

FIRST TIME USERS



How to Use Turnitin.Com

If you are a first time user please follow these directions. If you are already registered go to the document entitled "Returning Users".

Please follow the steps listed below **in order**:

Registration

- 1) Log onto www.turnitin.com
- 2) Click on **Create a User Profile** towards the upper right of the page.
- 3) Type in your Maine email address: _____@maine207(east,.south, or west).org
- 4) Use the password that you use to log into your Maine account: _____
- 5) This will take you to a user registration link. Fill in any requested information.
- 6) Under "Select User Type," click **student**.
- 7) On the next screen, click **I agree**.
- 8) On the next screen, click **return to login page**
- 9) In the upper right corner, **login** using the email address and password that you used to register.
- 10) Click on **enroll in a class**.
- 11) You will need to enter a code and a password to join the class. Make sure that you join the right class and only your class! Click **submit** after you've entered the codes.
- 12) After you have registered, click on the class title.
- 13) Click on **submit** (the little paper icon) next to the appropriate assignment title.
- 14) Under **paper title**, type the title of your paper.
- 15) Under **assignment**, select the appropriate assignment.
- 16) Now, you can submit your paper in two possible ways: file upload or cut & paste:

To upload, under the section titled **Submit a paper by**, select **file upload**. Then, type in your file title, and click **Browse** until you find it. Select the file, and click **Open**. Your file should appear in the browse box. Enter a title for the paper. Click **submit**. Check the paper on the next screen, and click **yes, submit**.

To cut & paste, open up your paper in Word, and highlight the entire paper. **Right-click on your mouse, and hit Copy**. Go back to turnitin.com with the pasted document. Paste your document under the "Cut & paste your paper" portion of the page by **right-clicking on your mouse and hitting Paste**. Enter a title for the paper. Click **submit**. Check the paper on the next screen, and click **yes, submit**.

- 17) A submission notice will appear. Print the entire submission notice.

Attach the printed submission notice to the front of your paper just below the rubric.