

## TURNITIN USER GUIDE

### Steps to activate your TURNITIN account.

- Go to: [https://www.turnitin.com/login\\_page.asp?lang=en\\_us](https://www.turnitin.com/login_page.asp?lang=en_us)
- Your email ID registered on TURNITIN: **UPES email ID**
- **Click on forgot password**
- Follow steps on Turnitin platform to complete your registration.

You are registered on TURNITIN:

**First Name:** **Your Name**  
**Family Name:** Your **Sur Name**  
(If “Sur Name” not working please check with your “**Middle & Sur Name**”)

You can correct this (if required) by editing your profile.

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### IMPORTANT INFORMATION:

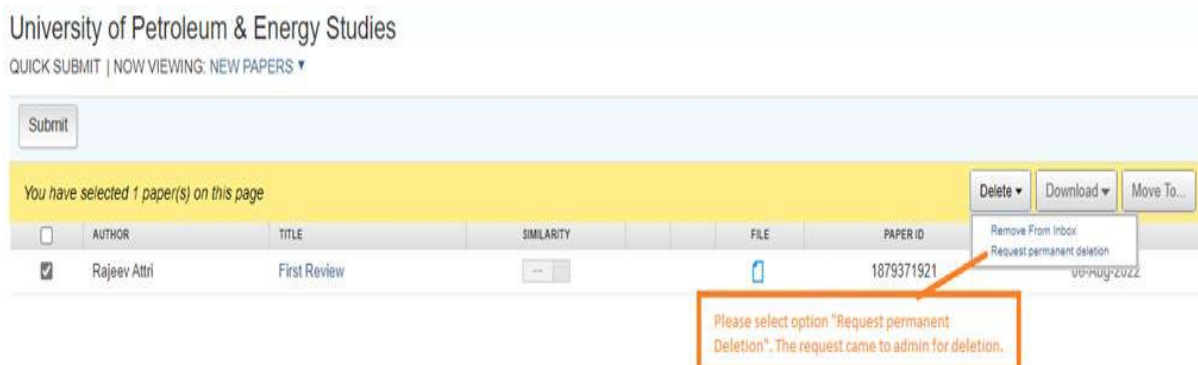
- Turnitin Webinar Recording (**Learn how to access Turnitin**):  
<https://turnitin.zoom.us/rec/share/uqY1kJubbiiSfh19K5tePY8R9xsXYqqvSxAgbwkvMs3F3rBfwYLEcpzpRYilk3OP.YFKI-ktQXfB1RiBY>  
Access Passcode: @M7zBKDY
- **Activate Quick Submit button on your profile.**

- Go to the **USER INFO** section at the top of the page.

The screenshot shows the Turnitin user interface. At the top right, there is a navigation menu with the following items: Praveen Kapoor | User Info | Messages | Instructor. Below this is the Turnitin logo. The main content area is titled 'Account Settings' and contains several settings: 'Default user type' set to 'Instructor', 'Default submission type' set to 'Single file upload', and 'Activate quick submit' set to 'Yes'. A blue arrow points to the 'User Info' link in the navigation menu, and another blue arrow points to the 'Activate quick submit' dropdown menu.

➤ **Steps for Assignment / Paper Deletion Process**

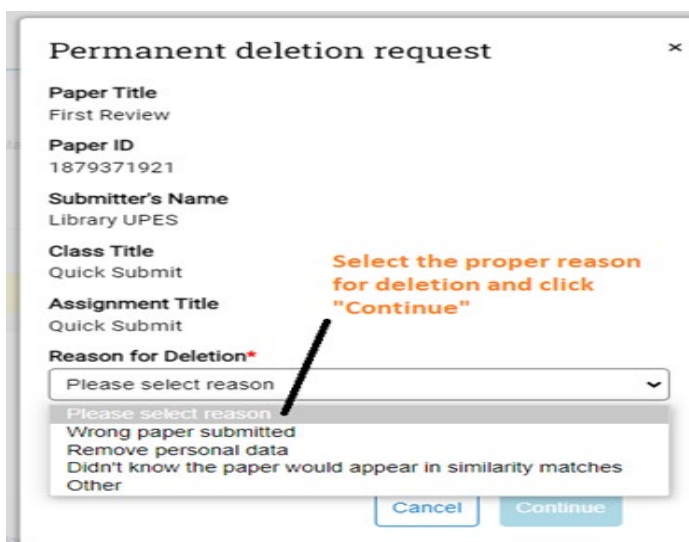
- 1. Select the papers and click “Request permanent deletion” from the drop-down button of DELETE tab. (image attached).**



- 2. Read the Instructions and click on “Continue”**



- 3. Select the reason for deletion and click on “continue”.**



4. Type “DELETE” and click on Confirm TAB.



**NOTE:**

- **ONCE REQUESTED, TURNITIN ADMIN (LIBRARIAN) WILL DELETE REQUESTED PAPER FROM TURNITIN ADMIN ACCOUNT.**
- **DO NOT REMOVE PAPERS FROM YOUR INBOX. THIS WILL TEMPORARILY REMOVE PAPER’S FROM YOUR INBOX, NOT FROM THE TURNITIN DEPOSITORY.**

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- Turnitin user guide for instructors:  
<https://help.turnitin.com/feedback-studio/turnitin-website/instructor/instructor-category.htm>
  - Turnitin user guide for students:  
<https://help.turnitin.com/feedback-studio/turnitin-website/student/student-category.htm>

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For more help, please write to us at [librarian@ddn.upes.ac.in](mailto:librarian@ddn.upes.ac.in)