

Turnitin.com Instructions: English 9H

Your FIRST visit to the site:

- Type in www.turnitin.com. Then click on “New Users”
- Select “student” from the options given
- You will be asked to create a new user account. The first thing it will ask is for a class ID and Password:
 - Class ID: 3405546
 - Password: Gardner ← Please note that the password is case sensitive!
- Fill in the rest of the required information
 - First and last name
 - E-mail address (This is your id for logging on to Turnitin.com. Use one you’ll remember!!)
 - Password (Follow instructions. Use something you’ll remember.)
 - Set a secret question. If you forget your password, your “secret question” and answer will get you logged in
- Then, click on “I agree” To the user agreement.
- Now you should see your class listed on your screen. Choose that class.
- Then, in the box that appears, choose the submit icon that is to the right hand side of the assignment you want to submit.
- In the next screen, input your name and the title you gave your assignment.
- On this same page, you can input your paper two ways:
 - Look at the top of the box to “choose a paper submission method” and click on the drop down arrow. Then choose one of the two options:
 - 1 – select file upload and then use the “browse” function to find the paper you have stored on your disk or computer
 - 2 – cut & paste the text from word processing into the available box.
- Then, choose “upload” or “submit” depending on which method you chose. Once your paper pops up on the screen, you must click on the box that states “yes, submit”.
- Print the page that states “your paper has been successfully submitted” and turn in with your final draft.
- Now you’re done, but you can return any time you want to check the status of your paper.

If you already have an account:

- Go to www.turnitin.com
- Login, and register for a new class by following the class ID and password info above

Once you’ve registered for the website and the class, on any return trip to the site, simply log in. You will see any current classes you are registered for listed on the screen.

- Enter the class by clicking on it.
- You can see any of your previous assignments, or you can choose to submit another paper. The process is the same.

You are expected to provide a copy of your turnitin.com receipt on the day the final draft of an essay is due. Using Tii.com does not exempt you from turning in a hard copy of the essay.