Prepared by:	Approved by:
Name: Nur Elvina Binti Ya'akub	Name: Shukri Abdul Rahman
Position: IT Executive, Information Technology Department	Position: Manager, Information Technology Department

AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	01/08/22	Establishment	00	Manager, ITD
2	14/12/22	Non-conformance Report	01	Manager, ITD
3	14/06/24	Review on references, description of working procedure and records.	02	Manager, ITD

1.0   OBJECTIVE

The purpose of this SOP is to establish and set procedures to follow for Turnitin account registration.

2.0   SCOPE

This scope of this SOP applies to UTS Staff.

3.0   REFERENCES

Turnitin Administrator Dashboard

Link: https://www.turnitin.com/login_page.asp

4.0   DEFINITIONS / ABBREVIATIONS

HOP	:	Head of Program
IT	:	Information Technology
ITD	:	Information Technology Department
SOP	:	Standard Operating Procedure
UTS	:	University of Technology Sarawak

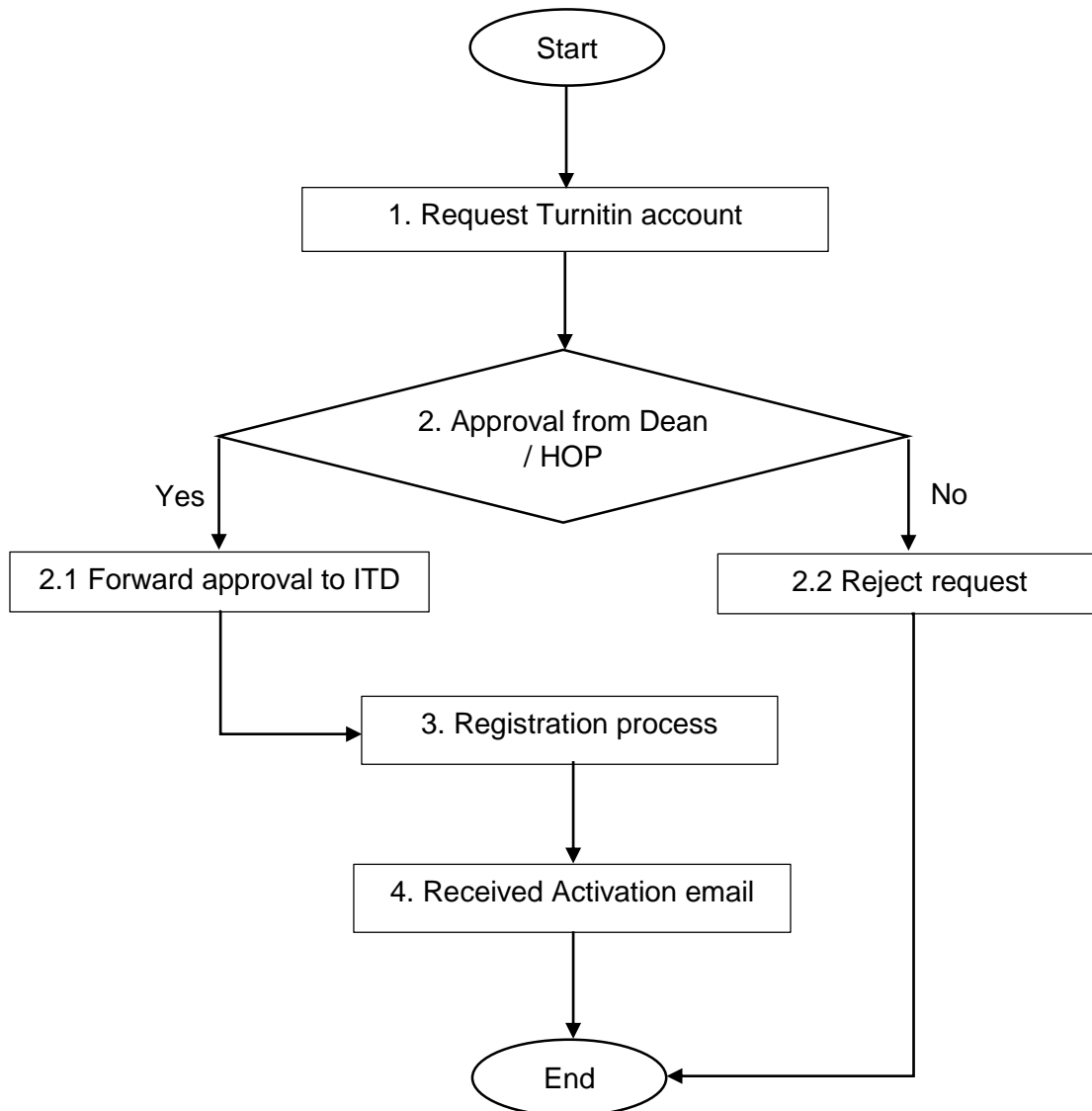## 5.0   RESPONSIBILITY

5.1   The IT Executive and IT Officer is responsible to follow and adhere to this SOP.

5.2   UTS staff is responsible to follow and adhere to this SOP.

5.3   Head of ITD is responsible to follow and adhere to this SOP.

6.0 PROCEDURE

6.1   Refer to the process flow chart.


```
                      ┌─────────┐
                      │  Start  │
                      └─────────┘
                           │
                           ▼
                ┌──────────────────────┐
                │ 1. Request Turnitin   │
                │    account            │
                └──────────────────────┘
                           │
                           ▼
                      ╱─────────────╲
              Yes   ╱ 2. Approval     ╲   No
         ┌─────────  from Dean / HOP   ─────────┐
         │          ╲               ╱           │
         ▼            ╲─────────────╱           ▼
┌──────────────────────┐            ┌──────────────────────┐
│ 2.1 Forward approval │            │  2.2 Reject request  │
│     to ITD           │            └──────────────────────┘
└──────────────────────┘                       │
         │                                      │
         ▼                                      │
┌──────────────────────┐                        │
│ 3. Registration      │                        │
│    process           │                        │
└──────────────────────┘                        │
         │                                       │
         ▼                                       │
┌──────────────────────┐                         │
│ 4. Received          │                         │
│    Activation email  │                         │
└──────────────────────┘                         │
         │                                        │
         ▼                                        │
      ┌─────────┐                                 │
      │   End   │◄────────────────────────────────┘
      └─────────┘
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7.0   DESCRIPTION

No	Description	Person in Charge	Reference
1	UTS Staff request for Turnitin account registration from Dean/HOP via email.	UTS Staff Dean/HOP	Email
2	Dean/HOP will review the request. 2.1 If Dean/HOP approve the request, forward the proposed First Name and Last Name to ITD through email. 2.2 If Dean/HOP disapprove the request, no Turnitin account will be created.	Dean/HOP UTS Staff	Email
3	Administrator register the proposed First Name, Last Name and Email as Instructor under UTS Turnitin Account.	IT Executive / IT Officer	Turnitin Administrator Dashboard
4	UTS Staff will receive account activation email on how to set up their account from Turnitin upon successful registration.	UTS Staff	Email
5	The duration to complete the process from start to finish is 7 working days.		

8.0   RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	**Turnitin Administrator Dashboard**	Turnitin Administrator Dashboard: https://www.turnitin.com/login_page.asp , IT Executive / IT Officer	Permanent
2	**Email**	Email: icthelpdesk@uts.edu.my, IT Executive / IT Officer	Permanent