

Turnitin

How to create class, assignment, how to enroll student, add documents for plagiarism check and how to send deletion request

1. Login with your Turnitin Instructor credentials (<https://www.turnitin.com/>)



Log in to Turnitin

Email address

Password

Or

Forgotten your password? [Click here.](#)
Need more help? [Click here.](#)

New user? [Click here.](#)

[Privacy Policy](#)
We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

2. Add Class



All Classes

Join Account (TA)

NOW VIEWING: HOME

Turnitin will have a scheduled system maintenance October 28 01:00 – 01:30 PDT (for local timezone please click: [Time zone converter](#)). Due to the maintenance, Turnitin will be unavailable between those times
From September 26th, students must be enrolled in a class before submitting to an assignment on their behalf. Check out our guidance on [enrolling students](#) or [submitting on behalf of students](#). If your account has reached its student limit, contact your Turnitin account administrator.

About this page

This is your instructor homepage. To create a class, click the "Add Class" button. To display a class's assignments and papers, click the class's name.

SVNIT

[+ Add Class](#)

All Classes | Expired Classes | Active Classes

Class ID	Class name	Status	Start Date	End Date	Class Summary	Learning Analytics	Edit	Copy	Delete
	+ Section	Active	06-Feb-2018	30-Nov-2023					
		Active	07-Jan-2019	30-Nov-2023					
		Expired	12-Jul-2016	23-Jun-2023					
		Expired	13-Nov-2017	29-Jan-2022					
		Expired	27-Feb-2018	31-Jan-2019					
		Expired	27-Feb-2018	07-Aug-2019					
		Expired	21-May-2018	22-Nov-2018					

Create a new class

To create a class, enter a class name and a class enrollment key. Click "Submit" to add the class to your homepage.

Class settings

* Class type

* Class name

* Enrollment key

* Subject area(s)

* Student level(s)

Class start date 10-Oct-2023

* Class end date 

When creating Class, please give the details as following:

Class Type: Standard

Class Name: As required

Enrolment Key: As required

Subject Areas: As required

Student Level(s): Postgraduate

Class End Date: As required

After creating Class, the below dialog box will show on screen.



All Classes

Join Account (TA)

NOW VIEWING: HOME

Turnitin will have a scheduled system maintenance October 28 01:00 – 01:30 PDT (for local timezone please click: [Time zone converter](#)). Due to the maintenance, Turnitin will be unavailable between those times. From September 26th, students must be enrolled in a class before submitting to an assignment on their behalf. Check out our guidance on enrolling students or submitting on behalf of students. If your account has reached its student limit, contact your Turnitin account administrator.

✔ Congratulations! You have created the new class: Library 2024. Your class ID is 41019750 and enrollment key is SUB2024.

About this page

This is your instructor homepage. To create a class, click the "Add Class" button. To display a class's assignments...

SVNIT

+ Add Class

All Classes

Expired Classes

Active Classes

Class ID Class name

Class Summary

Learning Analytics

Edit

Copy

Delete

Class created

Congratulations! You have just created the new class: Library 2024
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 **41**

Enrollment key **SU**

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

Expired	27-Feb-2018	07-Aug-2019
Expired	27-Feb-2018	07-Aug-2019
Expired	21-May-2018	22-Nov-2018

The Classes created by the Instructor can be seen below



All Classes

Join Account (TA)

NOW VIEWING: HOME

Turnitin will have a scheduled system maintenance October 28 01:00 – 01:30 PDT (for local timezone please click: [Time zone converter](#)). Due to the maintenance, Turnitin will be unavailable between those times. From September 26th, students must be enrolled in a class before submitting to an assignment on their behalf. Check out our guidance on [enrolling students](#) or [submitting on behalf of students](#). If your account has reached its student limit, contact your Turnitin account administrator.

✔ Congratulations! You have created the new class: Library 2024. Your class ID is 41019750 and enrollment key is SUB2024.

About this page

This is your instructor homepage. To create a class, click the "Add Class" button. To display a class's assignments and papers, click the class's name.

SVNIT

+ Add Class

All Classes

Expired Classes

Active Classes

Class ID	Class name	Status	Start Date	End Date	Class Summary	Learning Analytics	Edit	Copy	Delete
		Active	06-Feb-2018	30-Nov-2023					
		Active	07-Jan-2019	30-Nov-2023					
4101	Library 2024	Active	10-Oct-2023	09-Oct-2024					
		Expired	12-Jul-2016	23-Jun-2023					
		Expired	13-Nov-2017	29-Jan-2022					
		Expired	27-Feb-2018	31-Jan-2019					
		Expired	27-Feb-2018	07-Aug-2019					
		Expired	21-May-2018	22-Nov-2018					

3. After clicking on the Class you have created, click on “Add Assignment”



Assignments Students Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > LIBRARY 2024

About this page

This is your class homepage. Click the "Add assignment" button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment. You can make submissions by clicking on the "Submit" option in the assignment's "More actions" menu.

Library 2024

CLASS HOMEPAGE | QUICKMARK BREAKDOWN

+ Add Assignment

START	DUE	POST	STATUS	ACTIONS
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Before you or your students can submit a paper, you first need to create an assignment.

About this page

To create an assignment, enter an assignment title and choose the start and due dates for the assignment. If you like, you can enter an additional assignment description. By default, papers submitted to this assignment will be checked against all of our databases. If you would like to create a custom search or view other advanced assignment options, click the "Optional settings" link.

New Assignment

<p>Assignment title ?</p> <input type="text" value="LIS"/> 	<p>Start date ?</p> <input type="text" value="10-Oct-2023"/>  at <input type="text" value="15"/> : <input type="text" value="08"/>
<p><input checked="" type="radio"/> Allow only file types that Turnitin can check for similarity</p> <p><input type="radio"/> Allow any file type ?</p>	<p>Due date ?</p> <input type="text" value="17-Oct-2023"/>  at <input type="text" value="23"/> : <input type="text" value="59"/>
<p>Submit papers to: ?</p> <input type="text" value="no repository"/>	

[Optional settings](#)

Give **Assignment Title**, **Start Date Due Date** and **Select “No Repository” in the “Submit Papers to” section** then click **Optional settings**.

In Optional settings

Select “immediately (can overwrite reports until due date)” if you have to check a paper more than one time.

Enter special instructions ?

Allow submissions after the due date? ?

Yes
 No

Similarity Report

Generate Similarity Reports for submissions? ?

Yes
 No

Generate Similarity Reports for student submission ?

Exclude bibliographic materials from Similarity Index for all papers in this assignment? ?

Yes
 No

Exclude quoted materials from Similarity Index for all papers in this assignment? ?

Yes
 No

Exclude small sources? ?

Yes
 No

Set source exclusion threshold:*

Word Count: words
 Percentage: %

Allow students to see Similarity Reports? ?

Yes
 No

Enable Translated Matching? (Beta) ?

What languages does Translated Matching support?

Yes
 No

Exclude assignment template ?

Note: Once a submission has been made to the assignment, templates can no longer be added or edited.

Template Requirements v

Search options: ?

Student paper repository
 Institution paper repository
 Current and archived internet
 Periodicals, journals, & publications

ETS® e-rater® Settings

Enable grammar checking using e-rater® technology? ?

Yes
 No

Note: Turnitin for iPad® doesn't currently support ETS® e-rater®. All viewing and management of ETS® e-rater® results must be completed through Turnitin directly.

Select ETS® handbook

Select English Dictionary

US English Dictionary
 UK English Dictionary
 Both US and UK English Dictionaries

Categories enabled by default ?

Spelling
 Grammar
 Usage
 Mechanics
 Style

Would you like to save these options as your defaults for future assignments?

Select options as required and click Submit.

Assignment has been created



Assignments

Students

Libraries

Calendar

Discussion

Preferences

NOW VIEWING: HOME > LIBRARY 2024

✔ Congratulations! You have created your first assignment. To add students or view your student list click the "students" tab above.

About this page

This is your class homepage. Click the "Add assignment" button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment. You can make submissions by clicking on the "Submit" option in the assignment's "More actions" menu.

Library 2024

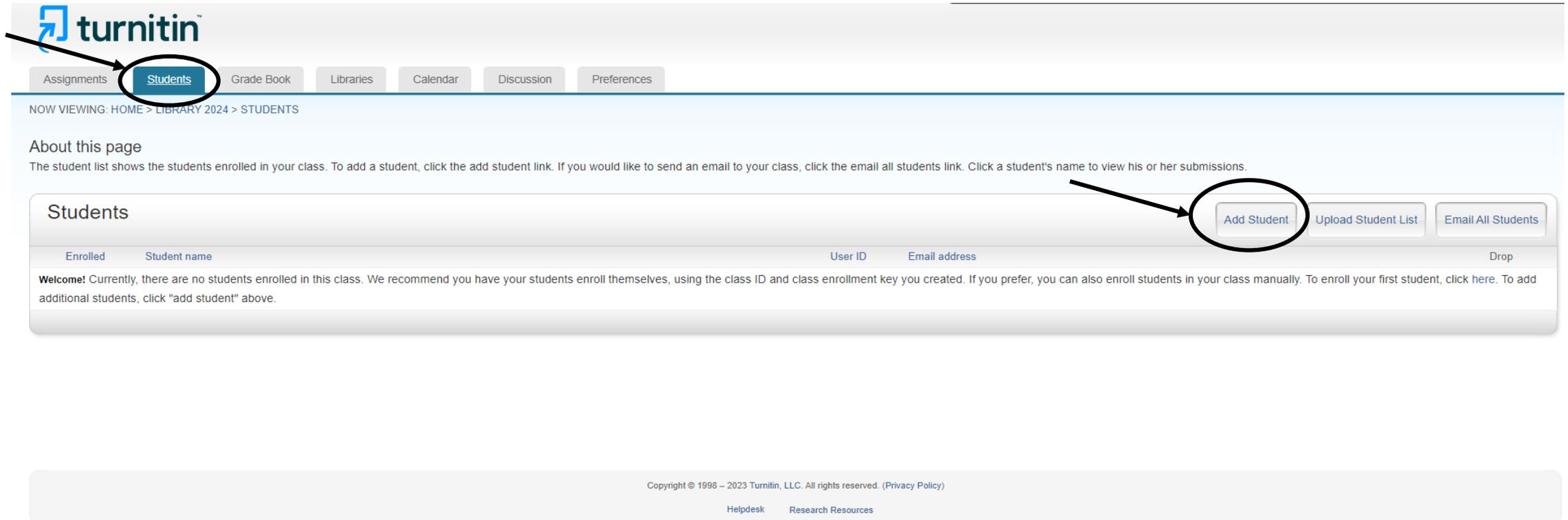
CLASS HOMEPAGE | QUICKMARK BREAKDOWN

+ Add Assignment

	START	DUE	POST	STATUS	ACTIONS
LIS					
PAPER	10-Oct-2023 15:00PM	17-Oct-2023 23:59PM	N/A N/A	0 / 0 submitted	View More actions ▾

4. Student Enrolment

4.1. For Adding Individual Student Data click on the student tab and click “Add Student.”



The screenshot displays the Turnitin user interface. At the top left is the Turnitin logo. Below it is a navigation bar with several tabs: 'Assignments', 'Students', 'Grade Book', 'Libraries', 'Calendar', 'Discussion', and 'Preferences'. The 'Students' tab is highlighted with a blue background and a black circle, with an arrow pointing to it from the left. Below the navigation bar, the breadcrumb trail reads 'NOW VIEWING: HOME > LIBRARY 2024 > STUDENTS'. Underneath is the heading 'About this page' followed by a paragraph of instructions: 'The student list shows the students enrolled in your class. To add a student, click the add student link. If you would like to send an email to your class, click the email all students link. Click a student's name to view his or her submissions.' Below this is a section titled 'Students' containing three buttons: 'Add Student', 'Upload Student List', and 'Email All Students'. The 'Add Student' button is circled in black with an arrow pointing to it from the right. Below the buttons is a table header with columns: 'Enrolled', 'Student name', 'User ID', 'Email address', and 'Drop'. The table body contains a single row of text: 'Welcome! Currently, there are no students enrolled in this class. We recommend you have your students enroll themselves, using the class ID and class enrollment key you created. If you prefer, you can also enroll students in your class manually. To enroll your first student, click here. To add additional students, click "add student" above.' At the bottom of the page, there is a footer with the copyright notice 'Copyright © 1998 – 2023 Turnitin, LLC. All rights reserved. (Privacy Policy)' and two links: 'Helpdesk' and 'Research Resources'.

Add individual student details manually and click submit



Assignments

Students

Grade Book

Libraries

Calendar

Discussion

Preferences

NOW VIEWING: HOME > LIBRARY 2024 > STUDENTS

About this page

To add a student to your class, enter the student's name and email address and click submit.

Enroll a Student

To enroll a student, enter a first name, last name, and an email address and click submit.

If the student already has a Turnitin user profile, they will be notified and enrolled in your class immediately. If they do not have a profile, we will create one and send them an email notification with a temporary password.

Add student to

Class name: SVNIT, Library 2024

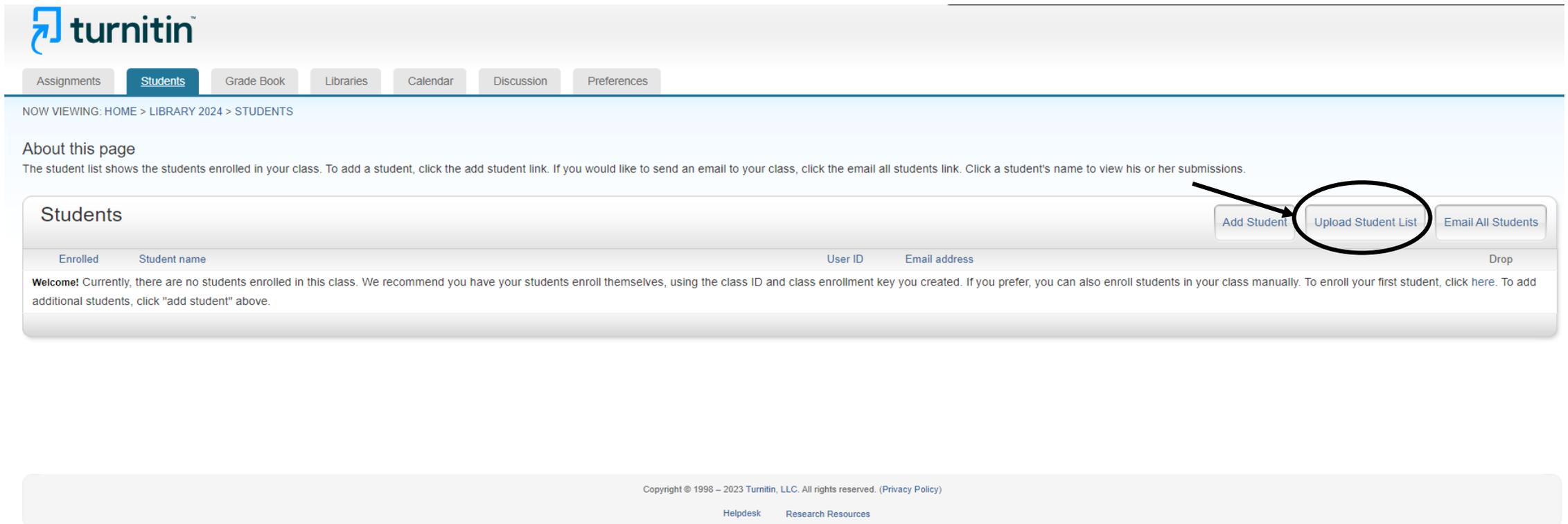
First name

Last name

Email (User name)

Submit

4.2. For Adding Bulk Student Data click on the student tab and click “Upload Student List.”



The screenshot displays the Turnitin user interface. At the top left is the Turnitin logo. Below it is a navigation bar with tabs for 'Assignments', 'Students', 'Grade Book', 'Libraries', 'Calendar', 'Discussion', and 'Preferences'. The 'Students' tab is selected. Below the navigation bar, the breadcrumb path reads 'NOW VIEWING: HOME > LIBRARY 2024 > STUDENTS'. A section titled 'About this page' contains the text: 'The student list shows the students enrolled in your class. To add a student, click the add student link. If you would like to send an email to your class, click the email all students link. Click a student's name to view his or her submissions.' Below this is a 'Students' section with three buttons: 'Add Student', 'Upload Student List', and 'Email All Students'. The 'Upload Student List' button is circled in red, and an arrow points to it from the text above. Below the buttons is a table with columns: 'Enrolled', 'Student name', 'User ID', 'Email address', and 'Drop'. The table is currently empty. Below the table is a message: 'Welcome! Currently, there are no students enrolled in this class. We recommend you have your students enroll themselves, using the class ID and class enrollment key you created. If you prefer, you can also enroll students in your class manually. To enroll your first student, click here. To add additional students, click "add student" above.' At the bottom of the page, there is a footer with the text: 'Copyright © 1998 – 2023 Turnitin, LLC. All rights reserved. (Privacy Policy)' and links for 'Helpdesk' and 'Research Resources'.

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Assignments Students Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > LIBRARY 2024 > STUDENTS

About this page
The student list shows the students enrolled in your class. To add a student, click the add student link. If you would like to send an email to your class, click the email all students link. Click a student's name to view his or her submissions.

Students

Add Student Upload Student List Email All Students

Enrolled	Student name	User ID	Email address	Drop
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Welcome! Currently, there are no students enrolled in this class. We recommend you have your students enroll themselves, using the class ID and class enrollment key you created. If you prefer, you can also enroll students in your class manually. To enroll your first student, click here. To add additional students, click "add student" above.

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Helpdesk Research Resources

About this page

To upload a student list, click the browse button and select a file. Click submit to upload the list of students.

Upload Student List

Choose a file to upload:

No file chosen

File Formatting Guidelines

Your file can be in either Excel or plain text format. For each user in your list, you must include the user's first name, last name, and e-mail address in this order:

first name, last name, email address

Here is an example of a properly formatted list in each of the formats we accept (plain text and Excel):

Plain text (.txt)

Connie, Williams, cwilliams@myschool.edu
Patricia, Wong, pwong@myschool.edu

Excel (.xls)

A	B	C
Connie	Williams	cwilliams@myschool.edu
Patricia	Wong	pwong@myschool.edu

If the students you are enrolling already have Turnitin user profiles, they will be notified and enrolled immediately. If they do not have profiles, we will create profiles for them and send out email notifications with temporary passwords

Student List can be uploaded in Excel or Plain text format.

Plain text (.txt) format

Connie, Williams, cwilliams@svnit.ac.in
Patricia, Wong, pwong@svnit.ac.in

Excel Format (.xls)

A	B	C
Connie	Williams	cwilliams@svnit.ac.in
Patricia	Wong	pwong@svnit.ac.in

The student has been enrolled

The screenshot shows the Turnitin interface. At the top left is the Turnitin logo. Below it is a navigation bar with tabs for Assignments, Students (which is highlighted), Grade Book, Libraries, Calendar, Discussion, and Preferences. Below the navigation bar, the breadcrumb path reads "NOW VIEWING: HOME > LIBRARY 2024 > STUDENTS".

Under the breadcrumb path, there is a section titled "About this page" with the text: "The student list shows the students enrolled in your class. To add a student, click the add student link. If you would like to send an email to your class, click the email all students link. Click a student's name to view his or her submissions."

Below this text is a "Students" section. On the right side of this section are three buttons: "Add Student", "Upload Student List", and "Email All Students".

The main content is a table with the following data:

Enrolled	Student name		User ID	Email address	Drop
10-Oct-2023	Gokul Gopan		1153867127	gokul@svnit.ac.in	

At the bottom of the page, there is a footer with the text: "Copyright © 1998 – 2023 Turnitin, LLC. All rights reserved. (Privacy Policy)" and two links: "Helpdesk" and "Research Resources".

*** To check their own document for plagiarism, an instructor must first enroll as a student.**

5. To submit a document for plagiarism check:

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Assignments Students Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > LIBRARY 2024

About this page
This is your class homepage. Click the "Add assignment" button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment. You can make submissions by clicking on the "Submit" option in the assignment's "More actions" menu.

Library 2024 + Add Assignment

CLASS HOMEPAGE | QUICKMARK BREAKDOWN

	START	DUE	POST	STATUS	ACTIONS
LIS					
PAPER	10-Oct-2023 16:06PM	17-Oct-2023 23:59PM	N/A N/A	0 / 1 submitted	View More actions ▾

Click on "Submit" → Edit settings
Submit
Delete assignment

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Helpdesk Research Resources

5.1. Single File Upload

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Assignments Students Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > LIBRARY 2024 > LIS

Submit: [Single File Upload](#)

Author

Select student...
Select student...
Gokul Gopan (gokul@svnit.ac.in)

Last name

Submission title

The file you are submitting will not be added to any repository.

What can I submit?

Choose the file you want to upload to Turnitin:

Choose from this computer

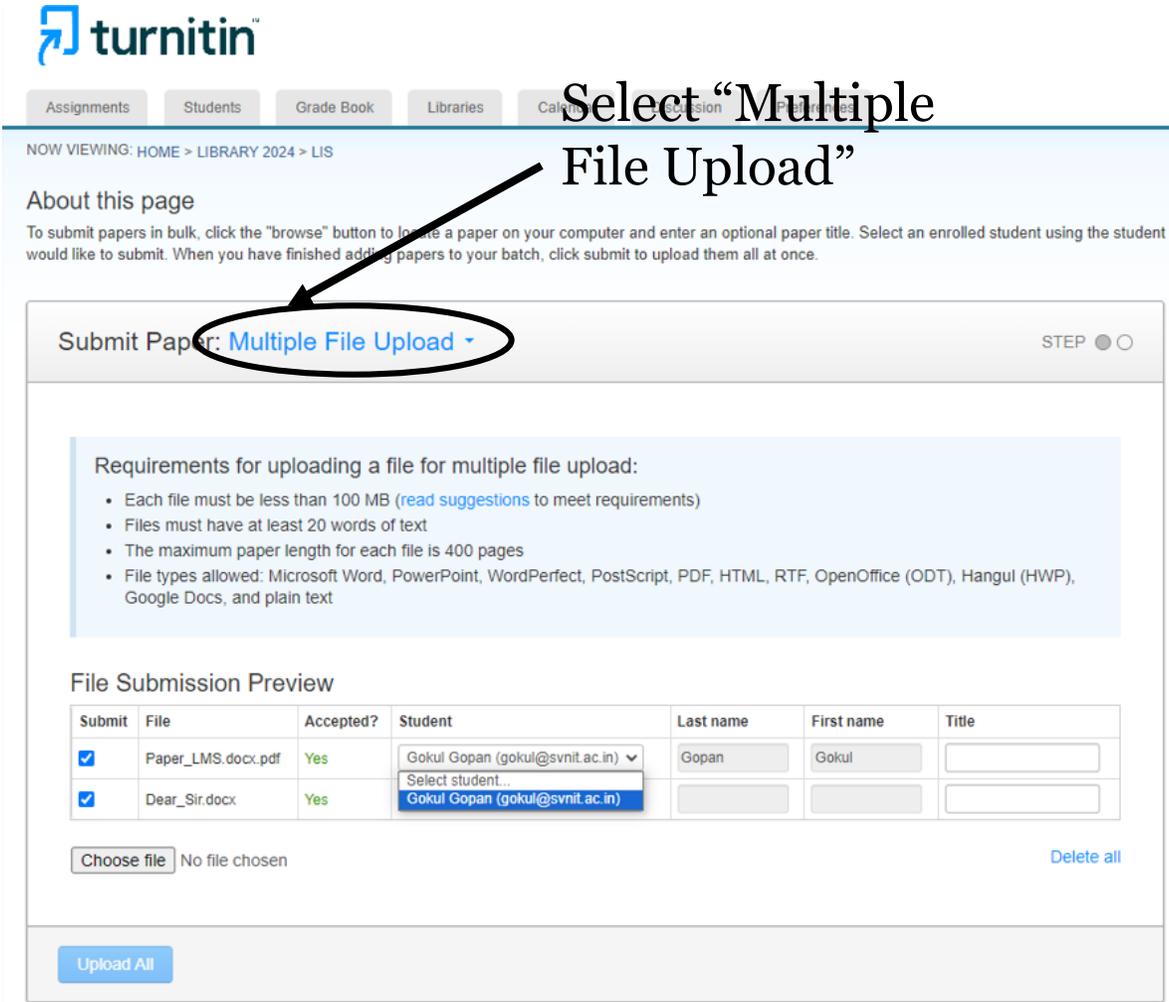
Choose from Dropbox

Choose from Google Drive

Ensure this message is displaying if you have selected “No Repository” option

- Select Student Name from the Author dropdown list
- **Submission title:** Document Title
- Upload the document

5.2. Multiple File Upload



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Assignments Students Grade Book Libraries Calendar Discussion Paper titles

NOW VIEWING: HOME > LIBRARY 2024 > LIS

About this page

To submit papers in bulk, click the "browse" button to locate a paper on your computer and enter an optional paper title. Select an enrolled student using the student you would like to submit. When you have finished adding papers to your batch, click submit to upload them all at once.

Submit Papers: **Multiple File Upload** STEP ● ○

Requirements for uploading a file for multiple file upload:

- Each file must be less than 100 MB ([read suggestions](#) to meet requirements)
- Files must have at least 20 words of text
- The maximum paper length for each file is 400 pages
- File types allowed: Microsoft Word, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs, and plain text

File Submission Preview

Submit	File	Accepted?	Student	Last name	First name	Title
<input checked="" type="checkbox"/>	Paper_LMS.docx.pdf	Yes	Gokul Gopan (gokul@svnit.ac.in) ▼ Select student...	Gopan	Gokul	
<input checked="" type="checkbox"/>	Dear_Sir.docx	Yes	Gokul Gopan (gokul@svnit.ac.in)			

No file chosen

- Upload required documents.
- Select the student name for each document from the dropdown list
- Click “Upload All”

6. Confirm the uploaded document

turnitin

Assignments Students Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > LIBRARY 2024 > LIS

Submit: Single File Upload

STEP ● ● ●

Please confirm that this is the file you would like to submit...

Author: [redacted]

Assignment title: LIS

Submission title: [redacted]

File name: Paper LMS.docx.pdf

File size: 148.17K

Page count: 11

Word count: 2749

Character count: 15411

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

[Confirm](#) [Cancel](#)



Submit: Single File Upload

STEP ● ● ●

Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer.

Author: [redacted]

Assignment title: LIS

Submission title: [redacted]

File name: Paper LMS.docx.pdf

File size: 148.17K

Page count: 11

Word count: 2749

Character count: 15411

Submission date: 11-Oct-2023 11:02AM (UTC+0530)

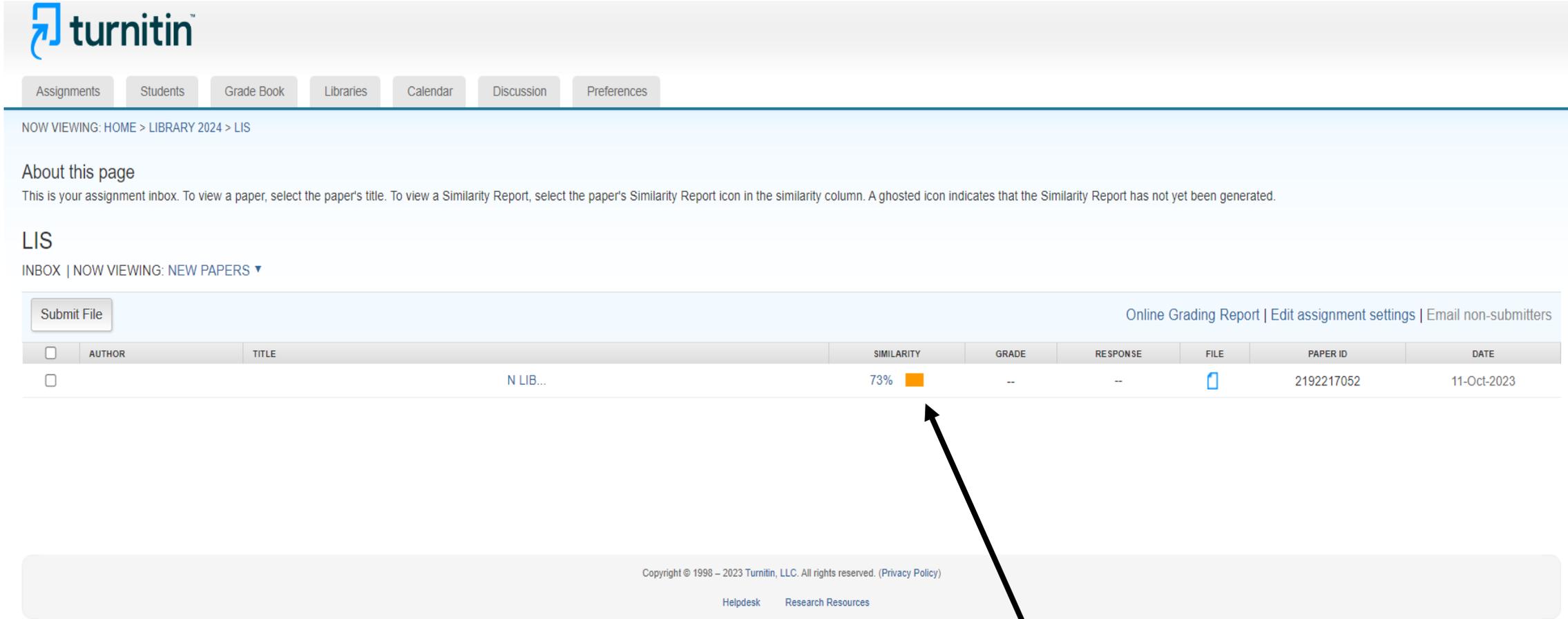
Submission ID: 2192217052

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

[Go to assignment inbox](#) [Submit another file](#)

You can either upload another document for plagiarism check, Or Go to Assignment Inbox to track whether plagiarism detection has been completed for the uploaded document

6. Generated Report



The screenshot shows the Turnitin interface. At the top left is the Turnitin logo. Below it are navigation tabs: Assignments, Students, Grade Book, Libraries, Calendar, Discussion, and Preferences. The breadcrumb trail reads "NOW VIEWING: HOME > LIBRARY 2024 > LIS".

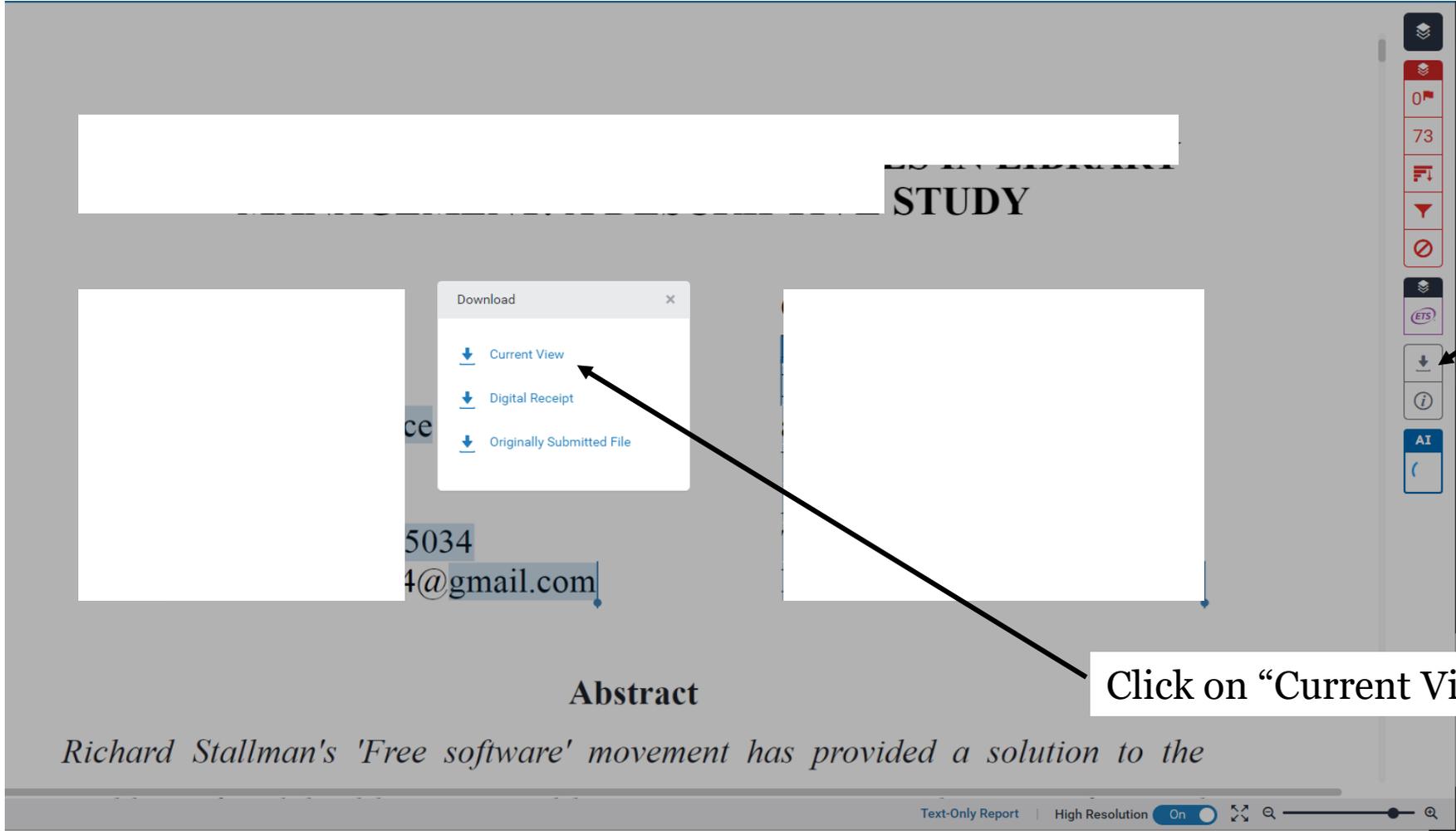
Under "About this page", it states: "This is your assignment inbox. To view a paper, select the paper's title. To view a Similarity Report, select the paper's Similarity Report icon in the similarity column. A ghosted icon indicates that the Similarity Report has not yet been generated."

The "LIS" section shows "INBOX | NOW VIEWING: NEW PAPERS ▾". A "Submit File" button is on the left. On the right, there are links for "Online Grading Report | Edit assignment settings | Email non-submitters".

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>		N LIB...	73% 	--	--		2192217052	11-Oct-2023

At the bottom, there is a footer with "Copyright © 1998 – 2023 Turnitin, LLC. All rights reserved. (Privacy Policy)" and links for "Helpdesk" and "Research Resources".

Once plagiarism check is complete, the percentage will show. Click on the similarity to generate report



Click on the download icon to download the generated report.

Click on "Current View" for report

7. Deletion of Paper

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Assignments Students Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > LIBRARY 2024 > LIS

About this page
This is your assignment inbox. To view a paper, select the paper's title. To view a Similarity Report, select the paper's Similarity Report icon in the similarity column. A ghosted icon indicates that the Similarity Report has not yet been generated.

LIS
INBOX | NOW VIEWING: NEW PAPERS ▾

Submit File Online Grading Report | Edit assignment settings | Email non-submitters

You have selected 1 paper(s) on this page

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPI	
<input checked="" type="checkbox"/>			73% ■	--	--		2192277052	11-OCT-2023

Select the check box of the paper you'd like to delete

Select the type of deletion as your requirement

Remove From Inbox
Request permanent deletion

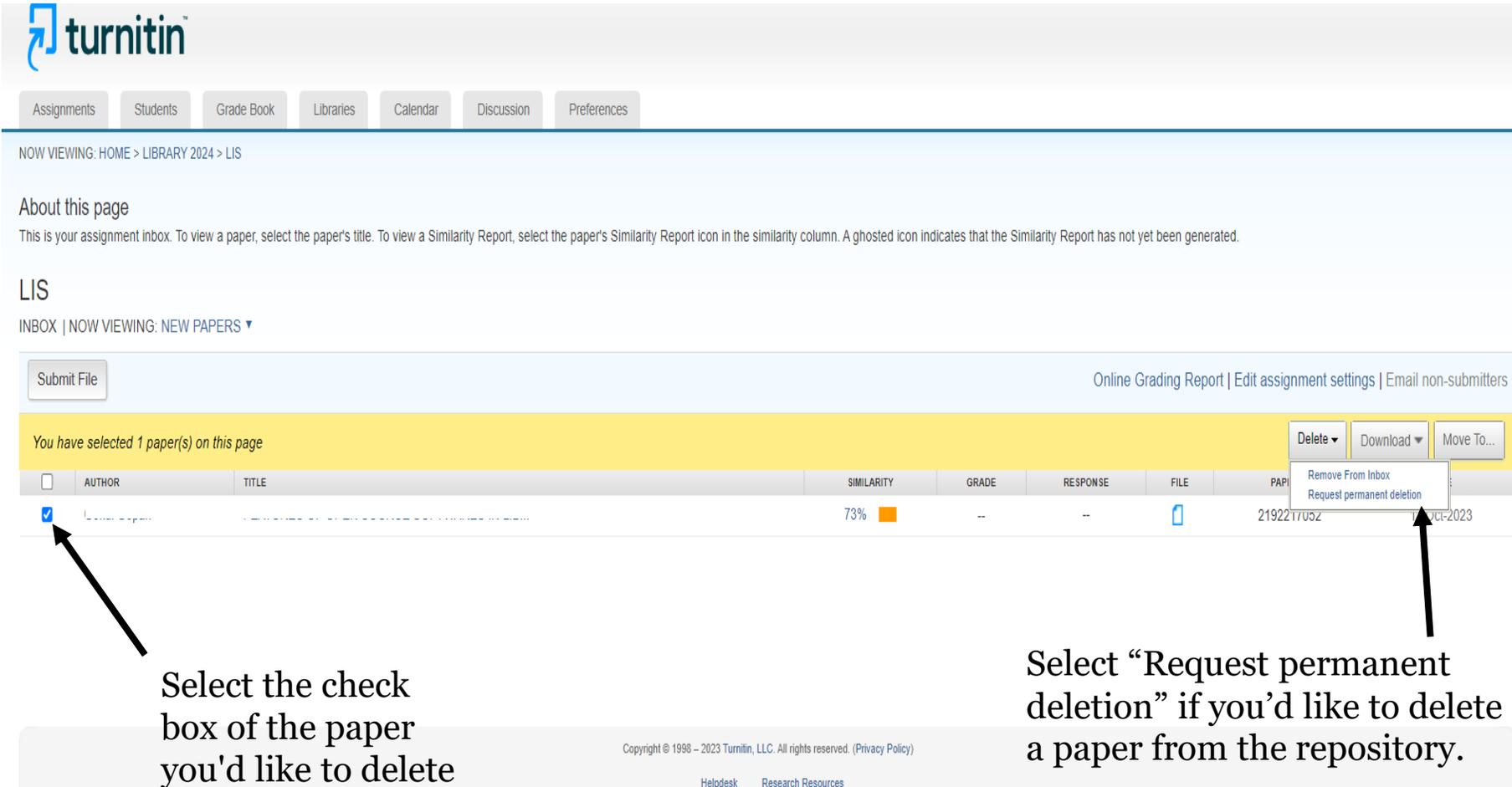
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Helpdesk Research Resources

- Select “Remove from inbox” to remove your paper from your Inbox. But, the paper will still be able to be matched against any future Similarity Reports if you select any repository at the time of assignment creation.
- Papers can only be recovered after removing them from the inbox by contacting Turnitin's support team.

7.1. Request Permanent Deletion (Fill the Google form and follow the instructions)

For Students (PhD): <https://forms.gle/W23sW2CpEqa3AgVP9>

For Faculties: <https://forms.gle/nNVf81smng4F5hus9>



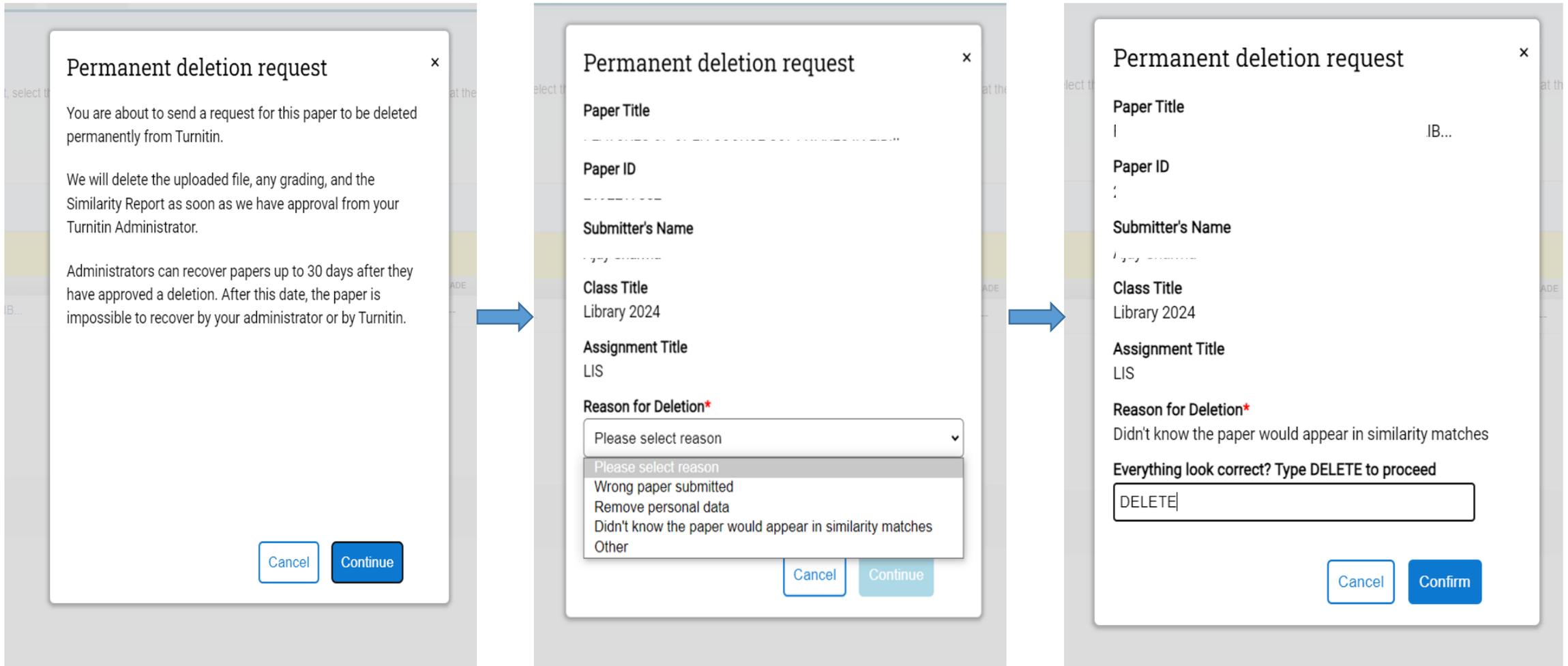
The screenshot shows the Turnitin interface. At the top, there's a navigation bar with 'turnitin' logo and tabs for 'Assignments', 'Students', 'Grade Book', 'Libraries', 'Calendar', 'Discussion', and 'Preferences'. Below this, it says 'NOW VIEWING: HOME > LIBRARY 2024 > LIS'. There's a section 'About this page' with instructions. Below that, 'LIS' and 'INBOX | NOW VIEWING: NEW PAPERS'. A 'Submit File' button is on the left. On the right, there are links for 'Online Grading Report', 'Edit assignment settings', and 'Email non-submitters'. A yellow banner says 'You have selected 1 paper(s) on this page'. Below this is a table with columns: AUTHOR, TITLE, SIMILARITY, GRADE, RESPONSE, FILE, PAPER ID. One row is selected, with a checkmark in the first column. A context menu is open over the 'PAPER ID' column, showing options: 'Delete', 'Download', 'Move To...', 'Remove From Inbox', and 'Request permanent deletion'. An arrow points to the checkmark with the text 'Select the check box of the paper you'd like to delete'. Another arrow points to the 'Request permanent deletion' option with the text 'Select "Request permanent deletion" if you'd like to delete a paper from the repository.' At the bottom, there's a footer with 'Copyright © 1998 – 2023 Turnitin, LLC. All rights reserved. (Privacy Policy)', 'Helpdesk', and 'Research Resources'.

Select the check box of the paper you'd like to delete

Select "Request permanent deletion" if you'd like to delete a paper from the repository.

- The uploaded file will be deleted and no longer accessible.
- Any associated grading will be removed.
- The Similarity Report will be deleted and the paper will no longer appear in future similarity matches.
- After 30 days have passed, this process can't be reversed by anyone.

If the assignment settings were changed to No Repository after submission, the settings need to be restored to Standard Paper Repository to complete a paper deletion request. If the settings have always been No Repository, you can simply delete the paper from the assignment inbox.



- **This process will not automatically remove a match from a previously generated similarity report. To remove these matches, regenerate the report after your request has been approved.**
- **Through the Messages inbox, you'll be notified if your request has been approved or not.**