

## **Uploading Your Document and Generating a Similarity Report in iThenticate**

### **Step 1: Log into your account**

All doctoral and masters students have access to iThenticate software as part of their enrollment in their graduate program. All doctoral students are assigned an iThenticate log-in during their first semester at UNLV, while masters are assigned an account after the successful completion of 15 graduate credits.

Account information is emailed from [grad.td@unlv.edu](mailto:grad.td@unlv.edu) to the student's RebelMail. If you need assistance, email [grad.systems@unlv.edu](mailto:grad.systems@unlv.edu) and they can resend your password and login information.

### **Step 2: Upload your file**

Choose your document files to upload to iThenticate. Direct uploads can be done in standard documents and zipfiles. Documents can also be dragged and dropped into the application or cut and pasted into a text window. Accepted file formats include Word & Word XML (.doc, .docx), WordPerfect (.wpd), Rich Text Format (.rtf), HTML (.htm, .html), Text (.txt), PostScript (.ps, .eps), and portable document format (.pdf). For theses and dissertations, we strongly recommend the use of portable document format (.pdf).

Please keep in mind that larger documents can take up to 24 hours to process. You do not need to be logged into iThenticate for your document to finish processing and we recommend logging after a few hours if your document is taking a longer amount of time to process.

### **Step 3: View your report**

Once your report is complete, a percentage box will appear next to its title. Click on the percentage and you will be redirected to a report page. It will open as a document viewer. On the bottom right of this page will be a link that reads "text only report", select it. Now go to the top left corner of the page and use the drop down menu to select "summary report".

This will allow you to view similarities between your document and other documents in order of percentage.

### **Step 4: Print your report**

Click on the printer icon on the upper right. Select the "Print to PDF" option.

### **Step 5: Submit your report to your committee and the Graduate College**

Once the pdf of your report has been generated, it should be emailed to your committee prior to your document defense. We recommend sending your similarity report to your committee a

minimum of 5-7 days before your defense.

The Graduate College only requires the first page of your report be printed and attached to your culminating experience form, please see the sample below.

**test 2****By: test 2 test 2**As of: Jan 12, 2016 11:28:43 AM  
1,475 words - 21 matches - 7 sources**Similarity Index****75%**

Mode: Summary Report

**sources:**649 words / 44% - Internet from 17-Jan-2014 12:00AM  
[graduation.tamu.edu](http://graduation.tamu.edu)251 words / 17% - Internet from 10-Nov-2010 12:00AM  
[graduatecollege.unlv.edu](http://graduatecollege.unlv.edu)131 words / 9% - Internet from 18-Feb-2006 12:00AM  
[commencement.unlv.edu](http://commencement.unlv.edu)35 words / 2% - Internet from 18-May-2011 12:00AM  
[ama.unlv.edu](http://ama.unlv.edu)23 words / 2% - Internet from 11-Nov-2014 12:00AM  
[www.unlvama.com](http://www.unlvama.com)18 words / 1% - Internet from 20-Jul-2010 12:00AM  
[commencement.unlv.edu](http://commencement.unlv.edu)10 words / 1% - Internet from 02-Nov-2012 12:00AM  
[forum.2astro.dk](http://forum.2astro.dk)**paper text:**

COMMENCEMENT INFORMATION FOR DOCTORAL CANDIDATES Commencement Ceremonies for  
Doctoral Candidates When: December 15, 2015, 4 PM Check-in: December 15, 2015, 3 PM The following  
colleges will be represented at the ceremony: ▶