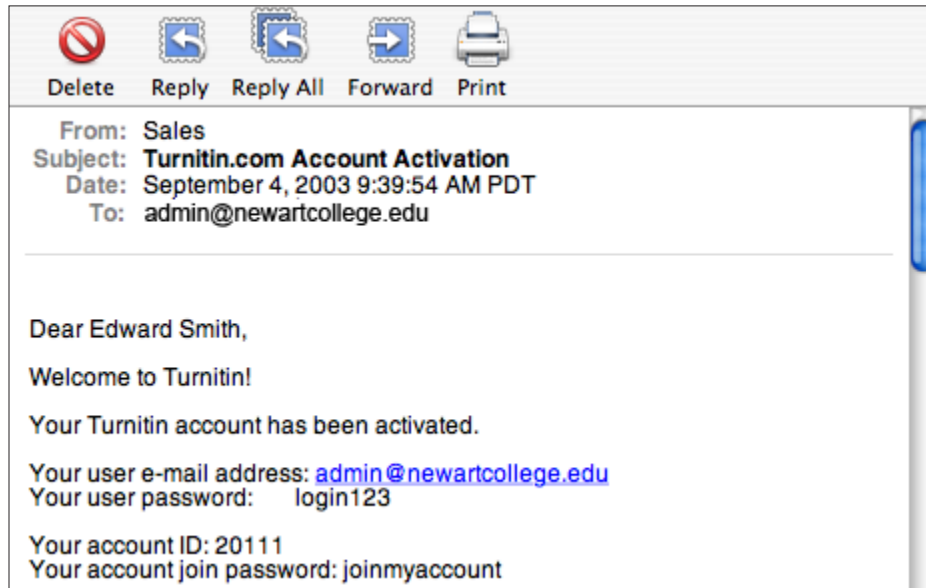


Introduction

This quickstart will help you get your instructors started using Turnitin. The activation e-mail we send you contains your user email address and user password. It also contains an **account ID** and **account join password** ❶.



❶ *The account activation e-mail contains your account ID and account join password*

You will log in to Turnitin using your user email address and user password. Your instructors will NOT need this information. Your instructors will need the **account ID** and **account join password**. If you have the activation email, please do not forward it to your instructors since it contains your personal login information. Instead send the account ID and join password to your instructors in a new e-mail. You should also include this link to our instructor quickstart:

http://www.turnitin.com/static/pdf/tii_instructor_qs.pdf

If you do not have your account ID and account join password, the steps in this quickstart will help you locate this information within your account.

Step 1

To login to Turnitin, go to www.turnitin.com and enter your e-mail address and password at the top of the page. Click “Log in” to open your administrator homepage.

Please make sure you are using the e-mail address and password that you entered during the registration process. If you have forgotten your password, you can reset it by clicking the *password help* link beneath the login prompt ❷.

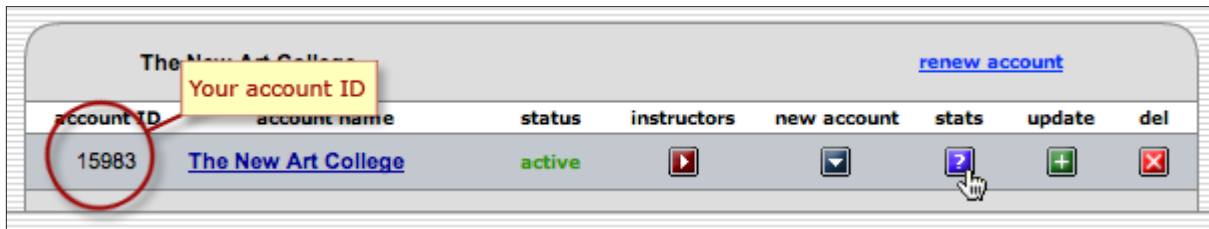
[login Page](#) [Helpdesk](#) [Password Help](#) [New Users](#)

E-Mail: Password:

❷ *The login form at the top of the Turnitin homepage*

Step 2

Once logged in, you will see your institution's name. The number to the left of your institution's name is your **account ID**. To view your **account join password**, click the stats button next to your account ③.



③ Click to view your account statistics page

Step 3

Your account statistics page shows your account's join password ④.

Stats displayed are from May 31, 2002 to April 15, 2005.

Show:

name	current status	join/enrollment password	ID	instructors	students	submissions	originality reports
Sociology (cumulative)	active	enroll	18464	-	-	-	35
Moore, Catherine	joined	-	53023	-	-	1	1
Nassiri, John	joined	-	2352832	-	5	34	34

The account join password

The account ID

④ The statistics page shows both your account ID and account join password

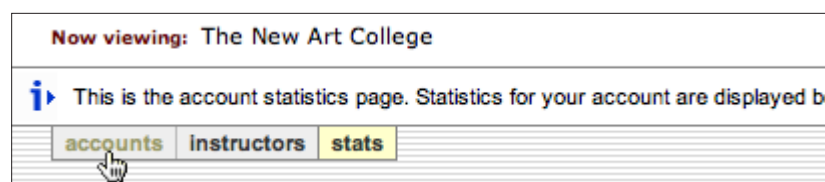
Please e-mail the account ID and account join password to your instructors along with our instructor quickstart. [Click here](#) to download the quickstart or send your instructors this link:

http://www.turnitin.com/static/pdf/tii_instructor_qs.pdf

This is all your instructors will need to get started with Turnitin.

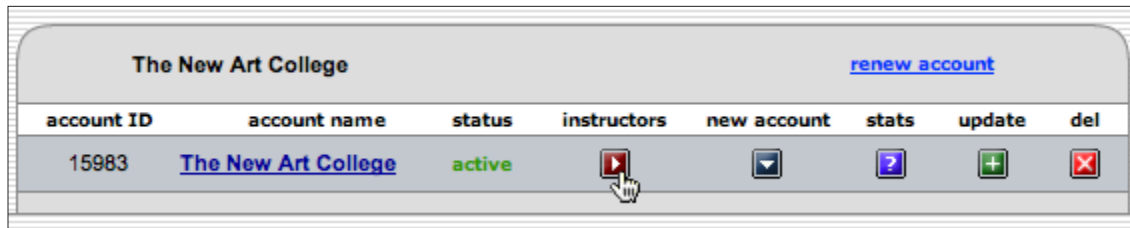
Step 4

Return to your administrator homepage by clicking the *accounts* tab ⑤.



⑤ Returns you to your

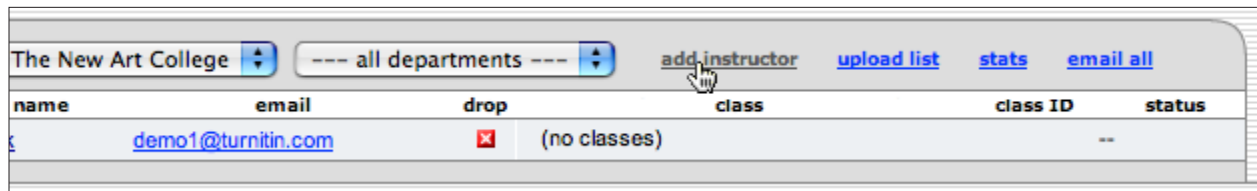
If you would like, you can manually add instructors to your account. To add an instructor, click the instructors button on your administrator homepage **6**.



6 Opens your instructor list

Step 5

Your instructor list shows the instructors joined to your account. If no one has joined your account, only your name will appear. To add an instructor, click the *add instructor* link **7**.



7 Add an instructor to your account

Step 6

Enter the name and e-mail address of the instructor you would like to add and click *submit* **8**.

add an instructor **submit** ▶

account name: The New Art College

instructor's first name:

instructor's last name:

email (user name):

Note: The information you enter here will be sent to the added instructor's email address. If the instructor does not already have a user profile, we will generate a user password and provide instructions on how to start using Turnitin. After logging in for the first time instructors can change their password through the "user info" section.

8 Enter the name and e-mail address of the instructor you want to add

Step 7

The instructor will show up on your instructor list **9**.

user ID	instructor name	email	drop	class
1696938	Hernandez, Melissa	demo2@turnitin.com	<input type="checkbox"/>	(no classes)
1696936	Jones, Jack	demo1@turnitin.com	<input type="checkbox"/>	(no classes)

9 *Instructors that are added to or join your account show up on your instructor list*

Step 8

If you would like to submit papers to Turnitin, you need to change your user type to instructor. You can change to an instructor by clicking the *user type* button at the top of any page within your account and selecting *instructor* as your user type **1**.



1 *Change user types to use Turnitin as an instructor*

You can now begin using the service as an instructor. For help setting up classes, submitting papers, and viewing Originality Reports, please refer to our instructor quickstart. [Click here](#) to download the quickstart. You can skip ahead to step 3 of the quickstart since you already have a profile and do not need to join your own account.

As an administrator, adding instructors to your account is the only task necessary for administering an account. If you are interested in advanced administrative features, please refer to our [administrator user manual](#). All of our user manuals and quickstarts are available here:

<http://www.turnitin.com/static/training.html>