

1. Go to [https://app.ithenticate.com/en_us/login/cityuhk].
2. The below screen about Shibboleth Authentication Request would be shown, this may take up to 20 seconds.

Shibboleth Authentication Request

You are automatically being redirected to the authentication service. If the browser appears to be hung up after 15-20 seconds, try reloading the page before contacting the technical support staff in charge of the authentication service you are trying to access.

Redirecting...

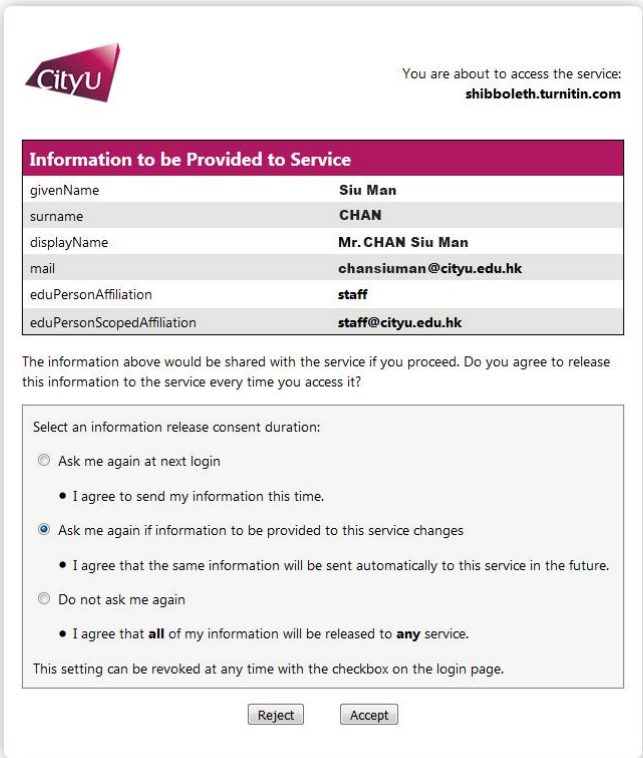
3. Log in by using your own EID and AD password, then click button "Login". The AD password is the same as one for CityU email service.

The screenshot shows the CityU login page. On the left is a blurred background image of a person in a hallway. On the right is the CityU logo. The main content area contains a login form with the following elements:

- Reminder: **Please use your AD password.**
- Username field:
- Password field:
- Checkboxes:
 - Don't Remember Login
 - Clear prior granting of permission for release of your information to this service.
- Login button:
- Links: [About Student EID](#), [How to verify this site](#), [Forgot Password?](#), [Need Help?](#)

A blue rectangular box highlights the login form area. A blue arrow points from the bottom right of this box towards the bottom right of the page.

4. Personal information may be shown as below screen. Please check the correctness of the information. We recommend you select the second option “Ask me again if information to be provided to this service changes” and then click button “Accept”.



The screenshot shows a web interface for the Shibboleth Turnitin service. At the top left is the CityU logo. To the right, it says "You are about to access the service: shibboleth.turnitin.com". Below this is a table titled "Information to be Provided to Service" with the following data:

Information to be Provided to Service	
givenName	Siu Man
surname	CHAN
displayName	Mr. CHAN Siu Man
mail	chansiuman@cityu.edu.hk
eduPersonAffiliation	staff
eduPersonScopedAffiliation	staff@cityu.edu.hk

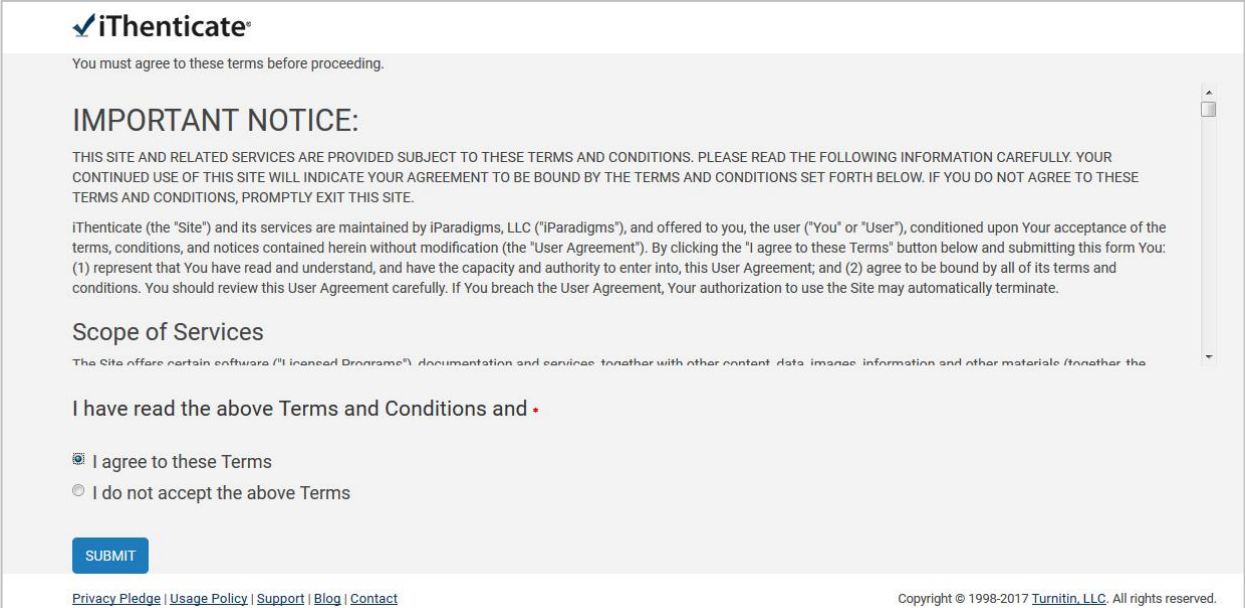
Below the table, it asks: "The information above would be shared with the service if you proceed. Do you agree to release this information to the service every time you access it?"

There is a section for "Select an information release consent duration:" with three radio button options:

- Ask me again at next login
 - I agree to send my information this time.
- Ask me again if information to be provided to this service changes
 - I agree that the same information will be sent automatically to this service in the future.
- Do not ask me again
 - I agree that **all** of my information will be released to **any** service.

A note states: "This setting can be revoked at any time with the checkbox on the login page." At the bottom are "Reject" and "Accept" buttons.

5. Please read the terms and conditions. Select “I agree to these Terms” and then click button “SUBMIT”.

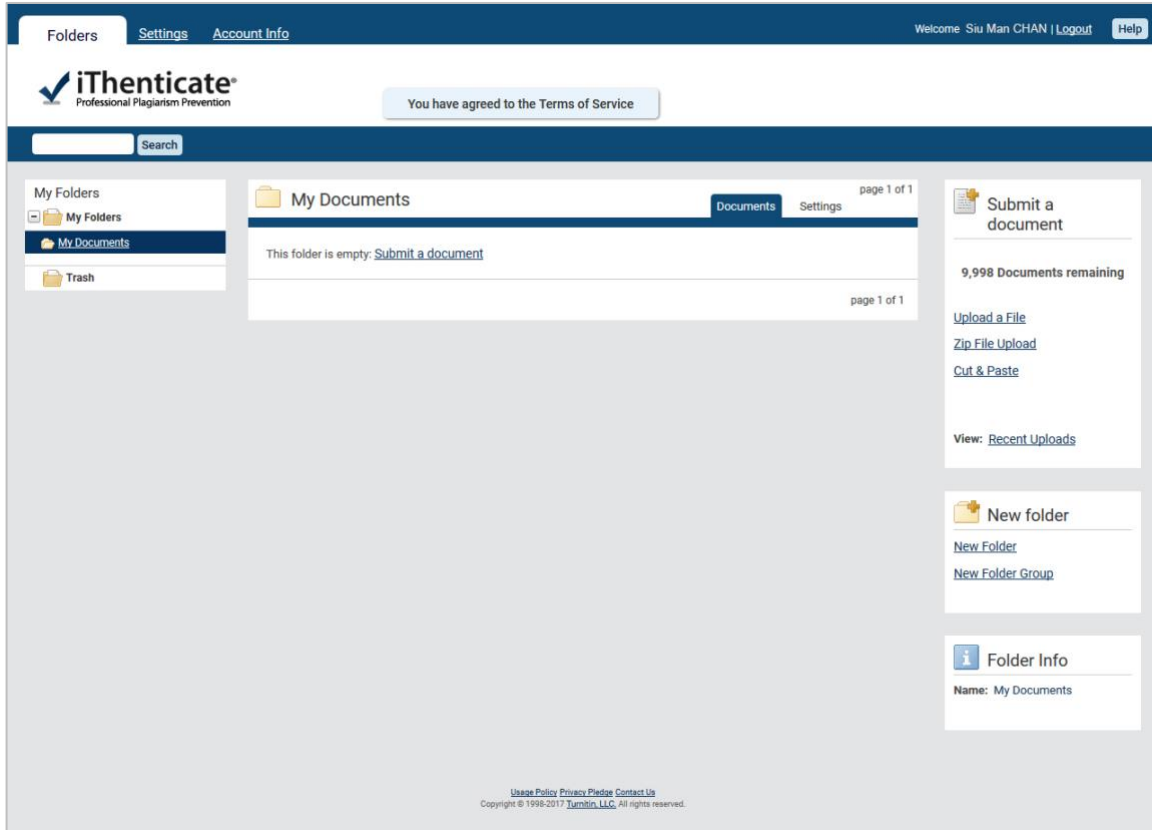


The screenshot shows the iThenticate terms and conditions page. At the top left is the iThenticate logo. Below it, it says "You must agree to these terms before proceeding." The main heading is "IMPORTANT NOTICE:" followed by a paragraph of text. Below that is a section titled "Scope of Services" with a paragraph of text. At the bottom, there is a consent form with two radio button options:

- I agree to these Terms
- I do not accept the above Terms

Below the form is a blue "SUBMIT" button. At the bottom left are links for "Privacy Pledge", "Usage Policy", "Support", "Blog", and "Contact". At the bottom right is the copyright notice: "Copyright © 1998-2017 Turnitin, LLC. All rights reserved."

6. "My Documents" page for iThenticate would be shown as below.



7. Consult instructions at below links.

- iThenticate Quick Start Guide
<https://help.turnitin.com/ithenticate/ithenticate-user/ithenticate-user.htm>
- Create a new folder
<https://help.turnitin.com/ithenticate/ithenticate-user/folders/create-a-new-folder.htm>
- Upload your document
<https://help.turnitin.com/ithenticate/ithenticate-user/documents/uploading.htm>
- Manage your document
<https://help.turnitin.com/ithenticate/ithenticate-user/documents/managing-your-documents.htm>
- Access the Similarity Report
<https://help.turnitin.com/ithenticate/ithenticate-user/the-similarity-report/accessing-the-similarity-report.htm>
- Similarity Report – the Document Viewer
<https://help.turnitin.com/ithenticate/ithenticate-user/the-similarity-report/the-document-viewer.htm>