

# ORC Quick Start Guide to iThenticate

## Introduction

This Quickstart Guide will help you get started using *iThenticate*.

As a UCF affiliate you will not be charged for *iThenticate* usage.

More information can be found at: <http://www.rcr.ucf.edu/ithenticate.html>

ORC Research Integrity Compliance (RIC) will assist you with any actions needed to facilitate your access to the *iThenticate* system, including registration and activation (first time users), or reactivation (existing users). To expedite any of these actions, please follow the steps outlined below:

## Step 1 – Registration and Log In

*First time users:*

- **Contact the ORC/RIC at [rcr-ucf@ucf.edu](mailto:rcr-ucf@ucf.edu) or at 407-823-5173 to request access to iThenticate in order to be associated as a UCF affiliate.**
- Go to the *iThenticate* website: [https://app.ithenticate.com/en\\_us/login](https://app.ithenticate.com/en_us/login)
- The first time you log in, enter your UCF email and the temporary password sent to you through email by the *iThenticate* system, then click the “**Log In**” button.

The image shows a screenshot of the iThenticate login page. The page has a title "LOG IN" and a link "Don't have an account? Sign up now" which is crossed out with a large red 'X'. Below this are input fields for "Email: \*" and "Password: \*". There is a checkbox labeled "Remember me for 1 week" and a "LOG IN" button. A link "Forgot your password?" is also present. A red callout box with a white arrow points to the "Sign up now" link, containing the text: "Do NOT sign up for an account on iThenticate. Contact ORC/RIC to set up your UCF account." A blue box at the bottom right contains the URL: [https://app.ithenticate.com/en\\_us/login](https://app.ithenticate.com/en_us/login)

- The *iThenticate* system will prompt you to change your password the first time.
- Upon changing your temporary password, *iThenticate* will immediately provide a user interface page containing a file folder titled “**My Documents**.” The “**My Documents**” is a subfolder of the “**My Folders**” window. All of your document reviews will be processed and initially stored under the “**My Documents**” file folder.

### **Existing Users:**

- If you forget your password or email address contact ORC/RIC at [rcr-ucf@ucf.edu](mailto:rcr-ucf@ucf.edu) to request account reactivation in *iThenticate*.
- The *iThenticate* system will send you a new temporary password and will prompt you to change it to a password of your own.

## Step 2 – Uploading a Document

- To upload a document to **iThenticate** select a file upload method from the “**Submit a document**” section located to the right side of the page.

The screenshot shows the iThenticate Professional Plagiarism Prevention interface. The top navigation bar includes 'Folders', 'Settings', and 'Account Info'. The main content area is titled 'Upload a file' and includes a 'Return to Folders' link. The 'Upload to folder:' section shows 'My Folders - My Documents'. The 'Upload #1' section contains the following fields:

- What is the document title:** My Proposal Document
- What is the author's first name:** Principal
- What is the author's last name:** Investigator
- Browse for the file you would like to submit:** [Browse... button]

Below these fields are links for '+ Add another file', 'Upload', and 'Cancel'. A blue callout box titled 'Options to Submit a Document:' lists: Upload a File, Zip File Upload, Drag & Drop Upload, and Cut & Paste. A red callout bubble points to the 'What is the document title:' field with the text: '\*Make note of "Title" entered here.' A blue callout box at the bottom right says 'Upload a File Window'. On the right side, the 'Submit a document' section shows '488,734 Pages remaining' and links for 'Upload a File', 'Zip File Upload', 'Drag & Drop Upload', and 'Cut & Paste'. A red callout box points to the 'Drag & Drop Upload' link with the text: 'Note: The "Drag & Drop Upload" does NOT activate the Upload a File Window.' Below this is the 'Accepted Formats' section, which states: 'We currently support file upload for the following document types: Word'.

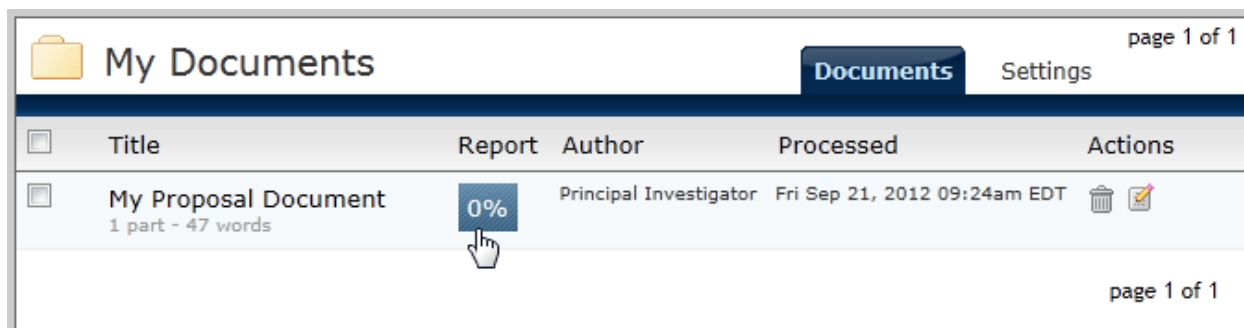
- Upon selection of the file upload method, an “**Upload a file**” window will appear.
- Complete the “**Document Title**” and “**Author Name**” fields.
- Upload the document** according to the upload method chosen.
- Click the “**Upload**” button located at the bottom of the page.

### IMPORTANT:

**\*Principal Investigators will need to provide the Document Title as entered in iThenticate and the date of upload in the ARGIS Proposal Transmittal Form (PTF). This information is required for any proposal sent by the Principal Investigator to a sponsoring agency, as well as completion of the RM Certification.**

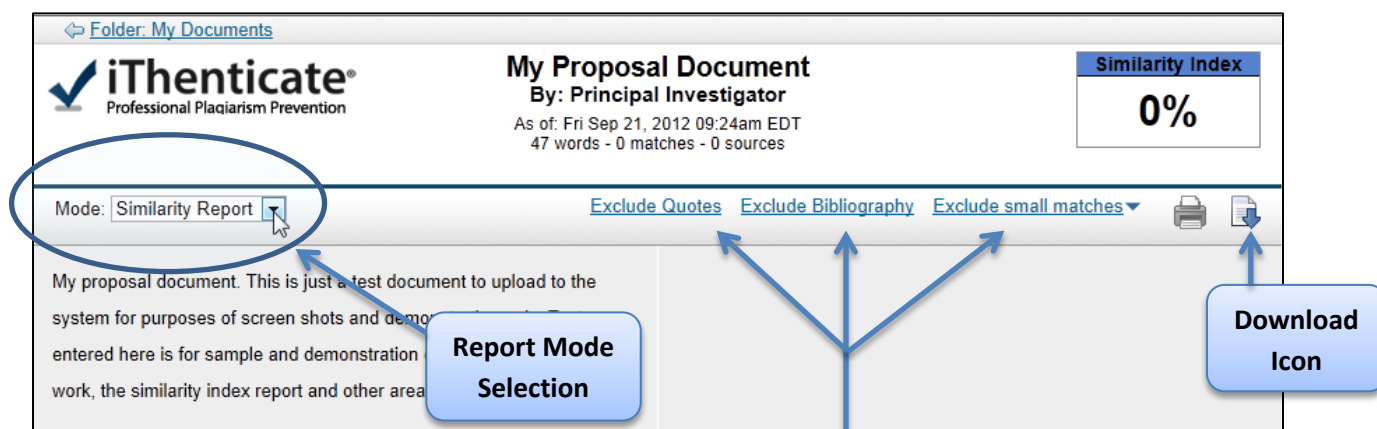
## Step 3 – Accessing the Similarity Index Report

- After your file has been uploaded, from the “**My Documents**” file folder, you can access the **Similarity Index report** by clicking the percentage value [%] shown next to the Document Title. NOTE: It usually takes a couple of minutes for a report to generate.



## Step 4 – Using the iThenticate Report Mode

- From the Similarity Index report mode you can access additional reports by clicking the “**Mode**” drop down box field in the upper left hand corner of the screen.



- iThenticate** provides the following types of reports under the “**Mode**” drop down box:



The **Similarity Report** is the most commonly used report by users. You can also use the other links in the toolbar to exclude certain types of information from affecting the Similarity Index %.

## Step 5 – Saving iThenticate Reports

- In the **iThenticate** report mode, click the “**Download**” icon in the upper right hand corner. **iThenticate** will prompt you to indicate the file name and type of document (HTML, All Files) to be saved.