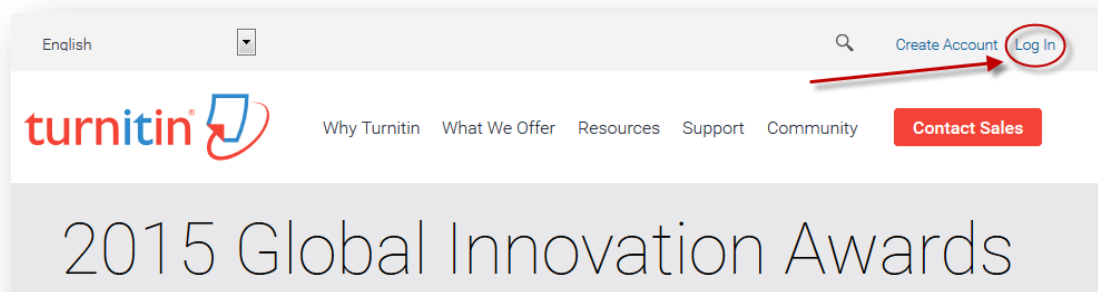# Quick Reference - Turnitin
Initiate the direct submit option

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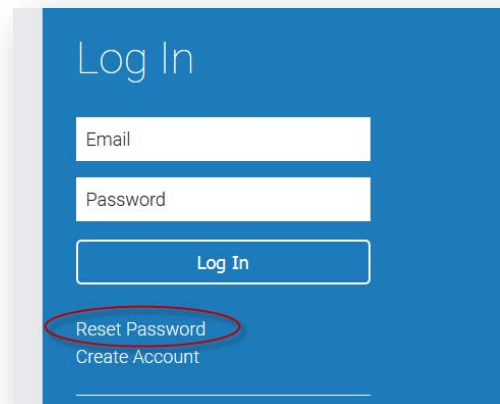
Setup the direct submit option

1. Go to https://www.turnitin.com (If you get an error that says "Connection was reset", just refresh the page.)

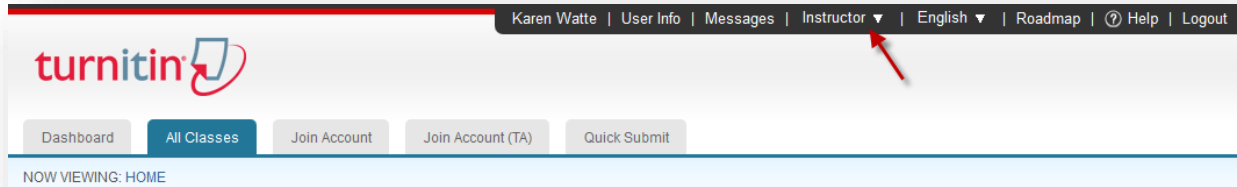2. Click 'Log-in' in the upper-right corner.

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 canvas.support@oregonstate.edu and they should be able to provide you with the correct address to use.
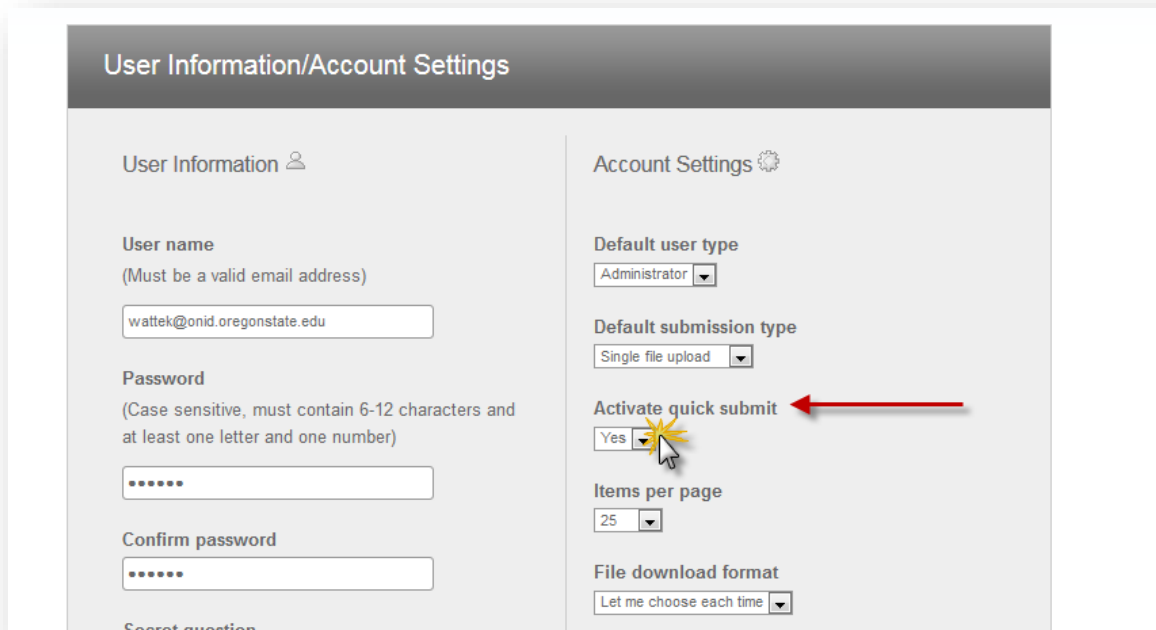

5. An email will be sent to your address with a link to reset the password. Reset the password by clicking on the link and following the instructions. You may also be prompted to choose a secret question for your account. If there is any error, simply continue and try your login.

6. Return to https://www.turnitin.com 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).

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.

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