

## Quick Reference - Turnitin Initiate the direct submit option

This document will explain how to set-up your Turnitin account at OSU so that you can submit a student paper directly to Turnitin.

## Setup the direct submit option

- 1. Go to <u>https://www.turnitin.com</u> (If you get an error that says "Connection was reset", just refresh the page.)
- 2. Click 'Log-in' in the upper-right corner.

English	•		Q	Create Account Log In
turnitin	Why Turnitin	What We Offer Resources	Support Community	Contact Sales
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- 3. Click the 'Reset Password' link.
- 4. Use the email address that you have set up as your default address in Canvas. (This can be found by looking under the Settings link in the upper-right corner of Canvas.) Also enter your last name and then click 'Next'.

If you receive an error "the email/name combination you entered is not in our system", contact <u>canvas.support@oregonstate.edu</u> and they

Email			
Passwo	ord		
	Log In		

should be able to provide you with the correct address to use.

- 5. An email will be sent to your address with a link to reset the password. Reset the password by clicking on the link and following the instructions. You may also be prompted to choose a secret question for your account. If there is any error, simply continue and try your login.
- 6. Return to <a href="https://www.turnitin.com">https://www.turnitin.com</a> and log-in with your email address and new password.

7. Click on the User Info tab at the top and check to see if your account type is 'instructor'. If not, use the drop-down arrow to change it to 'instructor'. Then refresh the page (or log-out and log back in).

**Oregon State** 

**Ecampus** 

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Dashboard	All Classes	Join Account	Join Account (TA)	Quick Submit		
NOW VIEWING: HO	ME					

8. Click on the User Info tab and on the right side under Account Settings, find "Activate quick submit". From the drop-down menu, select Yes. Then scroll to the bottom of the page and click Submit.

User Information ${}^{ riangle}$	Account Settings
User name	Default user type
(Must be a valid email address)	Administrator
wattek@onid.oregonstate.edu	Default submission type
Password	Single file upload
(Case sensitive, must contain 6-12 characters and	Activate guick submit
at least one letter and one number)	Yes Ves
	Items per page
Confirm password	25 💌
	File download format

9. You should now see a Quick Submit tab on your Turnitin page which can be used to submit individual papers.

