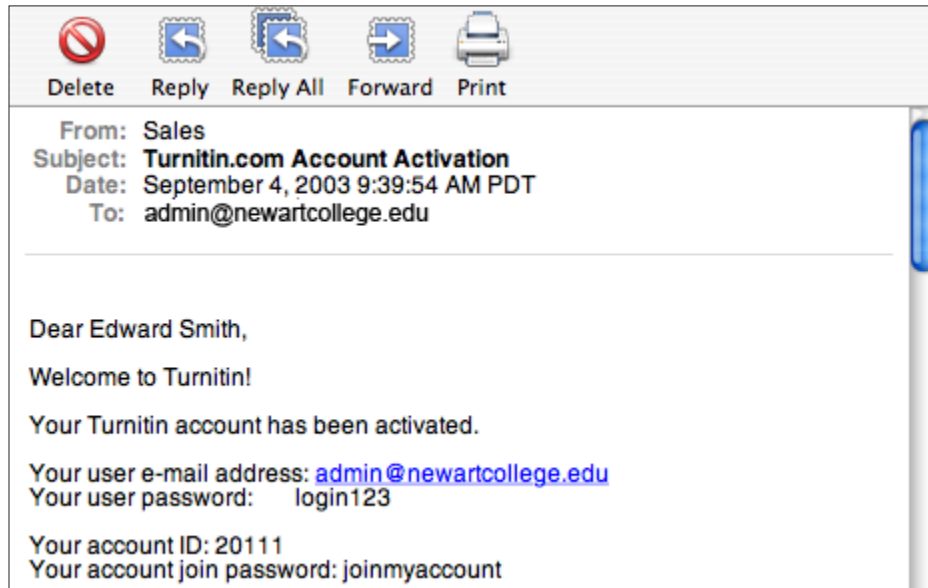


## Introduction

This quickstart will help you get your instructors started using Turnitin. The activation e-mail we send you contains your user email address and user password. It also contains an **account ID** and **account join password** ❶.



❶ *The account activation e-mail contains your account ID and account join password*

You will log in to Turnitin using your user email address and user password. Your instructors will NOT need this information. Your instructors will need the **account ID** and **account join password**. If you have the activation email, please do not forward it to your instructors since it contains your personal login information. Instead send the account ID and join password to your instructors in a new e-mail. You should also include this link to our instructor quickstart:

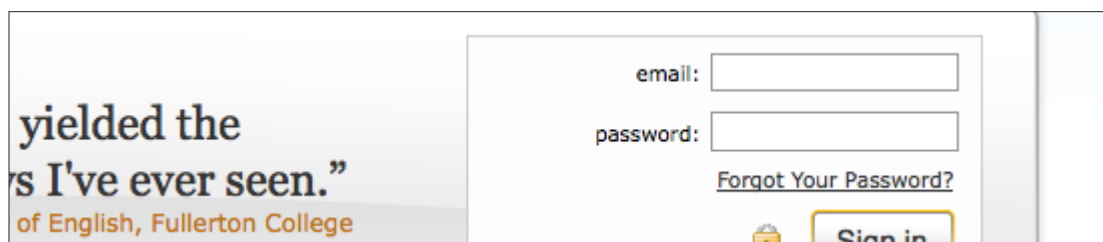
[http://www.turnitin.com/static/pdf/tii\\_instructor\\_qs.pdf](http://www.turnitin.com/static/pdf/tii_instructor_qs.pdf)

If you do not have your account ID and account join password, the steps in this quickstart will help you locate this information within your account.

## Step 1

To login to Turnitin, go to [www.turnitin.com](http://www.turnitin.com) and enter your e-mail address and password at the top of the page. Click “Sign in” to open your administrator homepage.

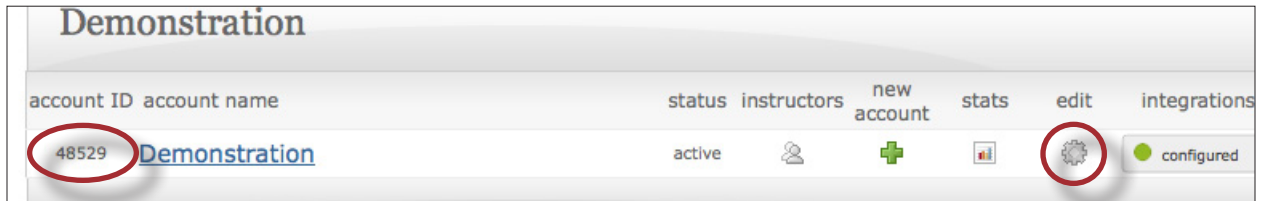
Please make sure you are using the e-mail address and password that you entered during the registration process. If you have forgotten your password, you can reset it by clicking the *Forgot Your Password?* link above the *Sign in* button. ❷.



❷ *The login form at the top of the Turnitin homepage*

## Step 2

Once logged in, you will see your institution's name. The number to the left of your institution's name is your **account ID**. To view your **account join password**, click on the edit button next to your account **3**.



**3** Click to view your modify account page

## Step 3

The modify account page shows your account's join password **4**.

 A screenshot of the "modify account" page. The title "modify account" is at the top. Below it, there are two input fields. The first is labeled "account name:" and contains the text "Demonstration". The second is labeled "join password:" and contains the text "demo123".

**4** The modify account page shows your account join password

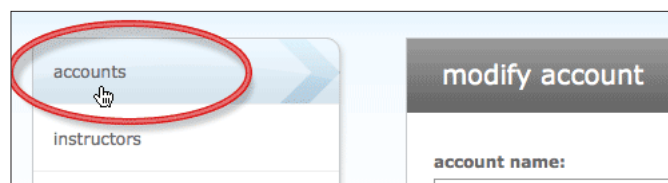
Please e-mail the account ID and account join password to your instructors along with our instructor quickstart. [Click here](#) to download the quickstart or send your instructors this link:

[http://www.turnitin.com/static/pdf/tii\\_instructor\\_qs.pdf](http://www.turnitin.com/static/pdf/tii_instructor_qs.pdf)

This is all your instructors will need to get started with Turnitin.

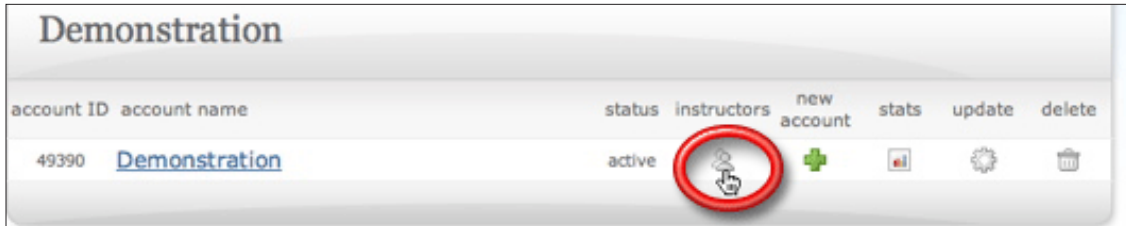
## Step 4

Return to your administrator homepage by clicking the *accounts* button **5**.



**5** Returns you to your homepage

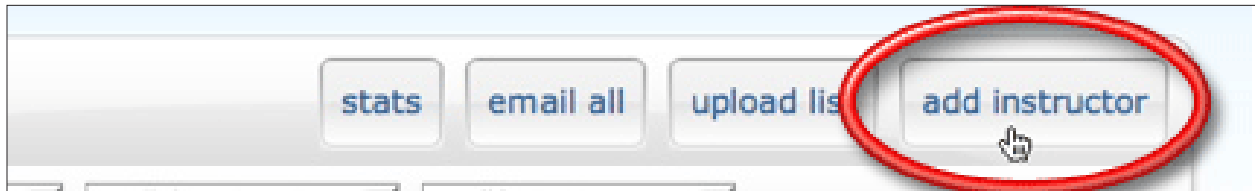
If you would like, you can manually add instructors to your account. To add an instructor, click the instructors button on your administrator homepage **6**.



**6** Opens your instructor list

## Step 5

Your instructor list shows the instructors joined to your account. If no one has joined your account, only your name will appear. To add an instructor, click the *add instructor* link **7**.



**7** Add an instructor to your account

## Step 6

Enter the name and e-mail address of the instructor you would like to add and click *submit* **8**.

**add an instructor**

To add an instructor, enter a first name, last name, and email address and click submit.

If the instructor already has a user profile, they will be notified and joined to your account immediately. If they do not have a profile, we will create one and send them an email notification with a temporary password.

**account name**  
Demonstration

**first name**


**last name**

**email (user name):**

**8** Enter the name and e-mail address of the instructor you want to add

## Step 7

The instructor will show up on your instructor list **9**.

10-04-07		<a href="#">Turnitin, Demo</a>	10300010	<a href="mailto:walkthrough01@turnitind...">walkthrough01@turnitind...</a>
<b>04-23-08</b>		<a href="#">Turnitin, Demo</a>	12453281	<a href="mailto:walkthrough02@turnitind...">walkthrough02@turnitind...</a>

**9** *Instructors that are added to or join your account show up on your instructor list*

## Step 8

If you would like to submit papers to Turnitin, you need to change your user type to instructor. You can change to an instructor by clicking the *instructor* button at the top of any page within your account **10**.



**10** *Change user types to use Turnitin as an instructor*

You can now begin using the service as an instructor. For help setting up classes, submitting papers, and viewing Originality Reports, please refer to our instructor quickstart. [Click here](#) to download the quickstart. You can skip ahead to step 3 of the quickstart since you already have a profile and do not need to join your own account.

As an administrator, adding instructors to your account is the only task necessary for administering an account. If you are interested in advanced administrative features, please refer to our [administrator user manual](#). All of our user manuals and quickstarts are available here:

<http://www.turnitin.com/static/training.html>