


Step 1: Log into FIU's iThenticate


Log into FIU's Research at <https://research.fiu.edu/cyberinfrastructure/applications/ithenticate/>

Step 2: Click on **Access iThenticate**

Enter your FIU's Username and Password (same as your AD credentials)

Click on  to prompt "My Files" screen

Step 3: Under My Files

Click on the Upload button  (top right side of the webpage)

Under the Upload files, drag and drop Or click on the Browse Files, to upload your student's manuscript

Once your student's manuscript is uploaded, click on the Submit button.

Step 4: Set Filters  in top right corner


Please do not unclick the Compare submission against section.

Click on your student's manuscript and set the Exclusion filters as follows below.

- ✓ Exclude bibliography
- ✓ Exclude quoted text
- ✓ Exclude small matches (Leave as default with 8 words)

Once the settings above are selected, click on Apply Filters.

Step 5: Download PDF of iThenticate report

Click on  (to right side of the webpage) to activate the Download options

Then click on the Download button  (top right side of the webpage)

This option will allow to either download the iThenticate report to your download folder within your computer, print under a PDF option, or you can email the report to your student. For best practices, it is best to download the report and email your student directly.

Note: If the file is too large (greater than 25 MB), compress it by using your Adobe's software or a PDF compression tool such as

<https://www.adobe.com/acrobat/online/compress-pdf.html>.

Step 6: Go over the similarity report with your student for discussion