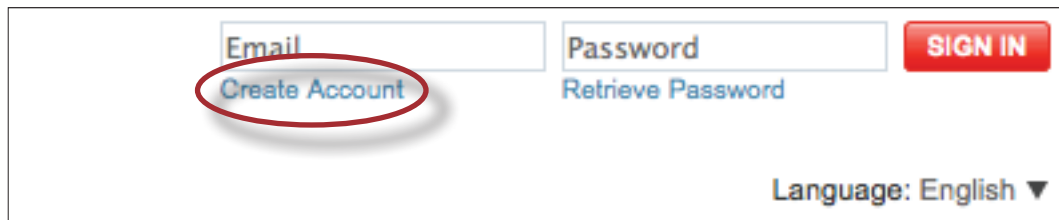# Introduction

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 ❶.
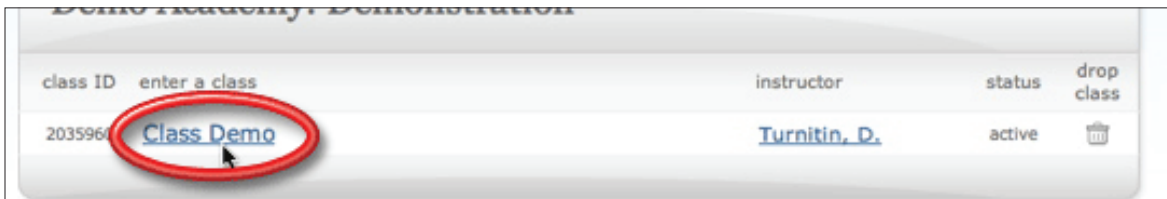

❶ *Click to register and create your user profile*

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

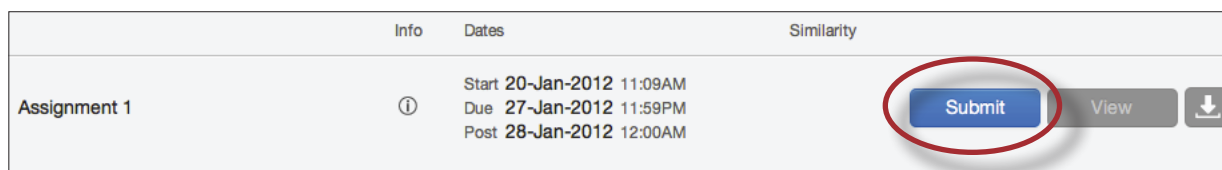Your class will show up on your homepage. Click on the name of your class to open your class portfolio ❷.

❷ *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 ❸.

❸ *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 ❹.

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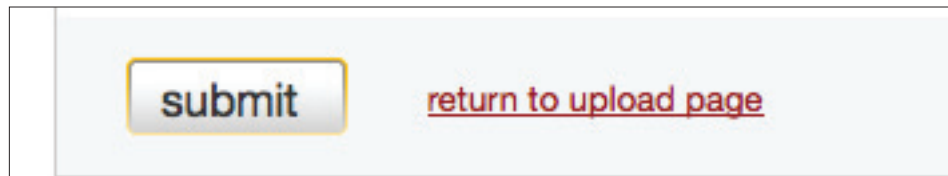
To submit a paper by cut and paste, copy the text of your paper from a word processing program and then paste it into the text box in the submission form. If you submit your paper using the cut and paste method, you can skip the next step.

❺ *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 ❻.

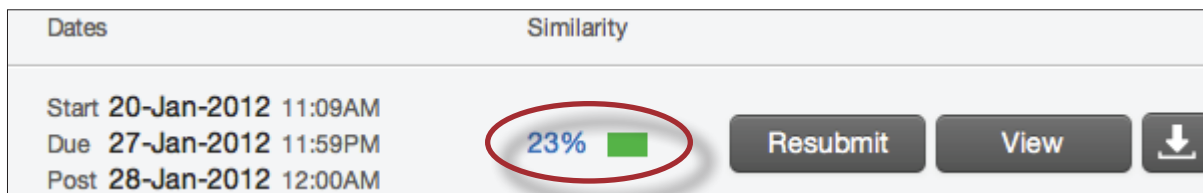❻ *Make sure you selected the correct paper; click "submit" to finalize your submission*

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 ❼.

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

Once within your class portfolio, click on the Originality Report icon to the right of the assignment to view the Originality Report for your paper ❽.

❽ *Click on the Originality Report icon to view your Originality Report.*

⚠ **By default, students cannot see their own Originality Reports. If you see the text "Not Available" 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**, which is available at https://turnitin.com/static/training/student.php.