

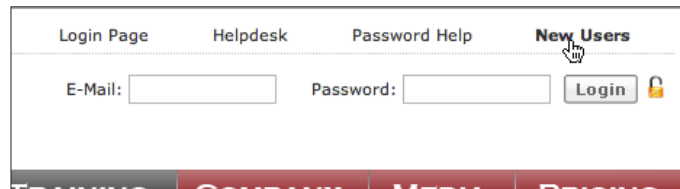
## Introduction

This quickstart will help you get started with Turnitin and will walk you through the steps for submitting your first paper. To begin, you need to first register with Turnitin and create a user profile.

**!** If you have received an e-mail from Turnitin with a temporary password, a user profile has already been created for you. To get started, log in to Turnitin with your e-mail address and password and proceed to Step 2 in this quickstart.

## Step 1

To register and create a user profile, go to [www.turnitin.com](http://www.turnitin.com) and click on the *New Users* at the top of the homepage **1**.



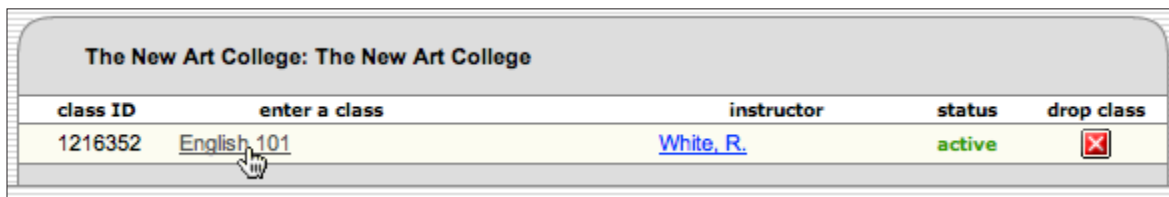
The screenshot shows the Turnitin login page with a navigation bar at the top containing 'Login Page', 'Helpdesk', 'Password Help', and 'New Users'. The 'New Users' link is highlighted with a mouse cursor. Below the navigation bar are input fields for 'E-Mail:' and 'Password:', followed by a 'Login' button with a lock icon.

**1** Click to register and create your user profile


The new user wizard will open and walk you through the profile creation process. To create a profile, you must have a **class ID** and an **enrollment password**. You can get this information from your instructor. Once you finish creating your profile, you will be logged in to Turnitin.

## Step 2

Your class will show up on your homepage. Click on the name of your class to open your class portfolio **2**.



The screenshot shows the Turnitin homepage with a table of classes. The table has columns for 'class ID', 'enter a class', 'instructor', 'status', and 'drop class'. A mouse cursor is pointing to the class name 'English 101' in the 'enter a class' column.

| class ID | enter a class | instructor | status | drop class  |
|----------|---------------|------------|--------|---|
| 1216352  | English 101   | White, R.  | active |  |

**2** Click on the name of your class to open your portfolio

## Step 3

Your class portfolio shows the assignments your instructor has created and your submissions to the class. To submit a paper, click the submit button next to the paper's assignment **3**.

| assignment list |   |   | your portfolio |           |
|-----------------|---|---|----------------|-----------|
| #               | assignment  | submit  | title          | submitted |
| 1               | <a href="#">Our First Assignment</a><br>11-16-04 11-16-04 |  |                |           |

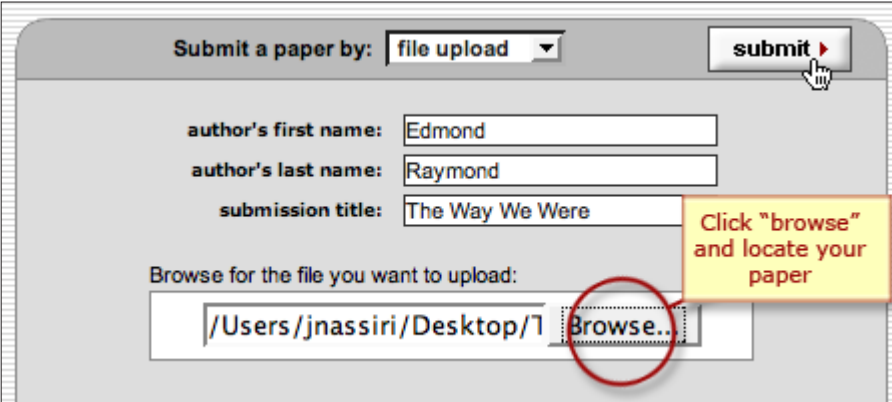
**3** Click the submit icon to upload your paper

## Step 4

The paper submission page will open. Enter a title for your paper. To select a paper for submission, click the *browse* button and locate the paper on your computer. We accept submissions in these formats:

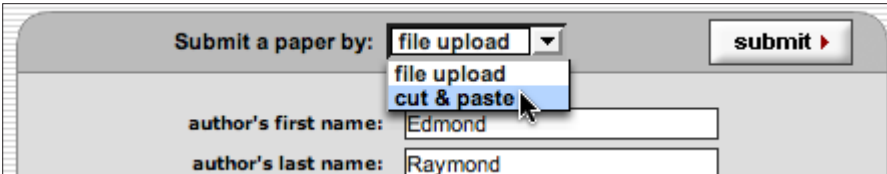
- MS Word, WordPerfect, RTF, PDF, PostScript, HTML, and plain text (.txt)

After entering a title for your paper and selecting a file, click *submit* to upload your paper **4**.



**4** Once you have located your paper and entered a title, click submit

If your paper is in a format that we do not accept, you can submit it by cut and paste. To submit a paper this way, select *cut & paste* using the pull-down at the top of the form **5**.



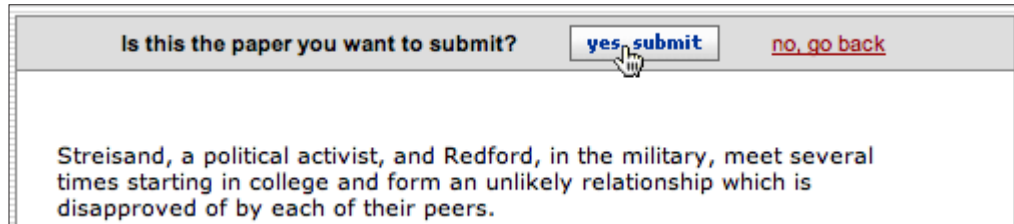
**5** Select *cut & paste* with the pull-down to submit a paper in a file format we do not accept

To submit a paper by cut and paste, copy the text of your paper from a word processing program and then paste it into the text box in the submission form. If you submit your paper using the cut and paste method,

you can skip the next step.

## Step 5

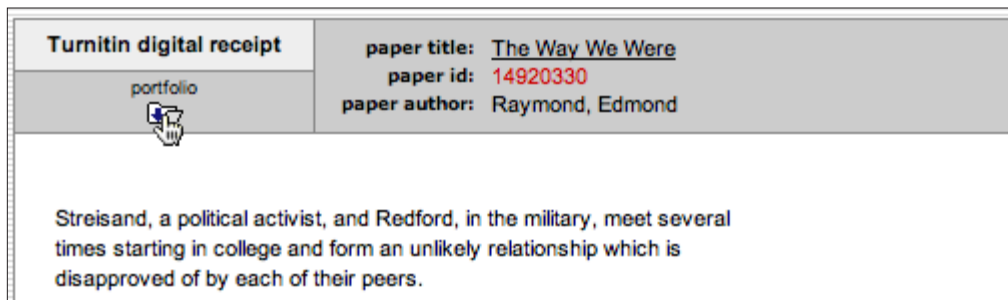
The paper you chose to submit will be shown on the next page. Look over all the information and make sure that it is correct. To confirm the submission, click the *yes, submit* button **6**.



**6** Make sure you selected the correct paper; click “yes, submit” to finalize your submission

## Step 6

After you confirm your submission, a digital receipt will be shown. This receipt will be e-mailed to you. To return to your portfolio and view your submission, click the portfolio button **7**.



**7** Click the portfolio icon to return to your portfolio and view your submission

**!** By default, students cannot see their own Originality Reports. If you do not see an Originality Report icon in your portfolio and want to see your report, contact your instructor.

If you need further assistance with Turnitin or would like to learn about the advanced features our system offers, please download our [student user manual](http://www.turnitin.com/static/pdf/tii_student_guide.pdf), which is available at [http://www.turnitin.com/static/pdf/tii\\_student\\_guide.pdf](http://www.turnitin.com/static/pdf/tii_student_guide.pdf)