

Student Login and Paper Submission Instructions for turnitin.com

To create an account:

- Go to www.turnitin.com in any browser.
- In the upper right corner of turnitin's homepage, click the link, *create a user profile*.
- When asked, *are you a student or instructor?* Choose *student* from the drop down menu. Click *next*.
- Your teacher will provide the Turnitin class ID and Turnitin class enrollment password to type into the boxes on this page. Click *next*.
- On the next page, type your email address if you have one. This will be your login name every time you use turnitin.com. If you do not have an email address, you must create a login name that follows an email address format. For example: smithj@yahoo.com (your last name and first initial followed by the @ symbol and a host website). Write this information down for future use. Click *next*.
- Type the password you would like to use for this account in the box following *enter your password*. It must be between 6 and 12 characters long, and must contain both letters and numbers. You must type the password again in the box following *confirm your password*. Write this information down for future use. Click *next*.
- You must select a secret question from the drop down list, and type your answer to the question in the box following *question answer*. This will be used to allow you to reset your password if you ever forget it. Click *next*.
- Type your first name and then your last name. Click *next*.
- Click *I agree -- create profile*. Click *next*.
- Click *end wizard and log in*. The next page should show your class and teacher. You have successfully created your account. You may logout by clicking the word *logout* in the red boxes at the top of the page.

To submit a paper:

- Go to www.turnitin.com in any browser.
- Type your email address and the password you created for turnitin in the box in the upper right corner of turnitin's homepage. Click *Log in*.
- The next page should show your class and teacher.
- To enter the class, click on the class name. You will see the assignment list and an icon (picture) under the word *submit*. Click on the submit icon next to the assignment for which you are submitting a paper.
- Your first and last name should automatically appear on the next page.
- Type the title of your paper in the box after *submission title*.
- Click the *Browse* button and navigate to the computer file for your paper. Turnitin currently accepts the following file formats: MS Word, WordPerfect,

PostScript, PDF, HTML, RTF, and plain text. When you locate your paper, click twice on it or click once on it, then click once on *Open*.

- You will be directed back to the page with your name and paper title on it. Click the *submit* button in the upper right corner of the box.
- On the next page, you will be asked to confirm if this is the paper you wish to submit. If it is, click *yes, submit*. If it is not, click *no, go back*, and select the correct paper.
- The next page is your turnitin digital receipt. You may wish to write down the paper id number in case there is ever a question about whether or not you submitted your paper. Next, click on the *portfolio* icon in the upper left corner of the box.
- Under *your portfolio*, you will see your paper title. To the right of it, following the submitted date, you will see a grayed-out box under the word *contents*. Keep refreshing the page until a box appears with a percentage and a color. This tells you what percentage of your paper, if any, was plagiarized.
- To view the Originality Report, click on the box with the percentage and color. This page will show you the paper that you submitted, what portions of it were plagiarized, if any, and the sources of the plagiarism on the right.
- Once you have viewed the Originality Report, you may close that page and then logout of your turnitin account.
- Depending on how your teacher has set up his/her assignments, you may be permitted to submit your paper multiple times before the assignment due date in order to correct any plagiarism.
- Remember, this is a learning tool. Use it to learn how to correctly research and document information that you have used from other sources. On turnitin's homepage, follow the *Go to Research Resources* link on the right side of the page to learn more about plagiarism and how to avoid it.