This student guide will help you get started with Turnitin and will walk you through the steps for submitting your first paper. To begin, you need to first register with Turnitin and create a user profile.

- To register and create a user profile, **Go to www.turnitin.com**
- Click on the **Create Account** link on the homepage
- Click on the student link.
To register and create a user profile, you must have been provided with a class ID and enrollment key by your instructor. Then, fill in the required information in the new user profile form. Once you have created your profile, click “I Agree—Create Profile” button to successfully log into Turnitin.

Inform your student ID and your name/surname via ask.library@mfu.ac.th. We will send “Class ID” and “Class enrollment key” to you. Please use “Lamduan Mail” or “MFU Mail” to create your account and request access.

From the completed user profile creation page, click on Log in to Turnitin.
To request your account, go to http://library.mfu.ac.th/turnitin/request.html

Fill your information in “Turnitin Account Request Form for MFU Members” (Please use “Lamduan Mail” or “MFU Mail” to request account)

* Your login information will be sent to your email address within 24 hours.

If you have received a welcome email from Turnitin, this confirms that your instructor has added you to their class, allowing you to begin submitting papers to your assignments.

Click Set up account, enter your email address (this must be the same email address to which your Turnitin welcome email was sent), along with your last name or family name. Click Next to continue.
Turnitin will send you an email to validate your account, with the subject: Create your Turnitin password. Return to your email inbox, ensuring you check your email client’s spam or junk folder for this email. Enter and confirm your password which must be between 6 and 12 characters, containing at least one letter and one number.

Click the Log in Now link. After login, you have the opportunity to amend your name and email address, should any of this information have been entered incorrectly.

Select the I Agree -- Continue button to accept Turnitin’s user agreement and enter the Turnitin service.
Logging in

- Go to www.turnitin.com and click at Log In

- Enter your e-mail address and password, and then click on the Log In button

- After creating account and logged in to Turnitin, Your class will show up on your homepage.
At your Turnitin homepage, click on the name of your class to open your class portfolio.

To submit a paper, click the “Submit” button next to the paper assignment.

After entering a title for your paper and selecting a file, click “Upload” button to upload your paper.
The paper you choose to submit will be shown on the next page. Look over all the information and make sure that it is correct. To confirm the submission, click the “Confirm” button.
After you confirm your submission, a digital receipt will be shown, click the "Return to assignment list" button.

To view your Originality Report, click on the Originality Report icon to the right of your assignment. By default, students cannot see their own Similarity Reports. If you see Not Available, rather than a Similarity Report icon in the assignment inbox, then your instructor has disabled the ability for students to view the Similarity Report for this assignment. If you would like to view your report, contact your instructor.
Step 3: Viewing the Similarity Report

- To view the Match Overview, click on the red, numerical similarity score from the product toolbar.

- The Match Overview will be displayed within the Match Overview side panel.

- Having clicked the Match Overview icon, this will also highlight any matches within the paper itself. Each match can be color coded to help you identify them easily.
By clicking on one of the sources from the Match Overview side panel, you can discover how many matches have been found for each source. Click the navigation arrows to jump from one match to the next. If you would like to see more information regarding the text that has matched to a source, click on the source number from within the paper.

A pop-up box will appear; this will show you further details relating to the source that your writing has been matched with. Click to view the source in more depth, click on the Full Source View icon in the top right-hand corner of the pop-up.
Note: If the match is found to be from another student’s paper, rather than an external source, this will be unavailable for viewing.
Step 4: Downloading the Similarity Report

- Click on the download icon in the Submission Tools section of the product toolbar. A pop-up box will appear, asking you what you would like to download. Click to download the current view of the paper.

- Viewing Information about a submission, a pop-up box will appear on the screen. This will show all information we hold about the paper, such as when it was submitted, when it was last graded, and its word count.
Enrolling in a Class from inside your account

- click at "Enroll in a Class" tab

- Fill a new class ID and an enrollment password which you got from your instructor.

- Click submit to enroll in the class and add it to the student user homepage.
If you have forgotten your password, you can reset your password by the Email address that you originally used during signup.

- Go to http://turnitin.com and click on the Log In button.
- Click the link alongside Forgot your password?
- Enter the email address and last name associated with your Turnitin user profile, then click Next.

**If you have forgotten the answer to your secret question, click the link labelled Forgot your answer?**

- Set up new password via the link that has been sent to you.