**Turn It In Instructions**

1. Open the school’s homepage and click on the link for turnitin.com.
2. Click “create account” at the top of the page if you have not already created one.
3. Click “student” under “Create a New Account.”
4. Fill in the following information:
   1. Class ID and password:
      1. Period 4 ID: 6005310
      2. Password: blazers4
   2. Fill in your first name, last name, and an email address.
   3. Choose a password THAT YOU WILL REMEMBER! Write it down somewhere so that you don’t forget it!
   4. Choose a secret question and type the answer.
   5. Click the “I agree—create profile” button.
5. After you have created your profile, you are ready to upload from Word. Type it in word.
6. When you are done editing your paragraph, save it in your documents as “Jan AXES Last Name.” Example: Jan AXES Smith
7. On the turnitin.com website, click on your class period.
8. Click the blue “SUBMIT” button.
9. Leave it on “single file upload.”
10. Type in your first and last name.
11. Type in the title as “Jan AXES Last Name” again.
12. Click “Browse” and attach your file. Then click upload.
13. Your paper will then upload and you can preview it on the next page. Click “Submit.”
14. Your paper will officially upload and post at this point. You can then click “Go to my portfolio” and see your work, or exit turnitin.com.