How to get a license for Grammarly Premium in 3 easy steps

One of the 795 Grammarly Premium licenses available to Charles University can be obtained for a half-year period via the hold request system of the Charles University Central Catalogue.

0.0 Electronic application for the use of CU library services

If you are not a registered reader, please first register electronically according to the instructions at https://library.cuni.cz/e-application/.

1.0 Logging in to your CKIS reader account

1.1 At the top of the catalog interface (https://ckis.cuni.cz/?CON_LNG=ENG), log in to your reader’s account by clicking on the red link Login CU user.

1.2 To log in, enter your CAS credentials in the form.
1.3 After logging in, your reader’s account will be displayed. Make sure that the $E-mail$ field contains an email address where you can receive emails - the Grammarly account will be set up on this address. If the $E-mail$ field does not contain the proper email address, use the $Update addresses$ link to set it up. You can change your email address at any time after assigning a Grammarly license.
2.0 Search for the Grammarly record

2.1 Go to the Search section.

2.2 Enter “Grammarly” in the search field

![Image of search interface]

and confirm via the Enter key/clicking the Go button.

3.0 Creating a license reservation

The search returns the record “Grammarly Premium License”.

3.1 Click on the “Central Library” link in the Items section.

![Image of items list]

A list of all licenses available for loan is displayed.
TIP: Check “Hide loaned items” and click Go to display only licenses that have not been borrowed yet, making the next step easier.

3.2 Click on "Request" for an available (on shelf) license.
3.3 The hold request form will appear, click Go.

You will be taken to the next page, where you need to confirm the request by clicking Go.

You will be notified by email about the license assignment - follow the instruction in that email. As the process is manual, please be patient.

If you have any questions, please contact grammarly@cuni.cz.