



Surabaya, 24 Januari 2024 M  
12 Rajab 1445 H

Nomor : 0022/FAI/II.3.A.U/F/2024  
Lamp. : 1 lembar  
Hal : **Penggunaan Akun Turnitin untuk Mahasiswa dan Dosen  
di Lingkungan FAI UMSurabaya**

Kepada yang Terhormat,

**1. Dosen**

**2. Mahasiswa**

**Di Lingkungan Fakultas Agama Islam UMSurabaya**

*Assalamu'alaikum Wr. Wb.*

Sehubungan dengan telah diaktifkannya akun Turnitin Fakultas dan Program Studi di lingkungan Fakultas Agama Islam UMSurabaya, maka dengan ini kami informasikan kepada seluruh Dosen dan Mahasiswa yang akan menggunakan akun Turnitin untuk dapat menggunakannya secara mandiri. Adapun tata cara dan panduan pembuatan akun, unggah dan unduh serta *resubmit*, kami sertakan dalam lampiran surat ini.

Demikian surat pemberitahuan ini kami sampaikan, atas perhatian dan kerjasamanya kami sampaikan banyak terimakasih.

*Wassalamu'alaikum Wr. Wb.*



**Dr. Tho'at Stiawan, M.H.I.**  
NIP. 012.01.1.1986.15.132



Lamp. Surat no : 0022/FAI/II.3.A.U/F/2024

Hal : **Penggunaan Akun Turnitin untuk Mahasiswa dan Dosen  
di Lingkungan FAI UMSurabaya**

## PANDUAN PENGGUNAAN AKUN TURNITIN UNTUK MAHASISWA DAN DOSEN DI LINGKUNGAN FAI UMSURABAYA.

Bagi mahasiswa FAI UMSurabaya yang memerlukan cek plagiasi, dapat melakukan secara mandiri dengan tatacara sebagaimana panduan berikut. Cek plagiasi wajib dilakukan untuk :

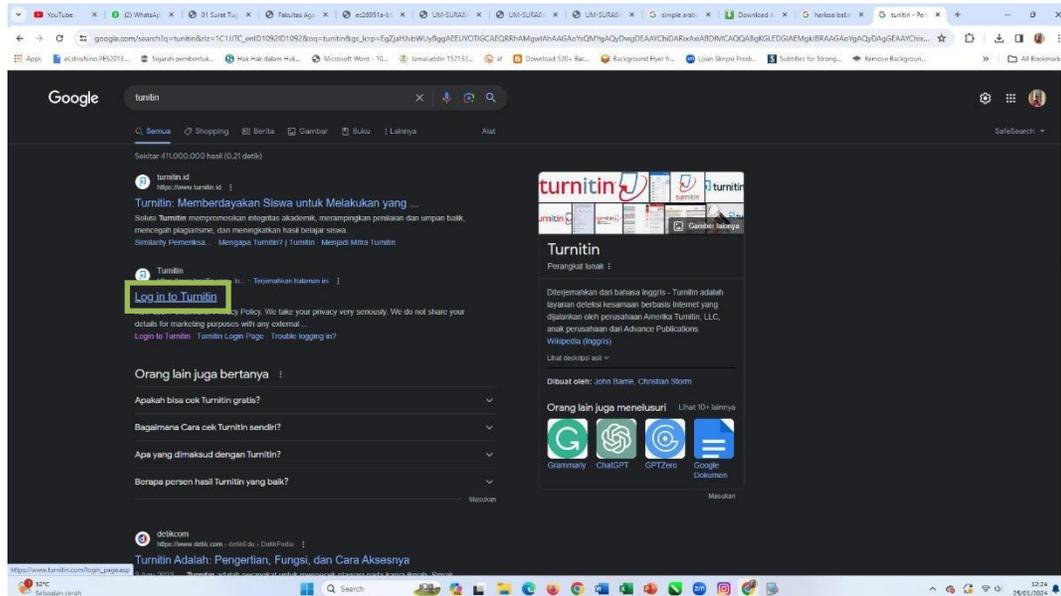
1. Pendaftaran Ujian Proposal Tugas Akhir
2. Pendaftaran Ujian Munaqosah Tugas Akhir

Selain itu, cek plagiasi dapat pula digunakan untuk keperluan lain selama menunjang kegiatan akademik mahasiswa, seperti upload proposal PKM, cek makalah, maupun hal lainnya.

Berikut adalah langkah-langkah registrasi member, proses peng-*upload*-an berkas, sampai peng-*upload*-an ulang *file* revisi jika hasil cek plagiasi masih belum memenuhi syarat.

### A. REGISTRASI STUDENT

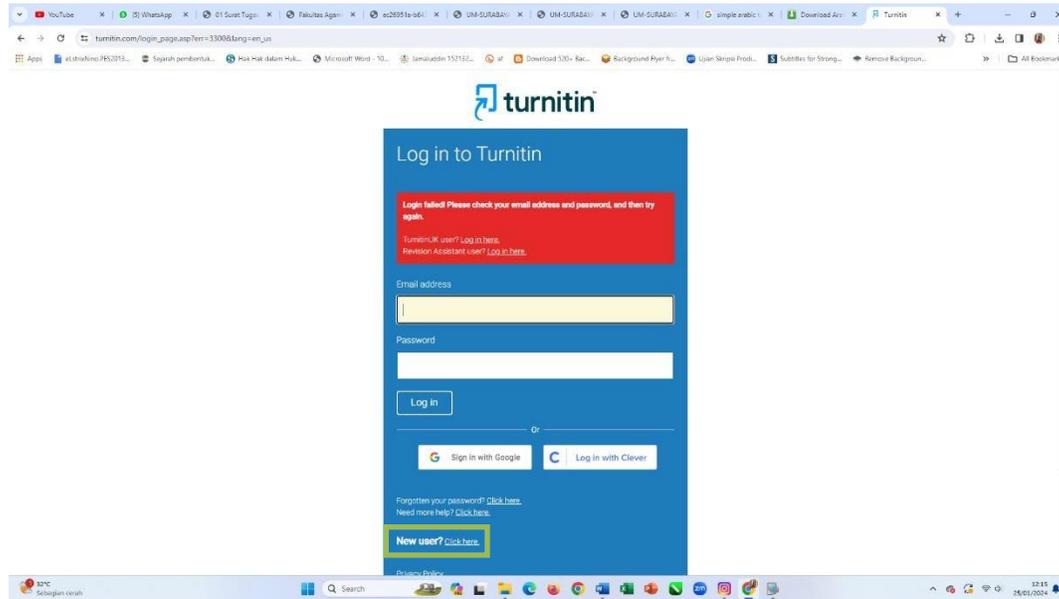
1. Masuk ke website [turnitin.com](https://turnitin.com),



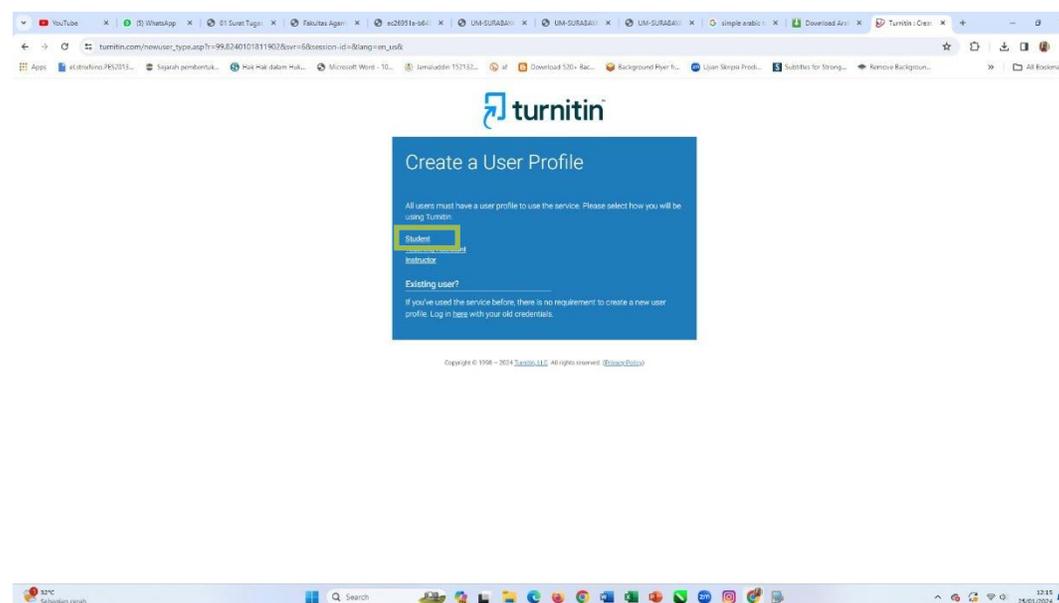
2. Klik “Login”,



### 3. Pilih “New User? Click Here”,



### 4. Pilih “Student”,





5. Masukkan “Class ID” dan “Class Enrollment Key” sesuai program studi masing-masing,

Class created

Congratulations! You have just created the new class: Studi Agama-Agama  
If you would like students to enroll themselves in this class, they will need both the enrollment key you have chosen and the unique class ID generated by Turnitin.

Class ID **42399900**  
Enrollment key **fai2024**

Note: Should you ever forget the class ID, it is the number to the left of the class name on your class list. You can view or change your enrollment key by editing the class.

Click the class name to enter the class and get started creating assignments.

[Continue](#)

Class ID dan Enrollment Key Prodi Studi Agama-Agama

Class created

Congratulations! You have just created the new class: Pendidikan Agama Islam  
If you would like students to enroll themselves in this class, they will need both the enrollment key you have chosen and the unique class ID generated by Turnitin.

Class ID **42401800**  
Enrollment key **fai2024**

Note: Should you ever forget the class ID, it is the number to the left of the class name on your class list. You can view or change your enrollment key by editing the class.

Click the class name to enter the class and get started creating assignments.

[Continue](#)

Class ID dan Enrollment Key Prodi Pendidikan Agama Islam

Class created

Congratulations! You have just created the new class: Hukum Keluarga Islam  
If you would like students to enroll themselves in this class, they will need both the enrollment key you have chosen and the unique class ID generated by Turnitin.

Class ID **42401793**  
Enrollment key **fai2024**

Note: Should you ever forget the class ID, it is the number to the left of the class name on your class list. You can view or change your enrollment key by editing the class.

Click the class name to enter the class and get started creating assignments.

[Continue](#)

Class ID dan Enrollment Key Prodi Hukum Keluarga Islam

Class created

Congratulations! You have just created the new class: Perbankan Syariah  
If you would like students to enroll themselves in this class, they will need both the enrollment key you have chosen and the unique class ID generated by Turnitin.

Class ID **42401808**  
Enrollment key **fai2024**

Note: Should you ever forget the class ID, it is the number to the left of the class name on your class list. You can view or change your enrollment key by editing the class.

Click the class name to enter the class and get started creating assignments.

[Continue](#)

Class ID dan Enrollment Key Prodi Perbankan Syariah

6. Masukkan nama depan dan nama belakang. Apabila nama terdiri dari 3 suku kata atau lebih, maka nama depan diisi dengan suku kata pertama dan kedua atau berikutnya. Misal nama : “Ahmad Muhammad Habibi Syaiful Islam” maka masukkan nama depan “Ahmad Muhammad Habibi Syaiful” dan nama belakang “Islam”,

Create a New Student Profile

Class ID Information

All students must be enrolled in an active class. To enroll in a class, please enter the class ID number and class enrollment key that you were given by your instructor.

Please note that the key and pincode are case-sensitive. If you do not have this information or the information you are entering appears to be incorrect, please contact your instructor.

Class ID  
42399900

Class enrollment key  
fai2024

User Information

Your first name  
fai

Your last name  
umsurabaya

Display names as

First name (Space) Last name (example: John Smith)

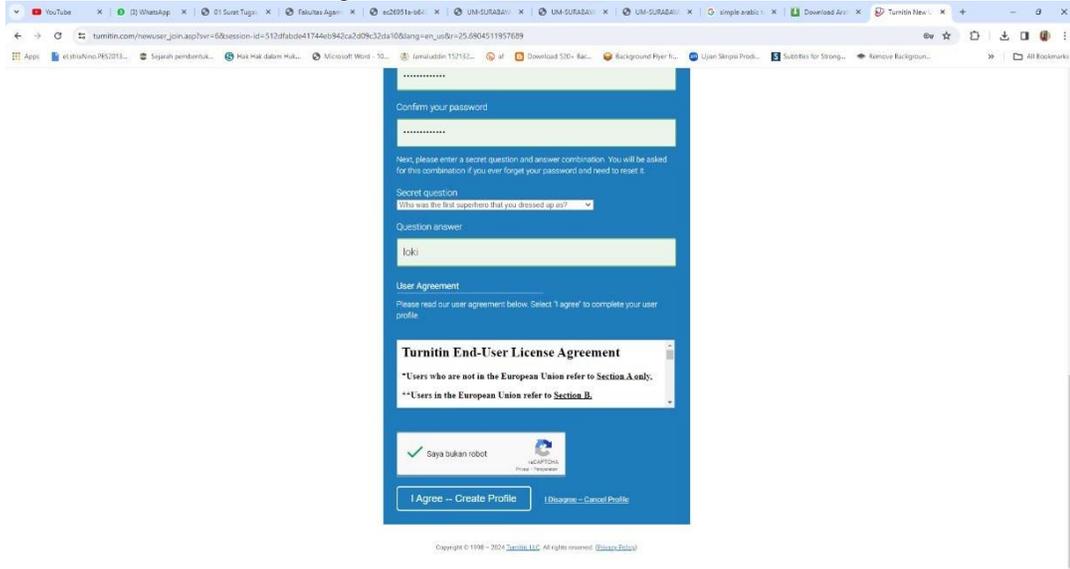
Last name (Space) First name (example: Smith John)

Last name (No space) First name (example: SmithJohn)

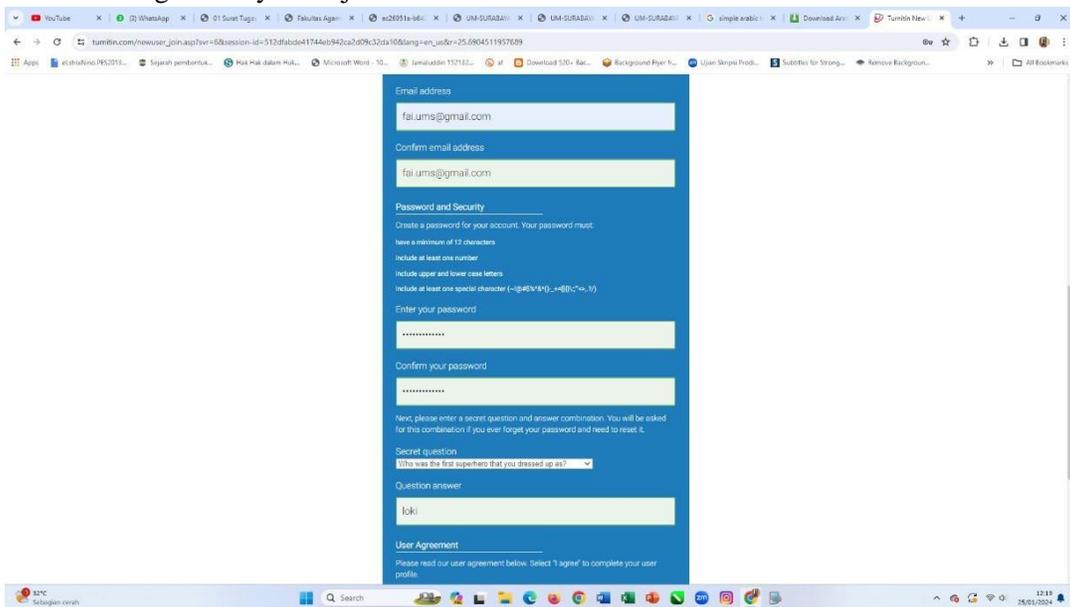
Email address



7. Masukkan alamat email dan password anda,



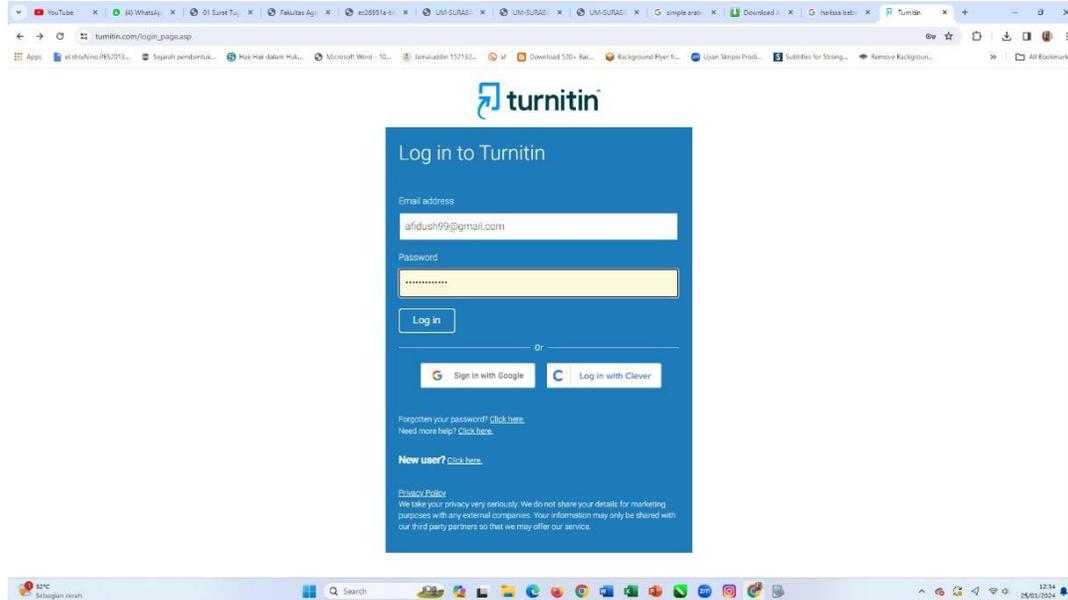
- 8. pilih pertanyaan rahasia untuk berjaga apabila lupa password, dan masukkan jawabannya,
- 9. Klik "I Agree / Saya Setuju".



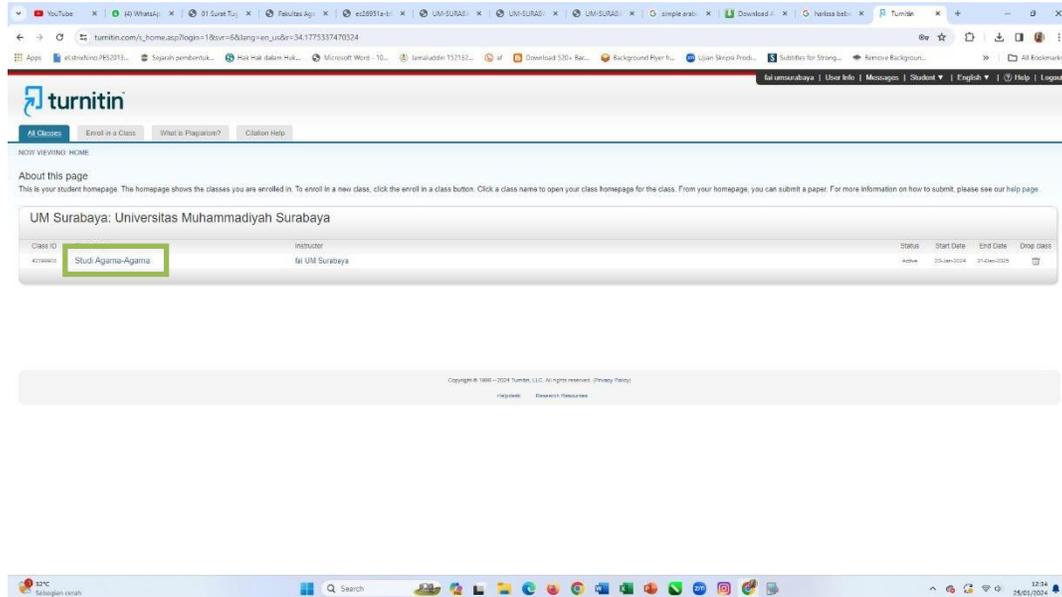


## B. UPLOAD CEK PLAGIASI

1. Masuk ke website turnitin.com,
2. Klik “Login”, masukkan email dan password, klik “Login”,

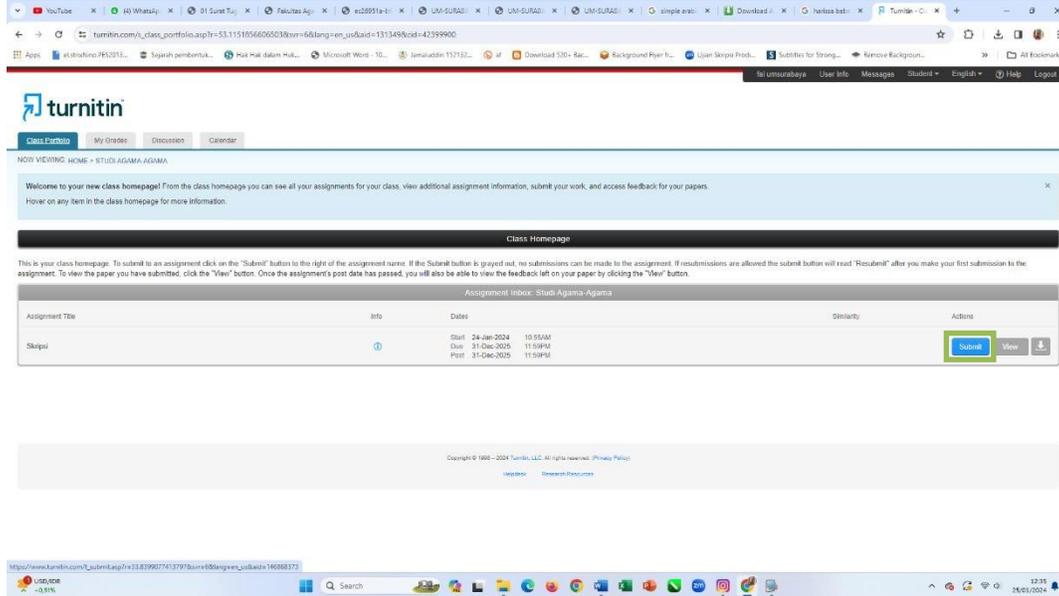


3. Klik “classname” sesuai program studi,





4. Klik “submit”,

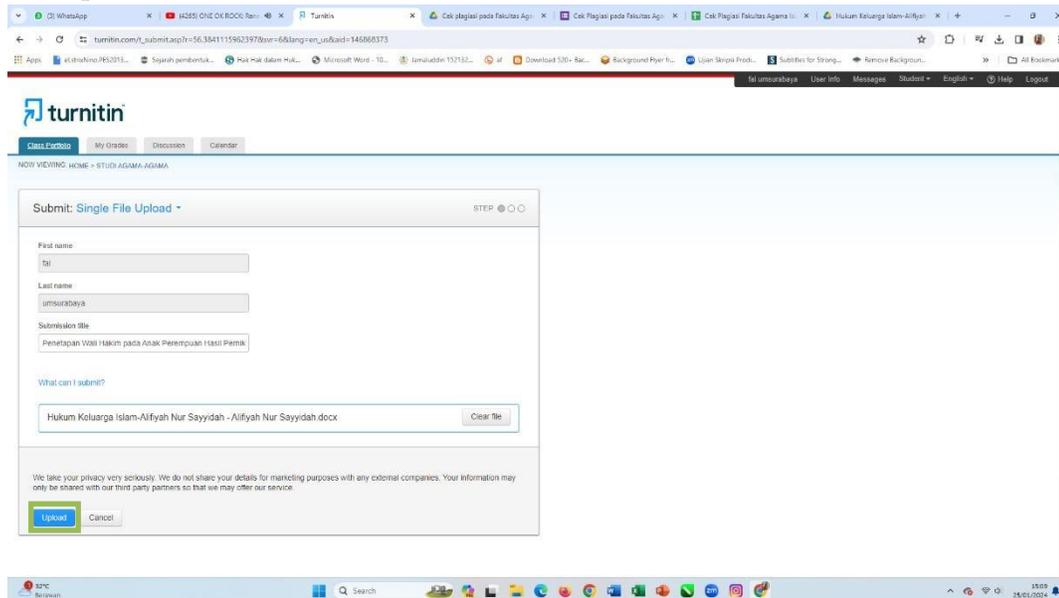


5. Bagian “Submission Title”, masukkan Judul Naskah,

6. Klik “Choose from this computer”, lalu cari file. Pastikan file sesuai dengan ketentuan sebagai berikut :

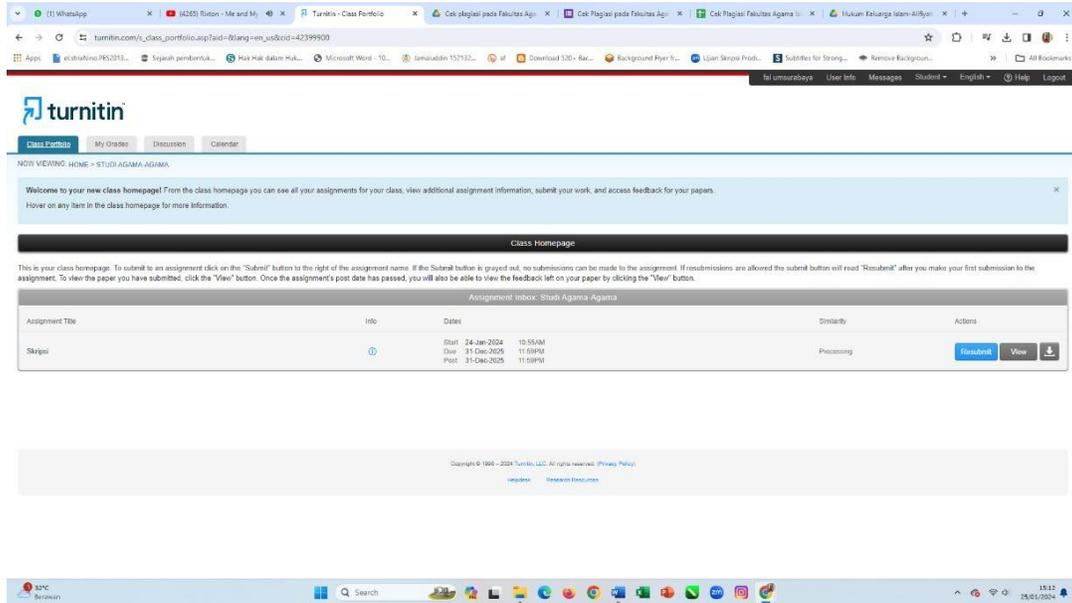
- a. File berformat DOC/DOCX
- b. Terdiri dari 1 buah file. Apabila terdiri dari banyak bab, harus dijadikan 1 file terlebih dahulu.

7. Klik open, klik submit



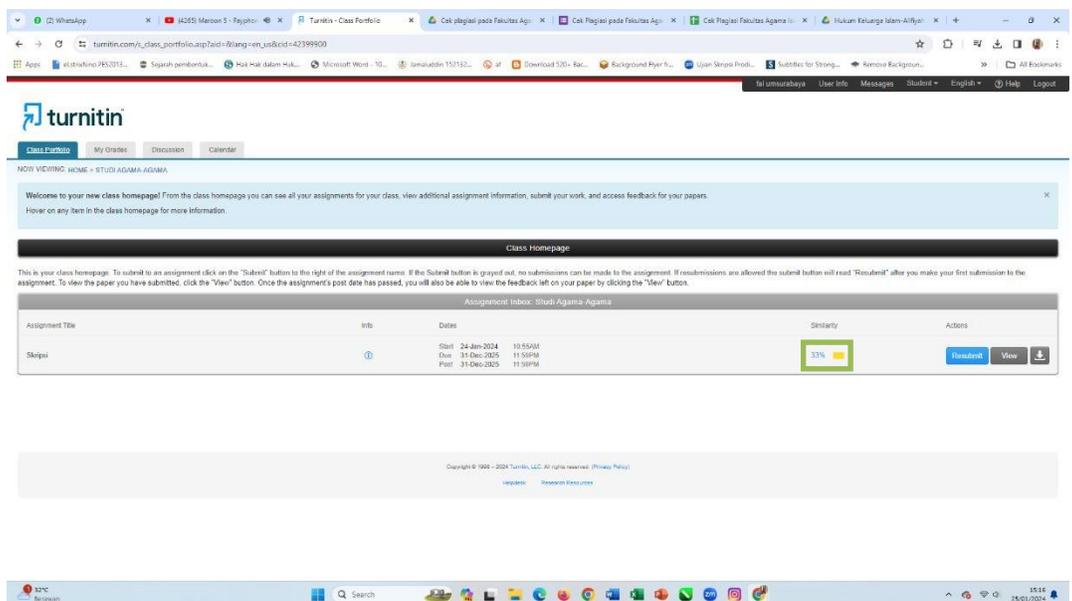


8. Klik confirm
9. Tunggu proses +- 30 menit



### C. MEMERIKSA DAN MENGUNDUH HASIL CEK PLAGIASI

1. Masuk ke website turnitin.com,
2. Klik “Login”, masukkan email dan password, klik “Login”,
3. Klik “classname” sesuai program studi,
4. Hasil pengecekan plagiasi dilihat kolom “Similarity (%)”, untuk detail kalimat yang dianggap plagiasi, klik “Hasil Prosentase”.



5. Batas maksimal toleransi plagiasi sebesar 35% (atau prosentase lain sesuai ketentuan naskah). Untuk mengecek kalimat yang dideteksi plagiasi, klik hasil prosentase tersebut.



6. Apabila sudah memenuhi ketentuan yakni hasil cek plagiasi kurang dari 35%, klik report, lalu unduh hasil cek plagiasi. Jadikan dokumen prosentase sebagai lampiran naskah.

#### **D. UPLOAD REVISI ATAU NASKAH LAINNYA**

1. Masuk ke website [turnitin.com](http://turnitin.com)
2. Klik “Login”, masukkan email dan password, klik “Login”.
3. Klik “classname” sesuai program studi
4. Klik “Resubmit”, lalu ikuti langkah pengunggahan sebagaimana pada bagian sebelumnya.
5. Peng-*upload*-an hasil revisi / proses *resubmit* dapat dilakukan maksimal 3 kali dalam satu hari. Apabila lebih dari 3 kali, wajib menunggu 24 jam kemudian untuk dapat mengunggah kembali.