

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*.

 A screenshot of the iThenticate Log In page. The page has a white background. At the top, it says 'Log In' in blue. Below that, it says 'Don't have an account? Sign Up here.' in orange. There are two input fields: 'Email: *' and 'Password: *'. Below the password field is a checkbox labeled 'Remember me for 1 week'. At the bottom, there is a 'Log In' button and a link 'Forgot your password?' in orange.

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*.

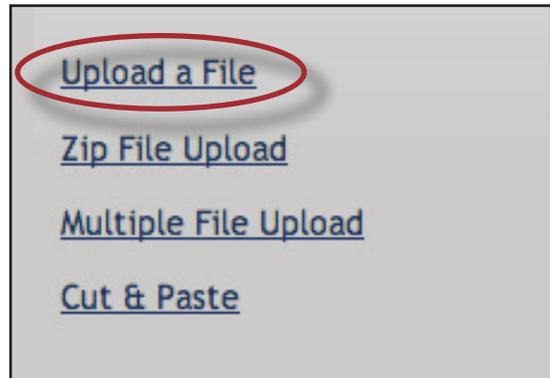


fig.4 The four document submission options

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*.

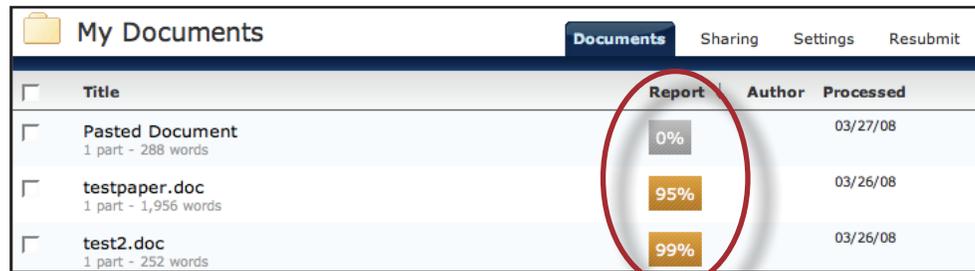
 A screenshot of the "Upload a File" submission page. It contains four text input fields for document title, author's first name, and author's last name, followed by a "Browse..." button. Below these is a "+ Add another file" link and two buttons: "Upload" (circled in red) and "Cancel".

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		
Pasted Document 1 part - 288 words	0%		03/27/08		
testpaper.doc 1 part - 1,956 words	95%		03/26/08		
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. The iThenticate manual can also be found on the iThenticate training page at <http://www.ithenticate.com/resources/customer-training/>.