

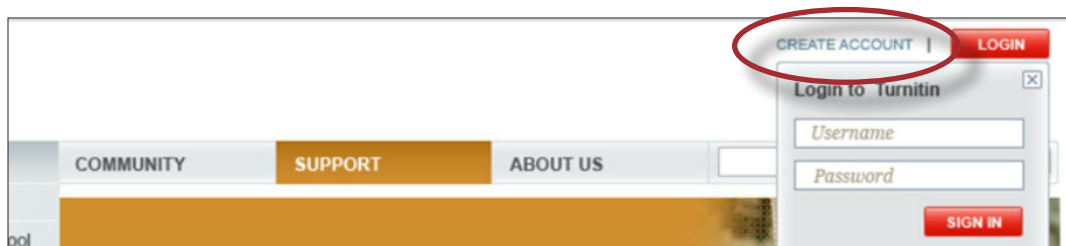
Introduction

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 *Create Account* link on the homepage **1**.

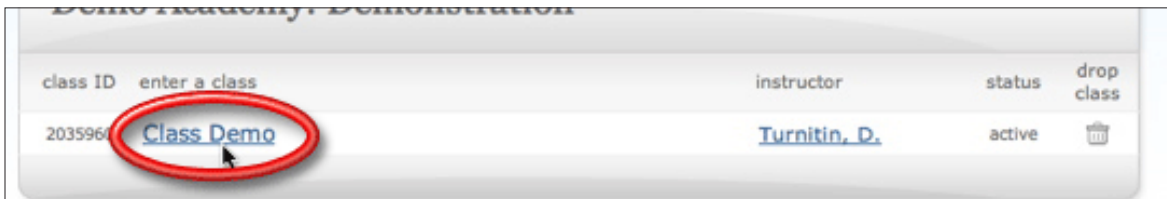


1 Click to register and create your user profile

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

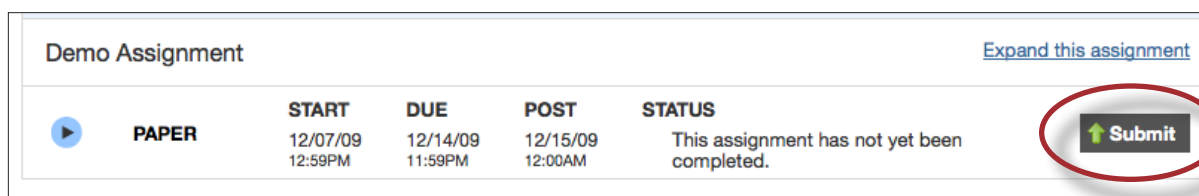
Your class will show up on your homepage. Click on the name of your class to open your class portfolio **2**.



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 assignment **3**.



3 Click the Submit button 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 *upload* to upload your paper **4**.

The screenshot shows a web form titled "submit paper by file upload (step 4 of 4)". At the top, there is a dropdown menu labeled "choose a paper submission method:" with "single file upload" selected. Below this are three text input fields: "first name *" containing "Friedrich", "last name *" containing "Weissenborn", and "submission title *" which is empty. A yellow highlighted box contains the following text: "Requirements for single file upload:", "• File must be less than 20 MB", "• File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.", and "If your file exceeds 20 MB, [read suggestions](#) to meet requirements". Below the yellow box is a "browse for the file to upload *" section with an empty text box and a "Browse..." button. At the bottom of the form, there is an "upload" button, a "cancel, go back" link, and a "submit" button.

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

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**.

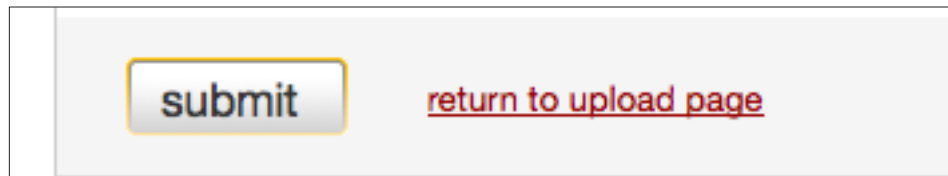
To submit a paper by cut and paste, copy the text of your paper from a word processing program and then paste it into the text box in the submission form. If you submit your paper using the cut and paste method, you can skip the next step.

The screenshot shows the "choose a paper submission method:" dropdown menu. The menu is open, showing three options: "single file upload", "single file upload", and "cut & paste upload". The "cut & paste upload" option is highlighted in blue, and a mouse cursor is pointing at it.

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

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 *submit* button **6**.



6 Make sure you selected the correct paper; click “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

Once within your class portfolio, click on *Show details* link to the right of the assignment to view the Originality Report icon for your paper **8**.

Essay				Expand this assign	
PAPER	12/01/09 12:59PM	12/07/09 11:59PM	12/08/09 12:00AM	● Submission for this assignment is complete.	Show details

8 Click on the *Show details* link to view your Originality Report icon.

Click on the Originality Report icon to view your Originality Report. A grayed out report icon indicates that the report has not yet been generated.

! By default, students cannot see their own Originality Reports. If you see a red circle icon with a slash through it instead of an Originality Report icon in your portfolio, then your instructor has disabled the ability for students to view the Originality Report for this assignment. If you would like to view 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/support/guides_manuals.html), which is available at http://www.turnitin.com/static/support/guides_manuals.html.