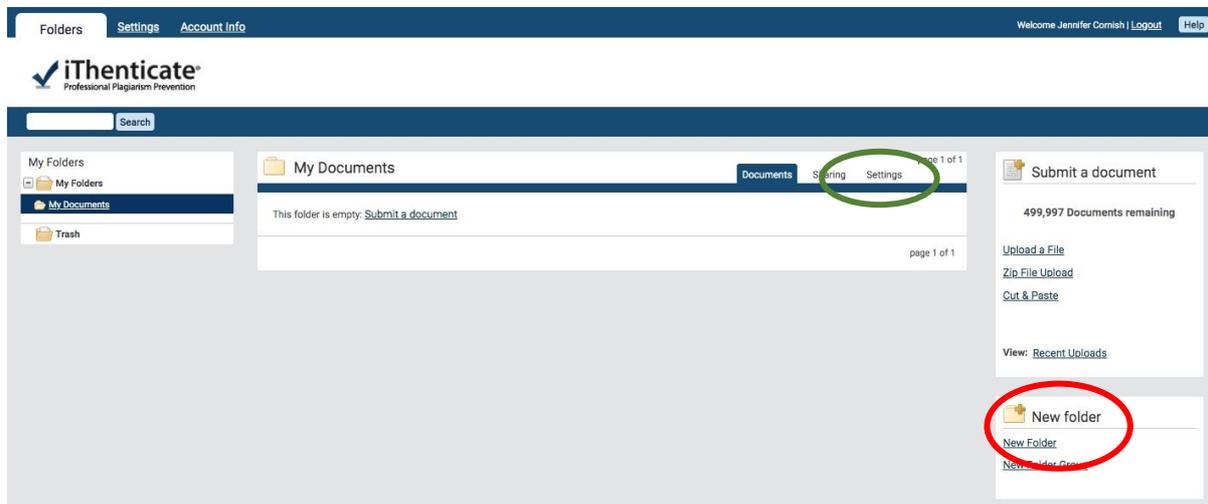




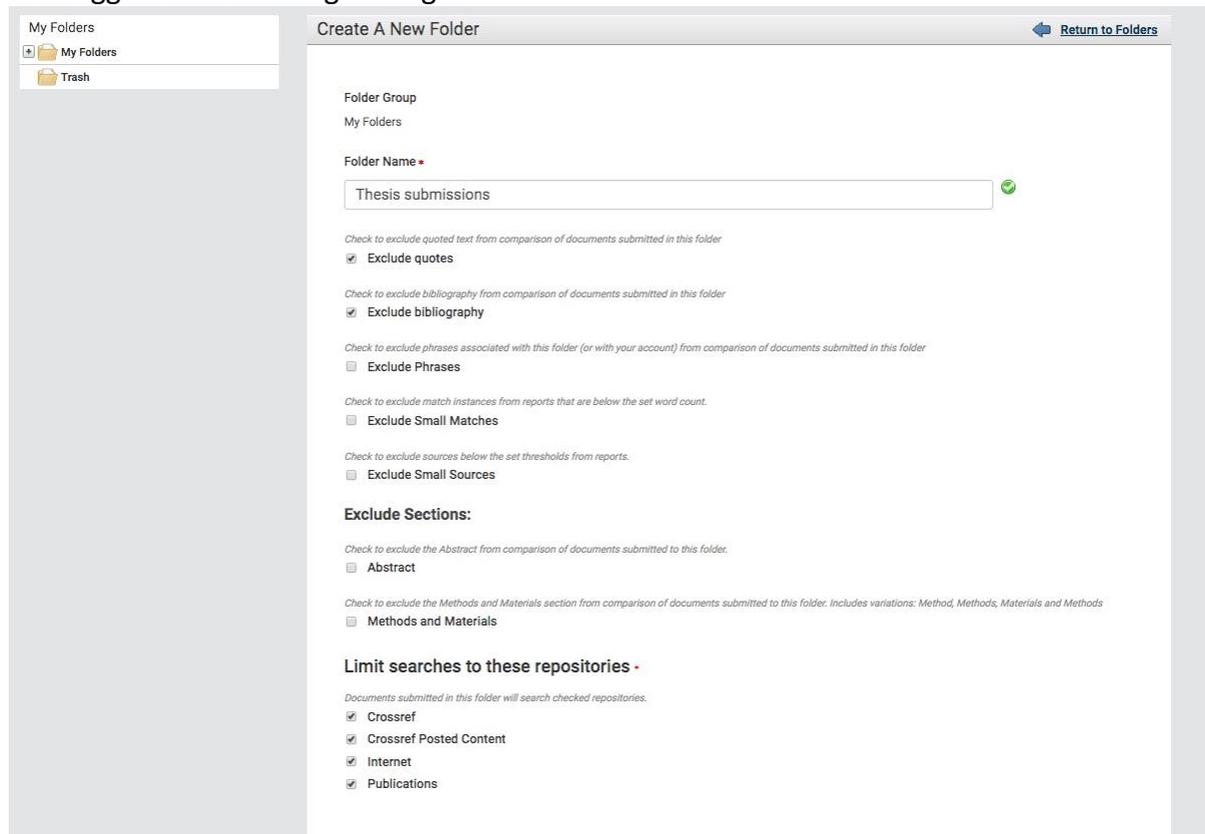
iThenticate at a Glance

Log in using the [okta link](#) – you will be presented with your iThenticate page, showing My folders and subfolder ‘My Documents’.



Here you can either go straight to **settings** at the top RHS of My Documents, **or** you can choose to set up folders for submissions using the **new folder** button on the RHS panel. Either of these options allows you to set how the documents will be compared for that particular folder.

We suggest the following settings:



Note that we haven't suggested to 'exclude small matches', as in a large thesis document, even 1% could be a significant amount of plagiarised text. Update settings by pressing the 'update' button at the bottom of the page.



To upload your document (confirmation of candidature proposal or thesis file) select “upload a file” on RHS panel.

Press **Choose File**, select the wanted file from your hard drive and press **upload**.

The file will then be processed (the length of document will determine the length of time).

When processing is complete, select the **percentage** beside the document to assess the actual amount of plagiarised work, using your academic judgement. The **output** is very similar to Turnitin. If you are unfamiliar with Turnitin or assessing the severity of text matching, please contact your departmental HDR director for assistance. The procedure for the management of the similarity report is available in the iThenticate procedure document located [here](#).



When you are ready to submit the Confirmation of Candidature (CoC) document or thesis, **please provide the document number** (available through the information (i) symbol bottom LHS of document view/text matching page) **and similarity percentage** to your Faculty (CoC) or in the supervisor comments of the examination portal (thesis submission).

For more detail and other functionality of iThenticate, please visit [here](#).