

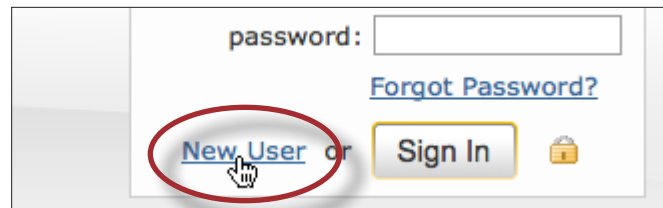
Introduction

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 and click on the *New User* link to the left of the *Sign In* button on the homepage **1**.



1 Click to register and create your user profile

The new user page will open, follow the directions on this page to help you create your user profile. 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**.


 A screenshot of the Turnitin homepage showing a table of class entries. The table has columns for 'class ID', 'enter a class', 'instructor', 'status', and 'drop class'. The first row shows '203596' in the 'class ID' column, 'Class Demo' in the 'enter a class' column, 'Turnitin, D.' in the 'instructor' column, 'active' in the 'status' column, and a trash can icon in the 'drop class' column. A red circle is drawn around the 'Class Demo' link, and a mouse cursor is pointing at it.

class ID	enter a class	instructor	status	drop class
203596	Class Demo	Turnitin, D.	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	submit	title
	Assignment Demo		
1	start: 11-05-08 due: 11-12-08		

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**.

submit a paper by:

file upload ▾

first name *

last name *

submission title *

browse for the file to upload

 Browse...

We currently accept document files of the following types: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text. File size limit: 10 MB

submit

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 pulldown at the top of the form **5**.

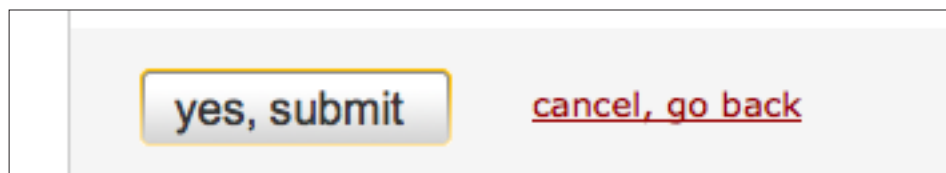


5 Select *cut & paste* with the pulldown to submit a paper in a file format we do not accept

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**.

! 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.



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

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/training.html), which is available at <http://www.turnitin.com/static/training.html>.