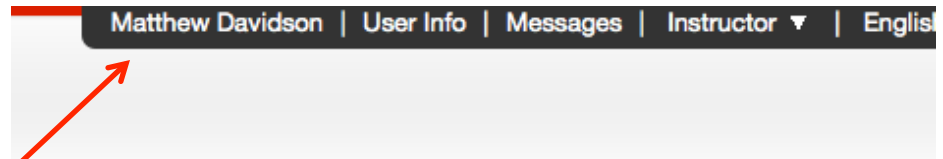


## Updating Your Turnitin.com Account

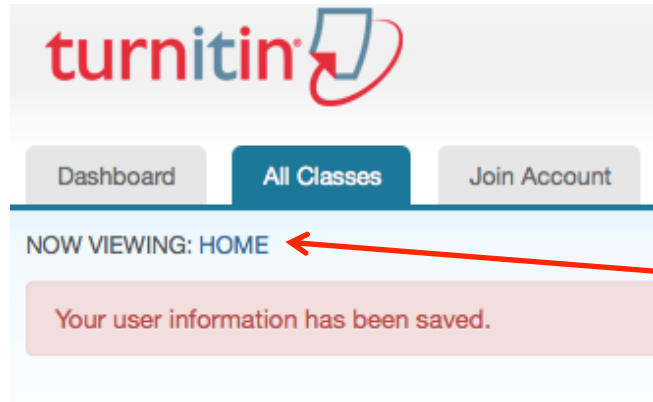
Once you have logged in to your turnitin account, you will see a banner like this one across the top right portion of your screen. Please “select” your name.

A screenshot of the 'User Information/Account Settings' page. The page has a dark header with the text 'User Information/Account Settings'. Below the header, there is a section titled 'User Information' with a person icon. Underneath, there is a label 'User name' followed by the instruction '(Must be a valid email address)'. Below this is a text input field containing the email address 'matthew\_davidson@pittsford.monroe.edu'. A red arrow points from the text 'Please change it to:' to this input field.

You will now see a screen with all of your account information. All we’re changing is your “User name,” which is your email address. Please change it to:  
*firstname\_lastname@students.pittsford.monroe.edu.*  
Obviously, instead of “Firstname” and “lastname” you would put your actual first and last name. You must use whatever name the district has for you on your official schedule.

Now press “Submit.”

A screenshot of the 'Display names as' section. It contains three radio button options: 'First name (Space) Last name (example: John Smith)', 'Last name (Space) First name (example: Smith John)', and 'Last name (No space) First name (example: SmithJohn)'. Below these options is a yellow 'Submit' button. A red arrow points from the text 'Now press “Submit.”' to the 'Submit' button.



You will now be taken back to a screen that will confirm that “your user information has been saved.” Select “Home” and you will be finished.