an account remains inactive for 3 months after activation, the center will automatically delete the account.

Application Steps:

1. Complete the application form: https://forms.gle/i9C1KoXfwiaoHQKy8
   Please provide your school email (@nchu.edu.tw). Applications with personal email addresses (e.g., Gmail) will not be processed.
2. The center will activate all accounts on December 20, 2024 (Friday).
3. After activating your account, applicants will receive a registration invitation from Grammarly. Click "Join Now," enter the same school email used in the application, set a password, and begin using the service.
4. Grammarly usage period: From registration until June 3, 2025. Any changes to the actual usage period will be announced separately.
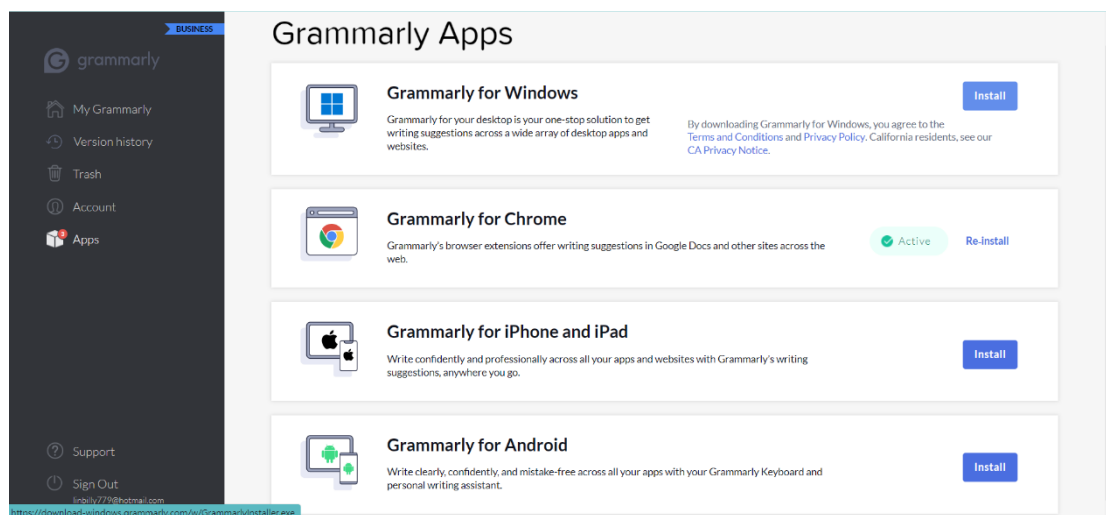
Attachment 1: Grammarly Usage Instructions and FAQs

1. Grammarly Process and Usage Instructions:

Submit application form → Receive Grammarly registration email → Register and login to use

*Note: To use with other programs, please download the application to your device as follows:

- Visit: https://app.grammarly.com/

- After logging in, find "Apps" at the bottom left,

- Install both "Grammarly for Windows" and "Grammarly for Chrome"

If downloaded successfully, the Grammarly program icon will appear.

Opening it will enable integration with Word for related functions.

2. Frequently Asked Questions:

2.1 How long will it take to receive the registration email?

➢ Within 2-3 days from the unified activation date (December 20), you will receive a registration invitation email from grammarly.com. The registration link expires, so please register as soon as possible.

2.2 How do I register?

➢ Applicants will receive a registration invitation email from Grammarly. Click 「Join Now」, set up your account (using the same school email provided in the application) and password to begin using the service.

➢ Note: Please check your spam folder if you haven't received the Grammarly registration invitation email.

2.3 How to link personal accounts

➢ Suppose you previously registered for a paid Grammarly version. In that case, it's recommended to go to the web version of Grammarly, select 「Your Account」, then 「Account」, and choose 「Delete Account」 at the bottom.

➢ Then submit your application email to our center for review. You can start using the service after receiving and activating the verification email.

2.4 Initial login or usage issues

● Possible cause 1: The same email exists in a group not established by our center (including previous applications with other units, self-registered free or Premium versions; each email can only join one group plan).

➢ Solution: The original group administrator must remove the account before our center can re-add the account to the group for use.

● Possible cause 2: Previous self-registration with this email will prevent login/registration.

➢ Solution: Delete the account and notify our center's staff, and the center will re-add the account. Users can then register and login after receiving the email.