INSTRUCTIONS FOR USING TURNITIN.COM

1.　You will need Internet access and a valid e-mail account to use Turnitin.com. If you don't have a valid account, sign up for one through Hotmail.com, Yahoo.com, or another free service before beginning.

2.　Go to http://www.turnitin.com. At the top of the page, click on "**Create User Profile**," then select "**Student**." You should now be at a screen that asks for your "**Class ID**" and "**Class Enrollment Password**." Enter the following information, which your senior project teacher will provide to you in advance in class:

　　　Senior Project Class ID: _____

　　　Senior Project Class Password: _____

3.　On the next screen, you'll be asked to enter your e-mail address. Your full e-mail address (including the domain name) becomes your "User Name" for logging in to Turnitin.com in the future. After entering a valid e-mail address, you'll be asked to create a personal password, which must have 6-12 characters and contain one letter and one number.

4.　On the next screen, you'll enter your first and last names and your country and state of residence. On the screen after that, click that you "**Agree**" to the terms of the user agreement. If you did all that correctly, you should get a message saying "**Welcome! You have just enrolled in …**" and the name of your class. Now click on "**End wizard and go to login page.**"

5.　Now, log in at the upper right of the log-in page, then click "**Log In**." At the next page, you'll be given the option to "**Enroll in a class**." Skip this unless your senior project teacher is also your Literature, History or TOK teacher and has asked you to use Turnitin.com for that class, as well.

6.　Click on the name of your senior project class. You'll then see a list of assignments that pertain to the class. Next to each assignment's name, under the heading "**submit**," you'll see a little icon that looks like a page, together with an "up arrow." Click on the page icon to submit your work.

7.　On the next screen, choose "**Submit a paper by … file upload**," then put your first and last names and the title of your paper on the screen below. Then, click on "**Browse**" to find the file that you will upload (from your desktop, hard drive, floppy disk, etc.). Note the file formats that Turnitin.com supports (MS Word and WordPerfect, in particular). If you have saved your file in another format, you will need to re-save it as a plain text (.txt) file, or go back to the top of the screen and re-choose "**Submit a paper by … cut-and-paste.**" Click on "**Submit**" and re-confirm.

8.　If you do all the above correctly, you'll get a "Turnitin Digital Receipt" that shows receipt of your document, its unique "Paper ID," and a reproduction of the text from the first page of the document. Print this page to turn in to your teacher. You may wish to print an extra copy for yourself; Turnitin.com automatically e-mails you a copy of this receipt, as well.

9.　Turn in your "Turnitin Digital Receipt" to your teacher at the beginning of class on the project due date. Congratulations – you're finished!