Computer Tutorial:
Set Up and Use Your Turnitin Account

Purpose: To demonstrate to students how to create a Turnitin account, add a class, and submit an assignment.

Go to www.turnitin.com.

Click “Create Account.”
Under “Create a New Account,” click “Student” to create a new student account.

Note: If you have used Turnitin before, you may log in by typing your email address and password in the spaces provided.
On the “Create a New Student Account” page, enter the “class ID” and the “class enrollment password” provided to you by your instructor.

**Note:** If you were not given the “class ID” and the “class enrollment password” you will need to contact your instructor for this information before setting up an account. In this example, the “Class ID” is “5345348” and the “Enrollment password” is “writing.”

### Create a New Student Account

**class ID information**

All students must be enrolled in an active class. To enroll in a class, please enter the class ID number and class enrollment password that you were given by your instructor.

Please note that the password and pincode are case-sensitive. If you do not have this information, or the information you are entering appears to be incorrect, please contact your instructor.

- **class ID**: 5345348
- **class enrollment password**: writing

**user information**

Next, enter your “user information.”
This consists of your first name, last name, and your Indian Hills email address.

- **first name**: Janet
- **last name**: Learner
- **email address**: janet_learner@ihcc.co
Under “password and security,” enter the password of your choice. Then, re-enter your password in the “confirm your password” box.

**Note:** Your password is case sensitive. It must be 6-12 characters in length and contain at least one letter and one number.

In the “password and security” section, you are prompted to:

- Enter your password:
  - Password: [******]
  - Confirm your password: [******]

In addition to creating a password, you are also required to choose a secret question from the drop-down menu. The options include:

- What is your mother’s maiden name?
- What is your father’s middle name?
- What are the last five digits of your SSN?
- What was your first phone number?
- What is your library card number?
- Who is your favorite author?
- What is your favorite book?
- What is your favorite movie?
- Who is your favorite actor/actress?
- What is your favorite T.V. show?
- Who is your favorite athlete/sports figure?
- What is your favorite song?
- What is your favorite music group?

Selecting a secret question is important because it will be used to help you recover your password if you ever forget it. You will be asked to provide the answer to this secret question in the process of setting up your account. If you choose a secret question that is too obvious or easily guessable, it could make your account more vulnerable to unauthorized access.
Then, provide your answer to the secret question you chose in the “question answer” box.

Next, please enter a secret question and answer combination. You will be asked for this combination if you ever forget your password and need to reset it.

**secret question**

What is your mother's maiden name?  

**question answer**

Smith

user agreement

Please read our user agreement below. Select “I agree” to complete your user profile.

Turnitin.com and its services (the “Site” or the “Services”) are maintained by iParadigms, LLC (“iParadigms”), and offered to you, the user (“You” or “User”), conditioned upon Your acceptance of the terms, conditions, and notices contained herein without modification (the “User Agreement”).

You should review this User Agreement carefully before accepting it.

Finally, click “I agree – create profile.” By clicking “I agree” you are stating that you are at least 13 years of age and that you agree to the user agreement.
After clicking “I agree,” you will be logged in to Turnitin. On the “All Classes” page, the “Class ID,” the “Class name,” and the “Instructor” will be listed for the class in which you enrolled yourself.

To enter a class, click on the class name.

**Note:** You must enter a class before you will be able to submit an assignment for that class.
The “Class Portfolio” page will open. This page lists assignment information, including the title of the assignment, the start date, the due date, and the post date.

The “Start” date gives the date and time at which you may start submitting the assignment. The “Due” date gives the date and time by which the assignment must be submitted. The “Post” date gives the date and time at which you can begin viewing comments and grades left by your instructor for the assignment.

To submit an assignment, click “Submit.”
Fill in the “Submission title” for your assignment.
Then, click “Browse” to find the file that you would like to submit.

Once you have attached the file you would like to submit, click “Upload.”
On the next page, review the text of the document that you uploaded. Only review the text. Do not review the formatting as it has been removed from this document preview. Formatting will be included in the finalized submission.

If the text displayed is from the correct document, click “Submit.”

Note: If you have uploaded the wrong document, click “Return to upload page” and upload the correct file.
Once successfully submitted, you will receive a “digital receipt” for your paper. Above the receipt, you will see a green checkmark along with the message “Your submission was successful. This is the digital receipt for your paper. Only the first page of the document is included in the digital receipt.”

To return to your class portfolio, click “Go to Portfolio.”

To return to the “All Classes” page click “HOME” or the “turnitin” logo at the top of the page.
If you have more than one course using Turnitin, you can enroll yourself in additional Turnitin classes. You do not need a different Turnitin account for each course.

To enroll yourself in additional classes, click the “Enroll in a Class” tab.

Enter the “class/section ID” and “enrollment password,” provided to you by your instructor, in the spaces provided. Then, click “Submit.”

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The class you added will now appear on the “All Classes” page.

Note: Classes are listed in alphabetical order by class name.

Congratulations! You now you know the basics of how to use Turnitin!

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Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the IT Help Desk

Phone: (641) 683-5333 | Email: helpdesk@indianhills.edu | Web: www.indianhills.edu/helpdesk