



Introduction to Computer Lab 115

Task 1: Log on to the network

ID: 14KaCarter

Password: I will give it to you – please write it down where you can access it again.

Task 2: Log on to www.turnitin.com

- 1) Upper right corner – click on the blue words “Create Account”
- 2) Scroll down to bottom right – click on the blue words “New User”
- 3) If you haven’t used turnitin.com before, then click on the blue “Student.”
- 4) Fill in registration page
 - a. Fill in Class ID: 3347363
 - b. Fill in class enrollment password: honors
 - c. Continue filling the page in with your information
 - d. When you get to the password section, please use your school login password here**
 - e. When you’ve filled in everything, then click on the box called “I agree – create profile.”

Task 3: Accessing the S:/

- 1) Open Microsoft Word
- 2) Save the blank document
 - a. Click on the upper left icon of a circle with colored squares in it
 - b. Click “Save As”
 - c. Change the “Save in” location to S:/
 - d. Rename the blank document as – your last name and 5 Things
 - i. Example naming looks like this → Fairhead 5 Things
- 3) Once the document has been saved, then go ahead and type your response to this question: What five things should Ms. Fairhead know about me? Answers to this could be unique qualities about yourself, hobbies, favorite things, etc.
- 4) Save the document again by clicking on the disk icon in the upper left of your screen.

Task 4: Submitting a document to turnitin.com

- 1) Log in to turnitin.com (using your email and password)
- 2) Follow the screen directions to submit the paper “Last Name 5 Things” that you had created earlier in the period.