

Introduction

Welcome to the iThenticate User Manual. iThenticate provides plagiarism prevention services to publishers, corporations, law firms and other professional establishments around the world.

This user guide provides a thorough explanation about iThenticate from its features to a comprehensive walkthrough about its use. Account administrators have the ability to manage users within an account, click [here](#) to view the Administrator Manual.

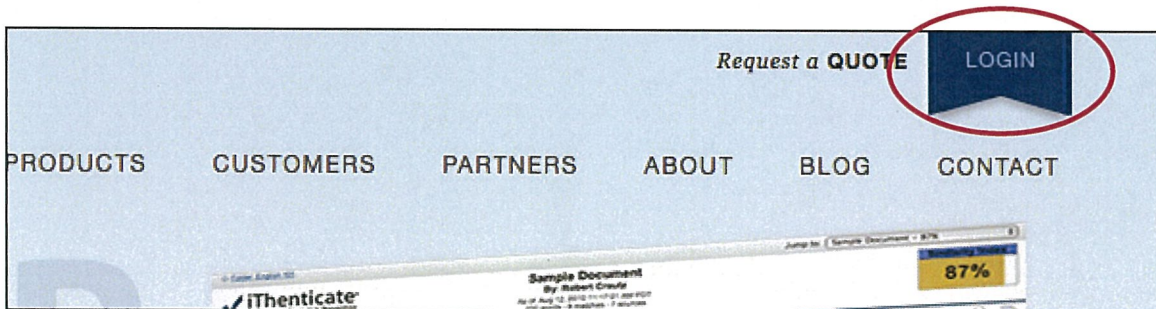
New Users

First time users will receive an email from their iThenticate sales representative with a username and a one-time password. The username you receive will be the email address you provided to your iThenticate sales representative. You may only log in once with the one-time password and you will need to change it the first time you log in. For information on how account administrators add users to an account, please click [here](#).

Logging In

Once iThenticate has been purchased and you have received an email from your iThenticate sales representative containing your username and password, then you can login to iThenticate.

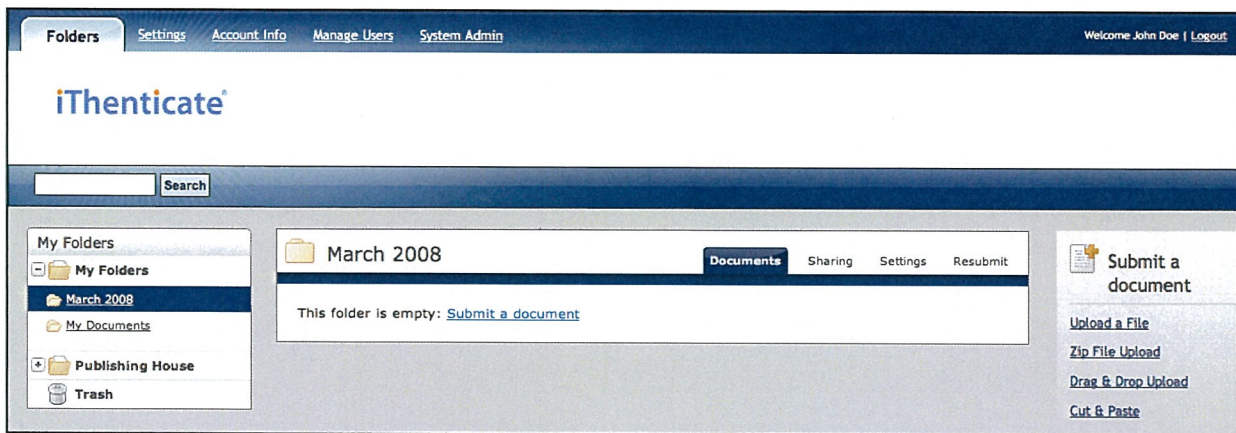
To login to iThenticate first click on the *Login* button at www.iThenticate.com.



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



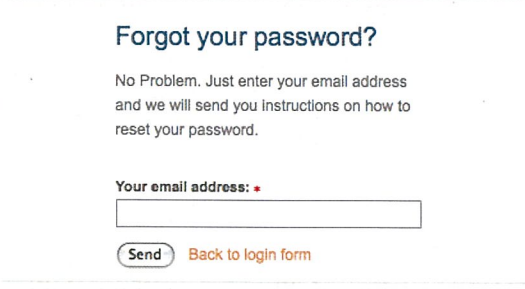
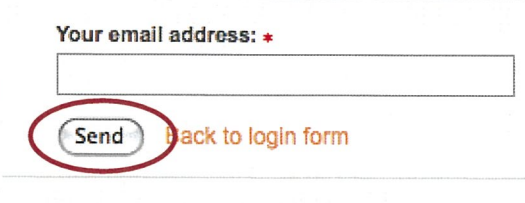
A screenshot of the iThenticate login form. The form is titled 'Log In' and includes the text 'Don't have an account? [Sign Up here.](#)'. There are two input fields: 'Email: *' and 'Password: *'. Below the password field is a checkbox labeled 'Remember me for 1 week'. At the bottom of the form, there is a 'Log In' button circled in red, and a link for 'Forgot your password?'.

Once logged in, the user will see the iThenticate homepage.




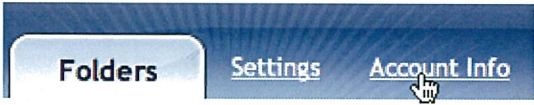
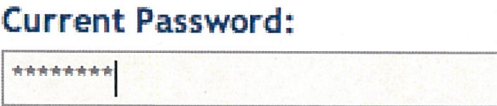
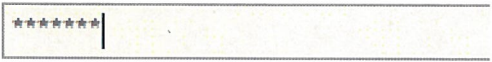
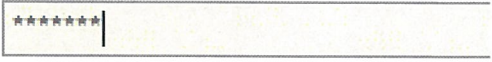
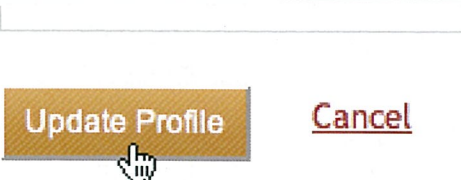
Resetting Your Password

If the iThenticate user password is forgotten, the password can be reset via a secret question or e-mail. To reset a password via e-mail, the user information must contain a valid e-mail address. iThenticate cannot send a password reset information to any other e-mail address.



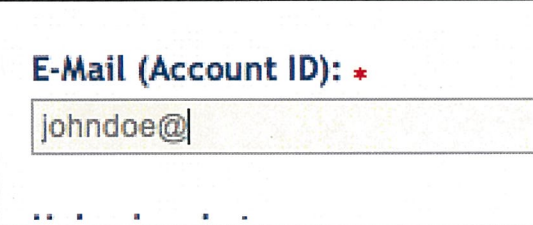
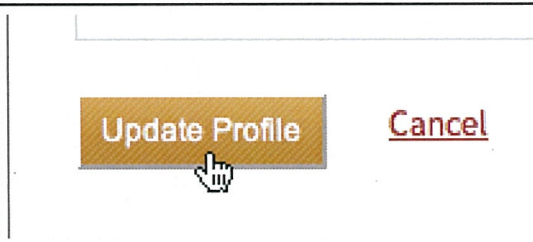
E-mail password reset:	
1. Go to www.iThenticate.com	
2. Click on <i>Forgot your password?</i> to the right of the <i>Log In</i> button	
3. Enter your email address and then click the <i>Send</i> button. iThenticate will send you a one-time password to your email. You may only log in once with this password and you will need to change it the first time you log in.	
4. Click the <i>Send</i> button	

Changing Your Password or Username

A user may change their iThenticate password or username (email address) at any time by opening the *Account Info* page, once they have logged into iThenticate.

Changing your password	
1. Log into iThenticate by entering the username and password for the iThenticate account and click the <i>Log In</i> button	
2. Click on <i>Account Info</i> at the top of the iThenticate homepage	
3. In the Account Info page, the user must first enter their current password in the <i>Current Password:</i> field	
4. Now enter the new password for your account within the <i>Change Password:</i> field	
5. Reenter the password within the <i>Confirm Password:</i> field to ensure that the password has been entered correctly	
6. To save the changes to the password, click on the <i>Update Profile</i> button below the user information form or click <i>Cancel</i> to cancel the change to the password	

Note: Once you click on the *Update Profile* button, your password will be changed and the new password will now be used to log in to iThenticate.

Changing your email	
1. Log into iThenticate by entering your email and password for the iThenticate account and click <i>Log In</i>	
2. Click on <i>Account Info</i> at the top of the iThenticate homepage	
3. Delete the previous e-mail and enter the new e-mail into the <i>E-Mail (Account ID):</i> field	
4. To save the changes, click on the <i>Update Profile</i> button below the user information form or click <i>Cancel</i> to cancel the changes made to the username	

The iThenticate Account Homepage

This section will walk through the different areas of the iThenticate account homepage.

