

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/F/?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.

» Messages » Blocks

CKS50 - Library Card - your name


CKS50

There are 0 Messages for you.

Activities (click to view more info, renew, delete, etc.)

| | |
|-----------------------|------|
| Loans | 0 |
| Loan History List | 90 |
| Hold Requests | 0 |
| Hold Requests History | 4 |
| Photo Requests | 0 |
| Cash Transactions | 0.00 |

Blocks


[Update addresses](#) 

| | |
|--------------------|--|
| Address (1) | your name |
| | your address |
| | |
| | |
| | |
| E-mail | email for the Grammarly account |
| From | 02/12/19 |
| To | 31/12/99 |

Update E-Mail Address of - your name

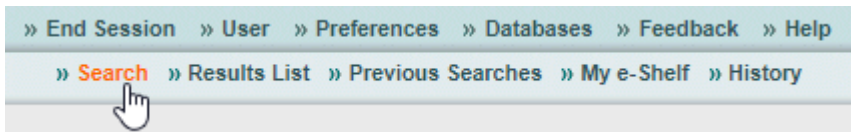
Enter/update your e-mail address for library beeing able to send to you important messages.

| | |
|---------------------------------------|---|
| Email | e-mail address for the Grammarly account |
| Mail Attachment | HTML Body Only ▾ |
| <input type="button" value="Update"/> | |



2.0 Search for the Grammarly record

2.1 Go to the Search section.



2.2 Enter “Grammarly” in the search field

| | |
|----------------------|--|
| <input type="text"/> | |
| Title words | <input type="text" value="grammarly"/> |
| Publisher | <input type="text"/> |

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

3.0 Creating a license reservation

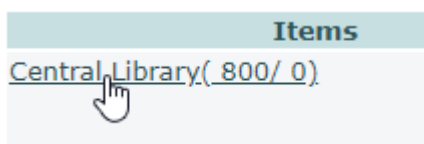
The search returns the record “Grammarly Premium License”.

Results for W-title= grammarly; Sorted by: Year (descending)/Author
Sort options: Author/Year(d) Author/Year(a) Year(d)/Author Author/Title Title/Year(d) Title/Year(a) Year(d)/Title

Records 1 - 1 of 1 (max. display&sort is 10000 rec.) [CSS](#)

| # | Cover | Author | Title | Year | Type | Items | Ext. Link |
|---|--------------------------|--------|---------------------------|------|------|-------------------------|---|
| 1 | <input type="checkbox"/> | | Grammarly Premium Licence | 2009 | | Central Library(.800/0) | Návod pro rezervaci licence přes knihovni katalog WWW stránky vydavatele. |

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



A list of all licenses available for loan is displayed.

CKIS - Holdings

Grammarly Premium Licence
[002375854]

Click on the link ("Request" or "Photo") to make a hold request or photocopy request for an item.

Select year Select volume Select sublibrary Hide loaned items

[Previous Page](#)

| Action | Description | Item status | Due date | Sublibrary | Collection | Location | No. of requests | Location-2 | OPAC note |
|---|-------------|-------------|-----------|-----------------|-------------|-----------|-----------------|------------|-----------|
| Request Expand | | Licence | Requested | Central Library | E-resources | GRAMM_001 | 1 (1/ 800) | | |
| Request Expand | | Licence | On Shelf | Central Library | E-resources | GRAMM_002 | | | |
| Request Expand | | Licence | On Shelf | Central Library | E-resources | GRAMM_003 | | | |
| Request Expand | | Licence | On Shelf | Central Library | E-resources | GRAMM_004 | | | |

TIP: Check "Hide loaned items" and click Go to display only licenses that have not been borrowed yet, making the next step easier.

Hide loaned items

3.2 Click on "**Request**" for an **available** (on shelf) license.

| Action | Description | Item status | Due date | Sublibrary | Collection | Location | No. of requests |
|---|-------------|-------------|-----------|-----------------|-------------|-----------|-----------------|
| Request Expand | | Licence | Requested | Central Library | E-resources | GRAMM_001 | 1 (1/ 800) |
| Request Expand | | Licence | On Shelf | Central Library | E-resources | GRAMM_002 | |

3.3 The hold request form will appear, click Go.

Grammarly Premium Licence
[002375854]

Item is requested. Your request sequence for this item is: 2
There is a total of 1 requests on 800 items.
Item is in the closed stacks.
Item status: Licence (23) Call number: GRAMM_001,
Item Description:

The following locations have been excluded from the Pickup Location list:


Pickup/delivery location :

Period of interest : from to (Date format : yyyyymmdd)

Enter additional information as necessary:

First Note

Second Note



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

Note that the request will not be active unless the 'GO' button is clicked.

| | |
|---|---------------------------|
| Period of interest : | from 04/08/20 to 04/11/20 |
| Author of article | |
| Title of article | |
| Pages | |
| First Note (or table no. for closed stack request) | |
| Second Note | |


Requested Item Details

Bibliographic Information:

Grammarly Premium Licence
[002375854]

| | |
|--------------|-----------------|
| Item status: | Licence |
| Sublibrary: | Central Library |
| Collection: | E-resources |
| Location: | GRAMM_001 |
| Location-2: | |
| Description: | |

Note that the request will not be active unless the 'Go' button is clicked



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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.