Instructions for Using a Box Account

The student is the sole author of their thesis or dissertation, and it is the student's responsibility to ensure that all information in their document is correctly cited and attributed, and that proper copyright permissions have been obtained. The iThenticate screening process should be only one part of their effort towards this end. For example, iThenticate cannot detect images and figures taken from other sources, texts in languages other than English, and user error (e.g. inappropriate exclusions).

1) Box Account instructions:

   a) You will distribute your thesis or dissertation and the iThenticate reports you have generated to your faculty advisor/committee chair or another designated committee member via a 'Box' account in the cloud. If you do not have a current box account, go to: box.uic.edu There you will see the screen:
i) If you are still at the University of Illinois, click on the ‘Continue’ button, if not click on the grey tab, which will allow you to create a new account through the link on the bottom right of the screen:

![Box login screen](image1)

ii) U of I system users will be able to register for 50GB accounts. Others no longer within the U of I system will be limited to 10GBs and file sizes of 250MB. If you are creating an account, you will register using the following screen:

![Box create account screen](image2)
When you have confirmed your email address it will welcome you to your account:

iii) The first thing you will do is create a folder in which to place the documents to be shared with your committee. Click on the ‘new’ pull-down menu, and select new folder:
iv) Click the ‘Keep private for now’ radio button, and name the folder: **LastName_FirstName:**

![Create New Folder](img1.png)

v) That will create the folder you are to share with your faculty advisor/committee chair and the Graduate College. To do this click on the grey ‘share’ arrow on the right of your folder line:

![Box Share](img2.png)
vi) From the ‘Share’ pull–down menu select ‘Share’:

vii) That will produce the following screen:
viii) By selecting the ‘Email’ button, you will be taken to the following where you can enter the email addresses of your faculty advisor/committee chair and the Graduate College, ThesisCheck@uic.edu:

When you click on the ‘Send’ button an email will be sent with a link to your shared folder and its contents. This will allow all interested parties access to your thesis or dissertation documents, while minimizing the impact on the environment.

ix) Now open the folder and upload the following documents by either browsing your computer or dragging and dropping the files into the browser window:
x) **You should upload the following files for consideration by your faculty advisor/committee chair and the Graduate College:**

(1) **LastName_FirstName_Reduced_pp1-XXX_ Original_Similarity_XX%.PDF**  
(Document 1: the first iThenticate report of the document)

(2) **LastName_FirstName_Reduced_pp1-XXX_ Rev1_Similarity_XX%.PDF**  
(Document 2: the second iThenticate report, after removal of trivial matches)

(3) **LastName_FirstName_Reduced_pp1-XXX_ Rev2_Similarity_xx%.PDF**  
(Document 3: the final iThenticate report, that should have 0% similarity and no overlap that has not been correctly cited)

(4) Please note that if you had to split your thesis/dissertation into multiple parts due to size constraints, then you will have additional files (e.g. Document 1A and 1B that cover the analysis of first half and second half of your document)