

# turnitin Notes for Submitting a Paper

## Submit a paper (For a student already enrolled in a class)

1. Go to turnitin homepage: <http://www.turnitin.com/static/index.html>

2. Enter **Email:**

(Enter your 7-digit ID number you use to log on the school network and then “@easdpa.org” –  
Example: 1234567@easdpa.org)

Enter **Password:**

(lowercase: student’s first & last initial and their 4-digit EASD network password)

Click on

3. Click a **class name** to open your portfolio for that class

4. Click the icon (📄) under the **submit** column on the row of the current assignment

5. Choose to submit a paper by one of the following methods...

a. **Submit a paper by:**  ▼

Enter the **submission title:**

to the document you wish to submit

Click

-- OR --

b. **Submit a paper by:**  ▼

Enter your **submission title:**

Highlight and copy your text; then paste it in the box provided

Click

6. Answer **Is this the paper you want to submit?** by selecting  or [no, go back](#)

**NOTE:** The paper will appear without formatting, such as line spaces, or indents.

7. View your Turnitin digital receipt with the **paper id:**

8. Continue navigating or