

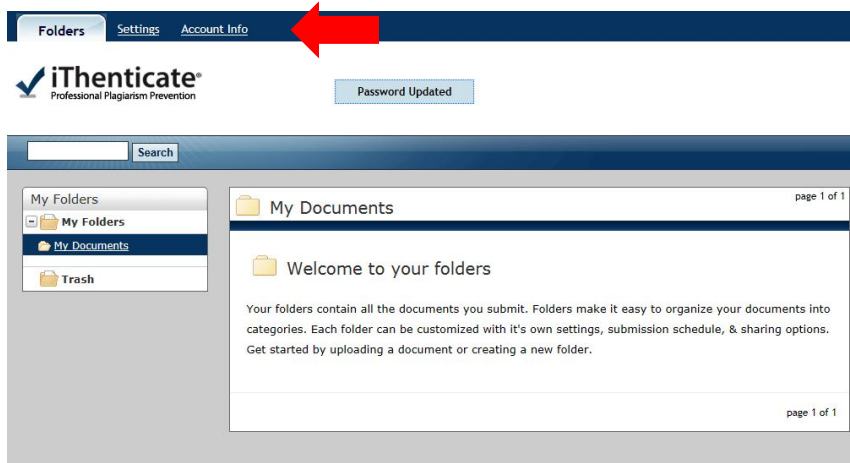


iThenticate: Instructions
Professional Plagiarism Prevention

This is a required tool to assist you with correct documentation of sources.

- Please send Holly Finley an email at hfinley@flumc.org. She will enroll you into iThenticate for your submission of ONE DOCUMENT for your MERGED Leadership, Personal Growth, Proclamation and Theology questions and bibliography. Please note that the Office of Clergy Excellence pays for every submission. It is very important to only submit ONE DOCUMENT into iThenticate with all your questions and the bibliography for each section (Leadership, Personal, Growth, Proclamation, and Theology).
- You will receive an email from iThenticate with a temporary password. Please log in with the email and password given.
- You will then be asked to agree to the terms and conditions. Please read the services information and click "I agree to these terms."
- Next, you will be asked to reset your password. Please put in the password given to you via email in the current password box. Then, create a new password, confirm that new password, and enter a security question to assist you if you happen to forget your password.

The following image is what your home screen will look like.



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To update your account information, click this tab shown by the red arrow in the image above at the top of the page.

Account Information

Return to Folders

My Profile

First Name

Last Name

E-Mail

Upload a photo

Browse...

Current Password

Change Password

Confirm Password

Update Profile Cancel

Account Info

Florida

Account ID: 53879

User ID: 149994

Expires: December 31, 2015

- Here we ask that you upload a photo of yourself, as you do in UMCARES. This also will give you an opportunity to update your photo in UMCARES, or upload one if you do not have one already.
- Also, please ensure that the spelling of your first and last name is correct, as well as the proper email address. This tab also allows you to change your password if necessary.

When you are ready to submit your document please go back to the home screen by clicking the folders tab at the top of the page. Next, you will click Submit a Document. The red arrow points to these two items in the picture below.

Folders Settings Account Info

iThenticate® Professional Plagiarism Prevention

Search

My Folders

My Documents

Trash

My Documents

Documents Settings page 1 of 1

This folder is empty: [Submit a document](#)

page 1 of 1

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Please note the following File Requirements:

- Files must be less than 40MB.
- The maximum document length in iThenticate is 400 pages.
- Files must contain at least 20 words of text.
- Currently supported file uploads for the following document types: Word, Text, PostScript, PDF, HTML, Word Perfect WPD, Open Office ODT, ETF, Hangul HWP.
- Scanned PDFs will **NOT** be recognized as text.
- Mac formatted documents are **NOT** included.

You are to submit **ONE** document. That document must include the following **FOUR** portions of your application: Leadership, Personal Growth, Proclamation and Theology. Please merge these **FOUR** sections into **ONE** file per the requirements above.

- Please title the document that you are submitting.
- You are the author, therefore list your first name and your last name in the boxes provided.
- Last, upload your **ONE** document, including all **FOUR** sections (Leadership, Personal Growth, Proclamation and Theology).

After submitting your document, you will go to your home screen. There you will see your document that you submitted under the My Document folder.

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Here you will find the following information:

- The title of the document submitted.
- The number of parts to the document submitted.
- The word count of the document.
- The number of uploads submitted.
 - **Each applicant gets ONE submission.**
- The number of revisions remaining.
 - Each applicant will have **THREE** revisions.
- Report percentage: This is the percentage of the document that is plagiarized. If you cited the information properly this number should be low, if none. (*Typically*, anything under 40% is satisfactory.)
 - Here you can click on the grey or orange box (depending on how much of the document is plagiarized). This will open another page with the document you submitted, numbered and color coded with the plagiarized portions of the paper.
 - On the right-hand side, you will see the Match Overview. This lists the plagiarized points numerically and color coded for your review. Here you can see the percentage breakdown, and the resource found where you might have plagiarized.
- Next you will find the author of the document submitted.
- The date and time this document was processed, meaning the report completion.
- The Blue Arrow pointing up allows for you to upload a revision.
 - Again, you have **THREE** revisions. After you have gone through the report and match overview, you can correct the errors and upload a new revision. Automatically it will keep the same title and author name. You also have the option of pasting a document with the changes.
 - Please note that your revision should show a certain percentage of similarity to the original submission. If the revision is too different from the original submission, that revision will not be accepted.
- **Trash Can: Do not under any circumstances trash your document! You are given ONE submission and THREE revisions, please do not abuse this by trashing a document.**
 - Administrators can see all actions taken place. They are able to see the time, date, by whom, and what documents are being submitted at any time. They also have the capability of removing the user all together if he or she is not using this tool properly.
- The final icon is the paper and pencil. This allows you to make changes to the author first and last name, as well as the document title.

If you need to rework a section based on DCOM or BOM recommendation or growth assignments given you must re-upload ALL **FOUR** sections (Leadership, Personal Growth,

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Proclamation and Theology) as a single document into iThenticate. For example, if you passed Leadership, Personal Growth and Theology, but you have recorded a new sermon which changes your manuscript and the answers to your questions, you must create a new, revised single document which includes Leadership, Personal Growth, Theology, and Proclamation revisions, and upload as a revision to iThenticate.

If you have any questions regarding logging into the system, uploading material or other concerns, please contact Holly Finley in the Office of Clergy Excellence for more information.

Phone: 863-688-5563 ext: 134

Email: hfinley@flumc.org

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450 MARTIN L. KING, JR. AVE, LAKELAND, FL 33815



(863) 688-5563



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