**Turnitin**                                        ▲ APEX KNOWLEDGE SDN. BHD.
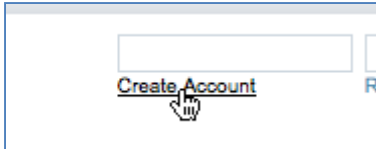
# TURNITIN TRAINING GUIDE

### GETTING STARTED *(FOR STUDENTS)*

| **1**. Create User Profile/Registration (one-time only) | **3**. Viewing Originality Reports |
|---|---|
| **2**. Submit Paper | **4**. Enroll In Additional Classes |

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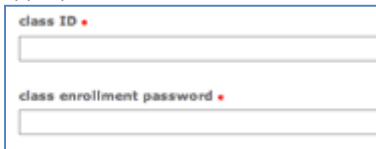## 1    CREATE USER PROFILE (ONE-TIME ONLY)

1. Click **Create Account** link in the upper right corner of the Turnitin homepage *(www.turnitin.com)*

   

2. Click on the **student link** from the *Create a New Turnitin Account* screen
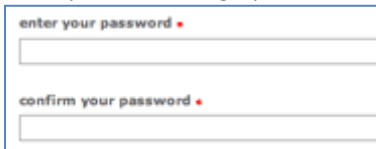
   

3. Enter your **Class ID** and **Enrolment Password** in the appropriate fields

   

4. Enter your first name, your last name and the e-mail address you would like associated with your Turnitin account (this will be your user name)

   

5. Enter (and re-enter) the password you would like to use as your Turnitin login password

   

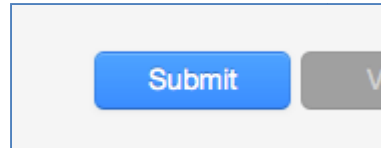6. Select a secret question using the secret question pull down menu, enter an answer
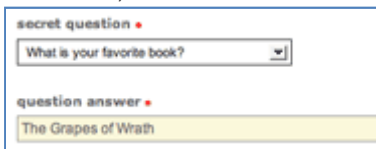
   

7. Review the Turnitin user agreement and click **I agree** and finalize user profile creation
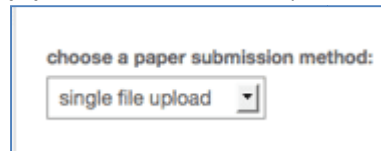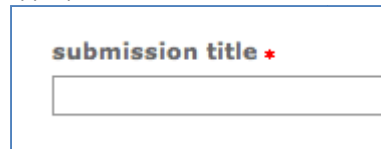
## 2    SUBMIT PAPER

1. Click on the **Class Name**

   

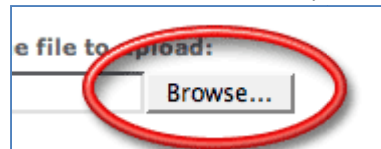2. Click on the **Submit** button to the right of the assignment name

   

3. Select the submission method from the **"choose a paper submission method:"** pull down menu
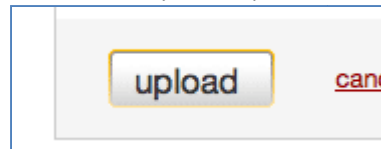
   

4. Enter the paper title for the submission in the appropriate field
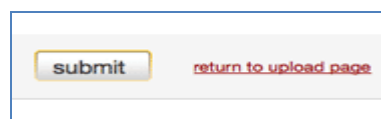
   

5. Click browse to find the file on your computer

   

6. Find the file on your computer and click **upload**

   

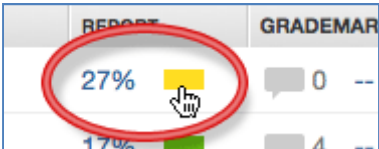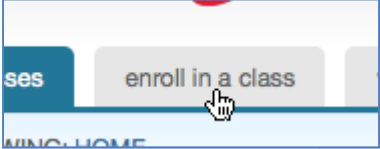7. Review the file and click **Submit** to finalize your submission

![Turnitin logo] ![APEX mountain logo] APEX KNOWLEDGE SDN. BHD.
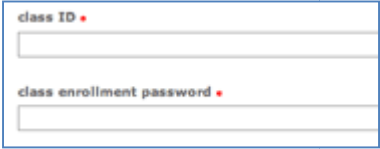
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## 3    VIEWING ORIGINALITY REPORTS

1. Click on the **Class Name**

   

2. Click on the **View** link to the right of the assignment name

   

3. Click on the Originality Report icon and the report will appear in a pop-up window

   

## 4    ENROLL IN ADDITIONAL CLASSES

1. Click on the **enroll in a class** tab on your student homepage

   

2. Enter the class id and enrollment password

   

3. Click **submit** to enroll in the class