

# Students

## Setting up your User Profile

All *Turnitin* users need to set up a unique user profile which consists of an email address, user password, personal user information and user preferences. To create your user profile:

- 1 go to [www.turnitin.com](http://www.turnitin.com)
- 2 click create a new user profile on the *Turnitin* homepage
- 3 follow the onscreen instructions including using the startup wizard

## To Login

To login to *Turnitin* go to [www.turnitin.com](http://www.turnitin.com)

At the top right, enter your email address and user password  
Click login to open your *Turnitin* homepage



The screenshot shows a login form with two input fields: 'email address' and 'password'. To the right of the 'email address' field is a red 'Log In' button with a right-pointing arrow. Below the 'password' field is a 'security:' label with a small green padlock icon.

## Getting started

As a student you must be enrolled in a lecturer's class to submit papers.  
Normally you do this yourself but your lecturer may have already enrolled you.

## To enrol in a class

- Click the enrol in a class button on your homepage
- On the next screen enter the class ID and enrolment password for your class (if you do not have a class ID and password, please contact your lecturer)
- Click submit to enrol in the class and add it to your homepage

## Submitting a Paper

You will submit papers to your class from your class portfolio. To open your class portfolio, click a class name on your homepage.

The class portfolio lists the assignments your lecturer has created and your submissions to these assignments.

If there are no assignments in your portfolio, your lecturer has not yet created class assignments. Until this is done you will not be able to submit a paper.

You can submit a paper in two ways:

- 1 by file upload (MS Word, WordPerfect, RTF, PDF, PostScript and HTML formats)
- 2 by cut and paste (used to submit a paper in a file format that Turnitin does not accept, by cutting and pasting the text into a text box)

To submit by file upload:

- 1 Click the submit button next to the desired assignment in your class portfolio
- 2 Select “file upload” from the submission pulldown menu.
- 3 Enter a title for your submission and an ID (optional)
- 4 Click the browse button and locate the paper you want to submit
- 5 Click submit. To finalise your submission, click ‘yes’ on the next screen to confirm your submission. You will receive a digital receipt.

### Viewing your submissions

After you submit a paper it will appear in your class portfolio next to its assignment. Every paper you submit can be viewed online by clicking on its title in your portfolio.

### Viewing Originality Reports

Originality Reports are exact copies of submitted papers with any matching text colour coded, underlined, and linked to its original source. To access any paper’s Originality Report, click on the report icon. Each report is available in two formats: a print version and a side-by-side version.

***You will be able to view Originality Reports only if your lecturer has given you access to reports.***

### Direct Source Comparison

This allows you to quickly compare matching text found in a paper to its source. To activate this, click on a percentage tab in the source section of the report. You can also view the source by clicking on the URL

