**Turnitin.com Instructions**

To promote academic honesty, Cypress College students may be required to submit assignments through turnitin.com to validate the originality of their work and receive full credit. The steps for submitting a paper are listed below:

**TO REGISTER ON THE SITE:**

1. To register on the site, you *must* have your own personal email account. You may set up a free email account with yahoo, aol, or gmail for this purpose. (Suggestion: you may want to create a separate, “professional” email address for school-related email communication and information that is appropriately named to identify you.)
2. Go to the **turnitin.com** website, then click the “**Create account**” link located in the upper right-hand corner of the screen. Then go to the “**New students start here**” section.
3. Select “**Create a user profile**”; then under the “**Create a new account**” links, select “**student**”
4. Enter the **class ID number** for your class and the **enrollment password** (your instructor will give you this information and you can write it below). Note: If you have already registered with turnitin.com, you will log in and click on the “Enroll in a new class” link on the left side of the page and then enter the new class id and password.”

**Class ID Number**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Class Enrollment Password:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Enter your email address; this address will be your User ID for the site.
2. **IMPORTANT:** Enter your own personal password for access to the site. The password you create must be between six to twelve characters long (avoid using spaces), and must contain *at least* one letter and one number. The passwords are case-sensitive; be aware if you are capitalizing letters. Once you have created your password, *WRITE IT DOWN BELOW & ALSO SOMEWHERE SAFE!* It is recommended that you use your email password so it is easy to remember.
3. If you forget your password, the site will ask you to choose from a list of “secret questions” and to provide an answer to the question. This question will be used if you ever need the site to retrieve your password.
4. Enter your first and last name in the indicated fields.
5. Review the User Agreement and click “**I agree – create profile**.” Review the information on the page to ensure that you are enrolled in the correct class. Your profile is now complete.

**TO SUBMIT A PAPER:**

1. Log in using your user ID (which is the email address you used to set up the account) and password; you will then be taken to your class page.
2. Find the assignment for which you are submitting your work and click the “**submit**” icon.
3. Submitting a paper is similar to attaching a document to an email. Browse through your computer or flash drive to find the proper assignment. Highlight & click “OK” to submit.
4. Once you have successfully submitted a paper, you will see a confirmation page appear with a confirmation number. Print out this page or write down the number. You will also receive an email receipt from turnitin.com to verify that your paper has been posted.

**My turnitin.com email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**My turnitin.com password:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TO VIEW AN ORIGINATLITY REPORT:**

Once you have submitted a paper, you may click on “Show Details” link to view the “Originality Report,” which should show up within an hour or two of submitting your paper. If too much of the paper has been copied from the Internet or other sources, you may not receive credit for the paper. To review the policy for Academic Honesty, please refer to the Cypress College Catalog.