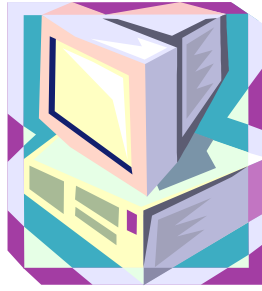


RETURNING USERS



How to Use Turnitin.Com

If you have already registered use the following directions. If this is your first time registering use the document entitled “First Time Users”.

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

Registration

- 1) Log onto www.turnitin.com
- 2) In the upper right corner, **login** using the email address and password that you used to register.
- 3) This will take you to your student homepage.
- 4) Click on the class (there should only be one listed unless you’ve used the program in other classes).
- 5) The next screen is your class portfolio. This will show you any papers that you have previously submitted.
- 6) Click on **submit** (the little paper icon) next to the appropriate assignment title.
- 7) Under **paper title**, type the title of your paper.
- 8) 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**.

- 9) 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.**