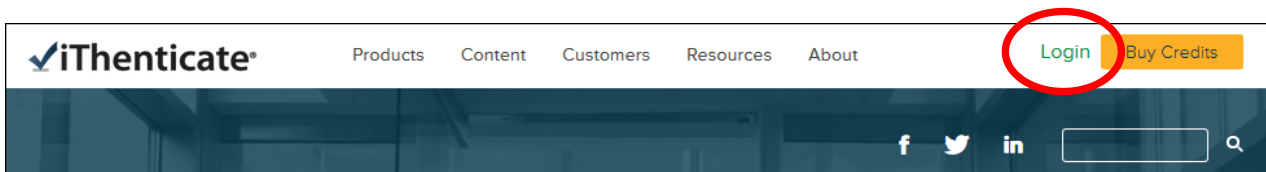


## TU Delft – iThenticate Quickstart Guide

This quickstart guide will help you get started using iThenticate. First time users will receive an email from iThenticate / TU Delft Plagiarism Support with a username and a onetime password. You may only log in once with the one-time password and you will need to change it the first time you log in.

### Login

To login to iThenticate first click on the **Login button** at [www.ithenticate.com](http://www.ithenticate.com).

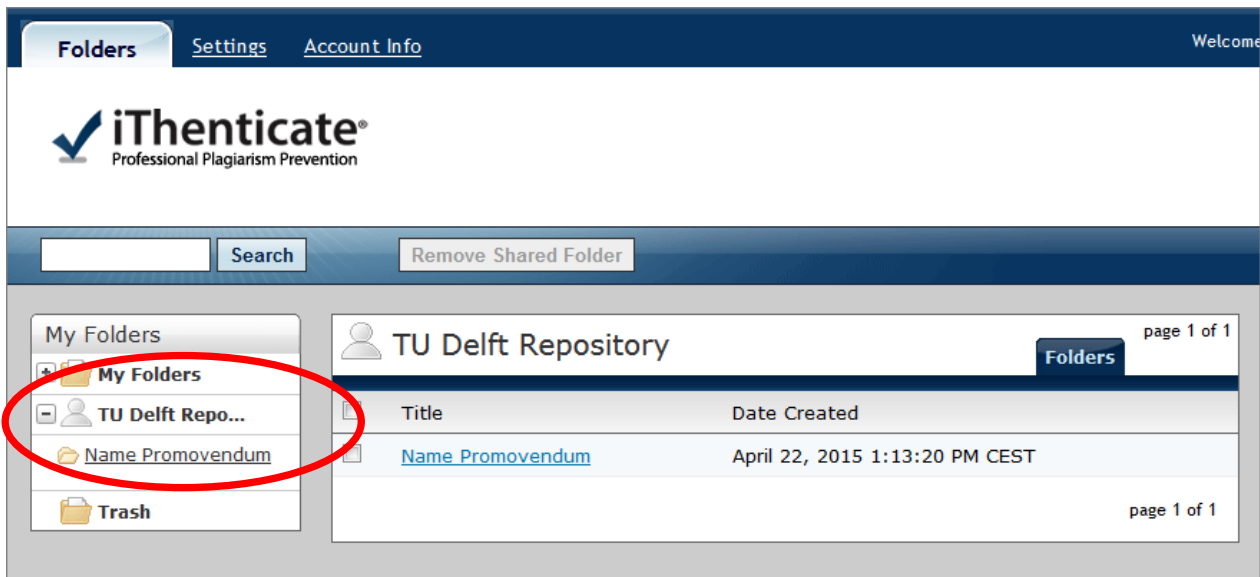


Insert the **username** and the **password** into the appropriate fields and click the **Login button**.

A screenshot of the iThenticate login form. The form is titled 'Login' and contains the following elements: an 'Email' field with a red asterisk and the text 'example@tudelft.nl'; a 'Password' field with a red asterisk and a 'Forgot password' link; a 'Remember me' checkbox; a green 'Login' button; and a link at the bottom that says 'Don't have an account? Sign Up'.

## Folders

TU Delft Plagiarism Support will provide you with a folder group **My Folders** and a folder group **TU Delft Plagiarism Support**. The **My Folder** group has not been activated. It is therefore not possible to upload a file and create a report.



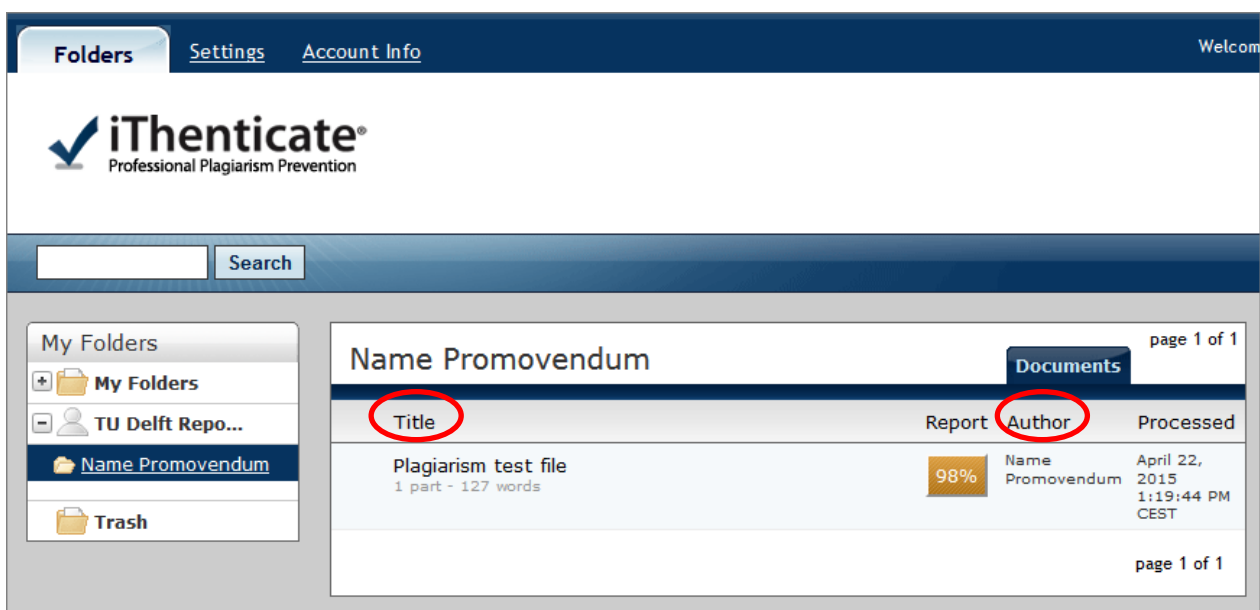
The screenshot shows the iThenticate Professional Plagiarism Prevention interface. The top navigation bar includes 'Folders', 'Settings', and 'Account Info'. The main content area is titled 'TU Delft Repository' and displays a table of folders. The 'My Folders' sidebar on the left is circled in red, highlighting the 'TU Delft Repo...' folder. The main table has the following data:

Title	Date Created
<a href="#">Name Promovendum</a>	April 22, 2015 1:13:20 PM CEST

In the **TU Delft Plagiarism Support** folder group folder(s) with the name of the PhD's will be created. Similarity Reports prepared from the dissertations you have submitted to TU Delft Plagiarism Support can be found in these folders.

Making a Similarity Report by TU Delft Plagiarism Support take up to 3 working days. You will receive an e-mail from [plagiarism-lib@tudelft.nl](mailto:plagiarism-lib@tudelft.nl) when the report is added to your iThenticate account.

Select the folder to view the report. The list with reports is sorted by date, sort by title, author and date is possible, You can easily modify the order by clicking on the head of the columns.



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 'Name Promovendum' and displays a table of documents. The 'Name Promovendum' folder is selected in the 'My Folders' sidebar. The 'Documents' tab is active, displaying a table of reports. The 'Title' and 'Author' columns are circled in red. The table has the following data:

Title	Report	Author	Processed
Plagiarism test file 1 part - 127 words	98%	Name Promovendum	April 22, 2015 1:19:44 PM CEST

## Reports

Similarity Reports provide an overall similarity index for each submission. This index determines the percentage of similarity between a submission and information existing in the iThenticate databases selected as search targets.

Name Promovendum				Documents	page 1 of 1
Title	Report	Author	Processed		
Plagiarism test file 1 part - 127 words	98%	Name Promovendum	April 22, 2015 1:19:44 PM CEST		page 1 of 1

Clicking on the similarity index icon opens up the Similarity Report. The Similarity Report is separated into three main areas in the default view. These three areas are:

- **paper information** - the top of the report page shows information about the submitted paper. This includes the paper title, the date the report was processed, the word count, the folder the document was submitted from and the number of matching documents found in the selected databases
- **paper text** - the text of the submitted paper. Matching text is highlighted in a color that corresponds to the matching source listed on the right side of the Similarity Report
- **matching sources** - the list of matching sources for the highlighted areas within the paper text

The Document Viewer (DV) provides a document's original format, including images, tables and graphs, within the Similarity Report.

The screenshot displays the iThenticate Similarity Report interface. At the top, the 'Paper information' section shows '505 words • 5 matches • 2 sources' and 'Quotes Included Bibliography Included 87%'. The main area is divided into 'Paper text' on the left and 'Matching sources' on the right. The 'Paper text' section shows a paragraph of text with some words highlighted in red. The 'Matching sources' section shows a list of sources with their respective similarity percentages: 'Internet 292 words crawled on 25-Oct-2014 www.nat-hazards-earth-syst-sci-discuss.net 49%' and 'Your Indexed Document Submitted to Tech... 38%'. Red circles highlight the 'Paper information' section, the 'Paper text' section, and the 'Matching sources' section.

Explanation of iThenticate Document Viewer [iThenticate Document Viewer Similarity Report Guide](#).