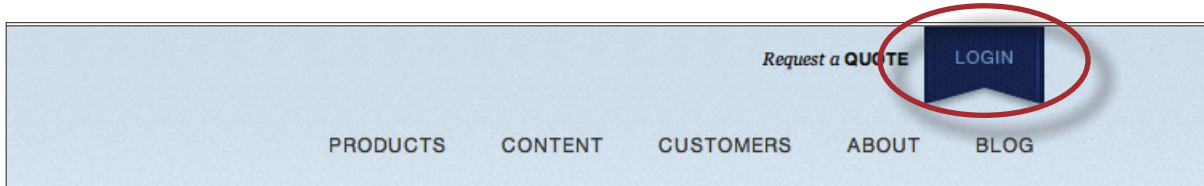


# Introduction

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](http://www.iThenticate.com) *fig.1*.



*fig.1 The LOGIN tab on the iThenticate homepage*

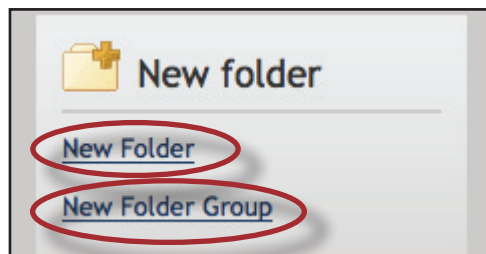
Insert the username and the password into the appropriate fields and click the *Log In* button *fig.2*.

 A screenshot of the iThenticate 'Log In' page. The page has a white background and contains the following elements: a 'Log In' heading, a link for 'Don't have an account? Sign Up here.', an 'Email: \*' label above a text input field, a 'Password: \*' label above another text input field, a checkbox labeled 'Remember me for 1 week', and a 'Log In' button next to a 'Forgot your password?' link. The 'Log In' button is circled in red.

*fig.2 The iThenticate Log in page*

## Step 2

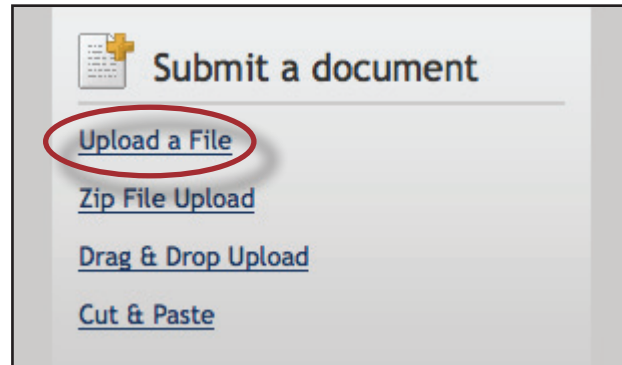
iThenticate will provide you with a folder group *My Folder* and a folder within that group titled *My Documents*. If you would like to create new Folder Groups or Folders click on either the *Add New Folder* or *New Folder Group* links under the *New folder* column on the right side of the screen *fig.3*.



*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*.

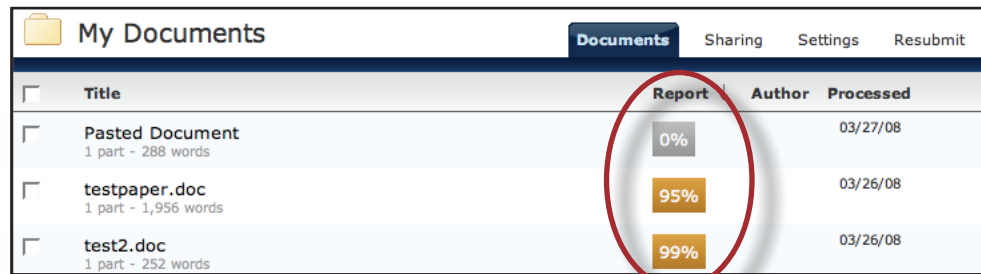
 A screenshot of a web form titled "Upload a file submission page". It contains four input fields with labels: "What is the document title:", "What is the author's first name:", "What is the author's last name:", and "Browse for the file you would like to submit:". The "Browse..." button is next to the last field. Below the fields is a link "+ Add another file". At the bottom, there are 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 by clicking [here](#). The iThenticate manual can also be found on the iThenticate homepage at [www.ithenticate.com](http://www.ithenticate.com).