

Introduction

This quickstart guide will help you get started using iThenticate. First time users will receive an email from their iThenticate sales representative with a username and a one-time password. You may only log in once with the one-time password and you will need to change it the first time you log in.

Step 1

To login to iThenticate first click on the *Login* button at www.iThenticate.com *fig.1*.

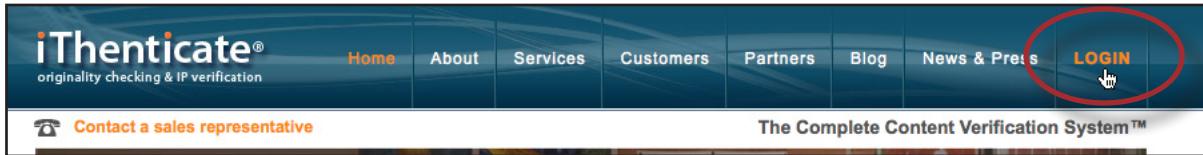


fig.1 The LOGIN tab on the iThenticate homepage

Insert the username and the password into the appropriate fields and click the *Log In* button *fig.2*.

fig.2 The iThenticate Log in page

Step 2

iThenticate will provide you with a folder group *My Folder* and a folder within that group titled *My Documents*. If you would like to create new Folder Groups or Folders click on either the *Add New Folder* or *New Folder Group* links under the *New folder* column on the right side of the screen *fig.3*.

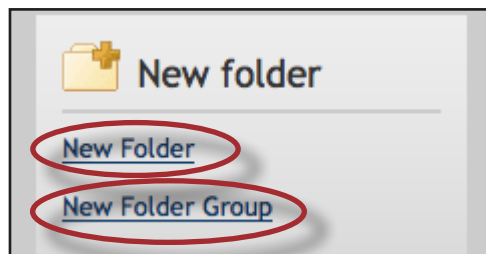


fig.3 The New Folder and New Folder group links

Step 3

To submit a document you must first open up a folder within a folder group. The four submit a document options will now appear on the right side of the page. Click on *Upload a File* to submit a document *fig.4*.

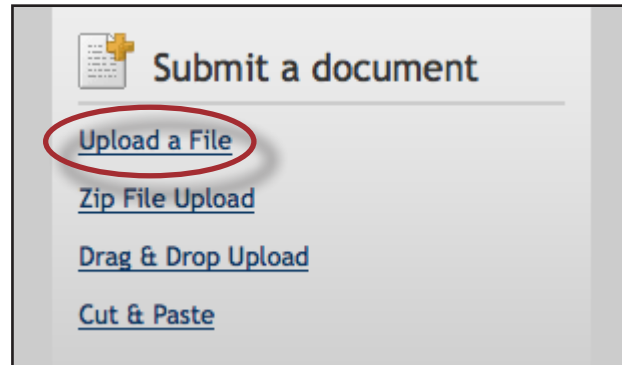


fig.4 The four document submission options

On the Upload a File page, enter the document title, the author's first name, and the author's last name. Click on the Browse button and locate the file on your computer *fig.5*.

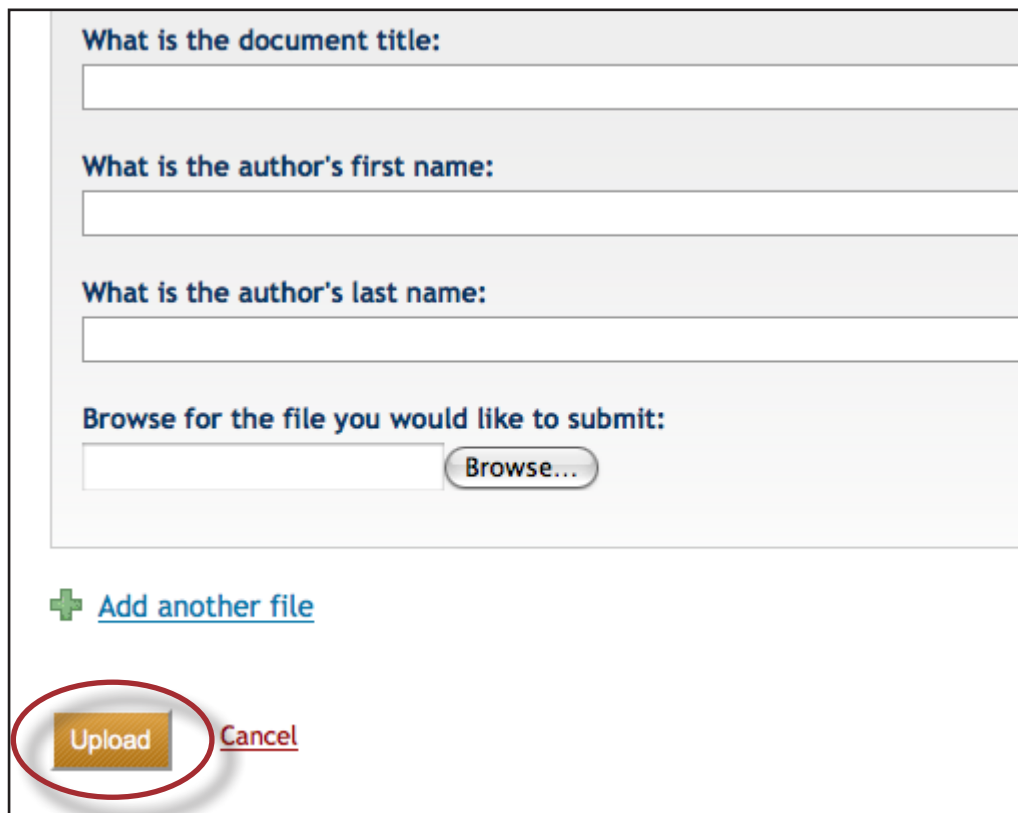
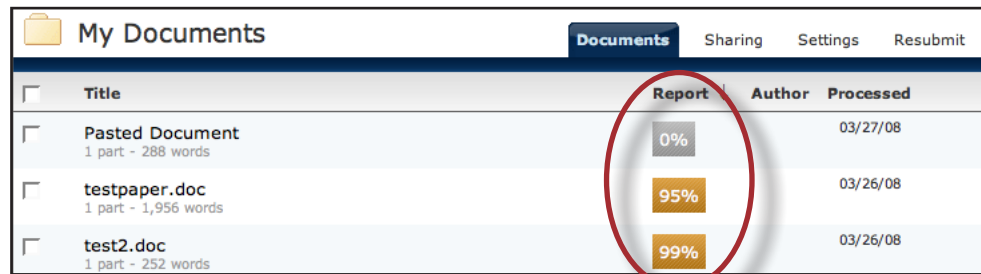
A screenshot of a web form titled "Upload a file". The form contains four input fields with labels: "What is the document title:", "What is the author's first name:", "What is the author's last name:", and "Browse for the file you would like to submit:". The "Browse for the file you would like to submit:" field has a "Browse..." button next to it. Below the input fields, there is a green plus sign followed by the text "Add another file". At the bottom of the form, there are two buttons: "Upload" and "Cancel". The "Upload" button is circled in red.

fig.5 The upload a file submission page

Click on the Add another file link to add up to 10 files at once before submitting. Click the *Upload* button to upload the document(s).

Step 4

To view the similarity report for the paper click on the similarity report icon to the right of the document's name within the folder you submitted the document to *fig.6*. It usually takes a couple of minutes for a report to generate.



My Documents		Documents	Sharing	Settings	Resubmit
Title	Report	Author	Processed		
<input type="checkbox"/> Pasted Document 1 part - 288 words	0%		03/27/08		
<input type="checkbox"/> testpaper.doc 1 part - 1,956 words	95%		03/26/08		
<input type="checkbox"/> test2.doc 1 part - 252 words	99%		03/26/08		

fig.6 The similarity report icon

To view more detailed information about iThenticate please download the iThenticate user manual by clicking [here](#). The iThenticate manual can also be found on the iThenticate homepage at www.ithenticate.com.