Accessing Turnitin through the Turnitin website

1. Email your **UNT college representative for Turnitin** to request the account ID and join password for your college/school.

2. Go to http://www.turnitin.com. You may find it useful to watch the Instructor Training Video before or while you are accessing Turnitin for the first time. To do so, visit http://www.turnitin.com/static/videos/instructor_ppm_choice.html and run "Instructor Demo 1" which illustrates the steps outlined below. You may find it useful to open the training video in a new browser window so you can follow along.
3. Click **New Users** in the upper right-hand corner.
4. For user type, select **instructor** from the pull-down box.
5. Enter the **account ID** and **join password**.
6. When prompted for an email address, please enter your official **UNT email address**. This address is where all correspondence regarding Turnitin will be routed.
7. Create a **NEW user password** (which should never be shared with others).
8. Choose a **secret question** and the **correct answer**. This information is important in the event you forget your password and need to have it reset.
9. Input your **first and last name** and agree to the user agreement.
10. To add a class, you can either **log into the Turnitin website** or begin the "**Start Class Setup Wizard**."

Note: If you begin the class setup wizard, you will be prompted for your class name. You should use the official **course number, section, AND the semester** the course is being offered to avoid confusion in subsequent semesters. Turnitin will automatically create a **class ID** number for this class, though you will be prompted for a class enrollment password. Be sure to note both the class ID and the class enrollment password because you will need to provide this information to students so that they may join your class to submit assignments.

10. Provide the **class ID** number and **enrollment password** to your students.
11. Instruct your students to go to the Turnitin website and set up **individual user accounts**.

Note: Though instructors can collect papers from students in an electronic format and then submit them to Turnitin separately, it is recommended that students log in to their classes and submit their own papers. This reduces the workload for the instructor and keeps students mindful that their work is being checked for plagiarism. When students are allowed to see their Originality Reports, Turnitin can be used as a teaching tool to improve the quality of citing the work of others.