**TurnItIn Instructions: Submitting Your TLSS Research Essay**

 **Step 1:** Go to [www.turnitin.com](http://www.turnitin.com) and click on “Create Account” in the upper right corner of the homepage.

**Step 2:** You will then be directed to the Create a User Profile page and you will click on “Student” underneath the “Create a New Account” heading.

**Step 3:** At the Create a New Student Account page, enter the **P4** **Class ID: 7801908** and **Password: SST3071V6** that your teacher gave you for your class. Complete the rest of the form and click the “I Agree – Create Profile” button at the bottom of the page. You will now be able to log in to TurnItIn using ***your email address***as your username and the ***password that you created***for your TurnItIn account.

**Step 4:** Once you are logged in to your TurnItIn account, you will see your class listed. Click on the class name.

|  |  |  |
| --- | --- | --- |
| Class ID | Class name | Instructor |
| 7801881 | P4 | Blossom Charlita |

**Step 5:** You will see the assignment posted on the class page; on the right, you will click on the “Submit” button to attach your document.

**Step 6:** Choose “Single File Upload” for attaching your document. TurnItIn accepts Microsoft Word, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs, and plain text. Include your name and title of your essay in the form that follows. Click “Upload”.

**Step 7:** Once you have uploaded your paper, you can go back to your class homepage and click on the scale (blue, green, yellow, or red) to see your Originality Report (it can take 10-15 minutes to generate a report, but may be longer during times of high traffic). Your Originality Report must be **10% or under**, or else you need to **resubmit**. *If you are resubmitting, it can take up to 24 hours*.

If you have any questions, please email me for help. Happy writing!For more information, visit TurnItIn’s Student Training page at <https://turnitin.com/static/training/student.php>.