

Coordinator

Dual Enrollment Computer Science
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Truman State University
The Institute for Academic Outreach
100 E. Normal Ave.
McClain Hall 303
Kirksville, MO 63501-4221

Dual Enrollment Computer Science

RE: «Student_First» «Student_Last»

Parents,

Your student has enrolled in the Dual Enrollment Computer Science program through Truman State University. We would like to provide you with some information on how to assist your student in setting up an account with Truman. This account will allow you to make online payments, view their grades and request a transcript once they have completed the course.

Please read through all the information carefully before beginning.

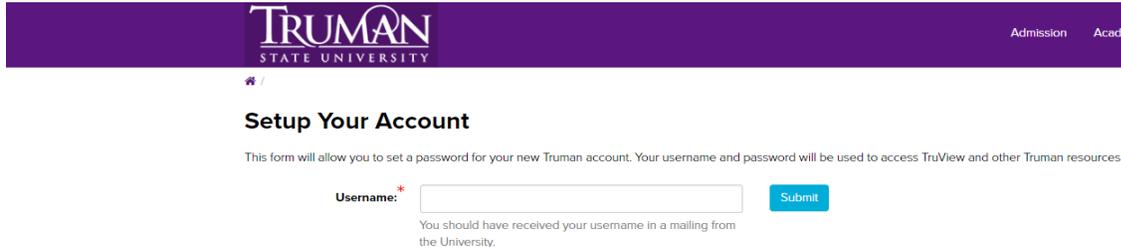
If you have any questions, please contact us at 660-785-5384 or email institute@truman.edu.

Instructions to setup your account and create a password

To set up your student’s Truman account and create a password, you will need the information below:

Your student’s username is **«Username»** and their Banner ID# **«ID»**

Go to <http://myaccount.truman.edu>. You will see a screen that looks like this.



1. Type your username in the box indicated. Your username can be found above. Your username will consist of a combination of letters and numbers and is unique to you alone. It will probably look something like “abc1234” and usually represents your initials followed by a random set of digits.
2. Click **“Submit”**. The following screen will appear and you will now be able to setup your account.

Setup Your Account

Please enter all the information requested below. This information will be used solely to verify your identity.

Note: The information you submit will be matched with the information stored in our Student Information System. If the information on file is incorrect or incomplete, you will not be able to set your password and you will need to [contact the Office of Admission](#).

Username: _____

Truman ID Number *
(Banner ID): _____
(9 digits, no spaces or dashes)

Birthdate: *
--Select-- --Select-- YYYY
(4 digit year required)

Last 4 Digits of Social *
Security Number: _____
If you do not have a Social Security Number on file with the University, you should use your year of birth.

Please Add a Security Question

This security question and answer will be used to verify your identity instead of your Social Security Number if you ever forget your password.

Security Question: *
Select: _____

Answer: *

We recommend setting a question and answer that will be easy for you to remember, but hard for others to guess.

Please enter your new password in the two fields below. You must enter the new password twice for verification.

Passwords must meet the following minimum requirements:

- Not contain all or part of the user's account name

To Set up Your Account

1. Your Truman-assigned user name will appear in the username field. Type your Truman ID number or Banner ID in the field "Truman ID Number (Banner ID)." This number can be found on the previous page.
2. Use the drop-down menus to insert your birth month and day. Make sure to put the full four-digit year of your birth.
3. Enter the last four digits of your social security number. **If you did not provide Truman with a social security number on your application, you will need to enter the four digits of your year of birth** instead (i.e. 1998, 1999).
4. You will then need to create a security question. This question can be used to reset your password if you've forgotten it. Select a question from the drop down menu. Next type the answer to your security question in the answer field.
5. Finally, at the bottom of the page, create a new password following the instructions given. Click "Set Password" to complete this final process.
6. Once you've completed this process you are able to access the full services of TruView. Visit <http://truview.truman.edu> to make a payment or view your account.

PLEASE NOTE: If you receive an error message that says "**your information does not match our database**", you probably did not submit your social security number on your application. You will need to go back and enter your year of birth in the Social Security field instead. If you still receive the message, you will need to contact our IT Help Desk at 660-785-4544 for assistance.

Tuition Due

The tuition due for Dual Enrollment Computer Science is \$____ and the full amount is due by _____, 20__.

No paper bills will be sent to your home address. All bills will be posted on TruView and emailed to the student's Truman email address, accessible through TruView, and/or the email address of the Authorized User. **(see below about Authorized User access)**

To make a payment to your student's account, the following options provide students and their families with maximum flexibility at the lowest possible cost.

- Pay by check or money order – Make checks payable to **Truman State University** and include your **student's name and Banner ID#** (Truman ID number) in the memo section. Mail to Truman State University, Student Account Payment, PO Box 754, Kirksville, MO 63501. There is no fee for this option.
- Pay by e-check, an electronic debit to a checking or savings account, available online at Truview or at mybill.truman.edu if you have been set up as an authorized user. There is no fee for this option.
- Pay by MasterCard, Visa, Discover or American Express credit card online at mybill.truman.edu (authorized users) or via TruView (students). Credit Card payments can only be taken online and will be charged a 2.85% convenience fee by TouchNet Information Systems, a secure third-party transaction vendor.
- Truman State University does **not** accept payment over the phone.

To Make a Payment

You have two options to pay online:

1. Your student can authorize you as a user on their student account as well as any other friends or family members who may be assisting with payment of your student's tuition fees. **(see enclosed instructions to setup an Authorized User)**
 2. You may also login in as your student but will need their login and password in order to view their account and make payment.
- Go to <http://truview.truman.edu> and log-in. Click the **Student Tab** at the top.

The screenshot shows the Blackboard Student portal for Truman State University. At the top, there is a navigation bar with 'Truman', 'Student', 'Employee', and 'Kirksville' tabs. The 'Student' tab is circled in blue. To the right of the navigation bar is the Blackboard logo. Below the navigation bar, the page is divided into several sections. On the left, there are sections for 'Assessment & Testing' (with links for Register for my Test(s), Truman Days Computing Exercise, Truman Days Alcohol Use Exercise, and Placement Test Scores) and 'Student Employment' (with links for W-4/I-9 Forms, Payroll Card/Direct Deposit Enrollment, Institutional Clearances, Workstudy Clearances, Student Timecard, and Tru-Positions - Find a Position). Below these is a 'Welcome to Sodexo' section with the Truman State University logo and a message: 'There was a problem retrieving Sodexo's promotions.' On the right, there is a 'Student Data' section with tabs for 'Courses & Grades', 'Registration', and 'Housing'. Under 'Registration', there are several links: Missouri Reverse Transfer, Truman Week Student Schedule, Course Schedule, Early Progress Reports, Final Grades, Request Enrollment Verification Letter, Apply to a Graduate Program, Change, Add, Drop Majors/Minors or Catalog, Individualized Plan for MAJOR and MINOR Degree Requirements, View Transcripts, and Academic Appeals. Below the Student Data section is the 'Student Finances' section, which is circled in blue. It has tabs for 'Finances' and 'Scholarships, Financial Aid, & Loans'. Under 'Finances', there are links for View Holds, Student Account Suite (circled in blue), and Flexible Payment Plan Agreement.

- In the **Student Finances** box, click on **Student Account Suite**. It will then direct you to the following **My Account** screen where you will be able to view your account balance or make a payment.

- To make a payment, click on the green “Make Payment” tab.

Currently there is no activity on your account Student TBP.

Announcement

Welcome to **Student Account Suite**.

Your Statement of Account is now available for viewing. **Please look at your on-line bill and familiarize yourself with on-line payments and other on-line features that are available.**

Direct Deposit Refunds get to your bank account faster than waiting for a refund check! Signing up for Direct Deposit does not authorize the University to debit your account for payment. We will only debit your account

To sign up for direct deposit of your refunds, complete your setup in the **Refund Account Setup** page.

Student Account ID: xxxxx

Student TBP There is no activity on this account at this time.

View Activity **Make Payment**

My Profile Setup

- Authorized Users
- Payment Profile
- Electronic Refunds

- Your amount due will appear on this screen. Click on the green “Make a Payment” again to go the payment screen.

marks Tools Help

Payments

Systems... (US) | https://secure.touchnet.com/C21524_tsa/tapp?tapp-stoken=wqgmlwdakH&Navigate=payments.jsp&OnEr

Important Information | Ask for Help | Log Out | Logged in as: Jana L. Morton

TRUMAN STATE UNIVERSITY
Nationally Ranked, Affordable, Personal

My Account **Payments** eBills eDeposits eRefunds

Account Payment Payment History

Account Payment

Account Payment

Current balance includes activity since your last statement, including recent payments and new charges.

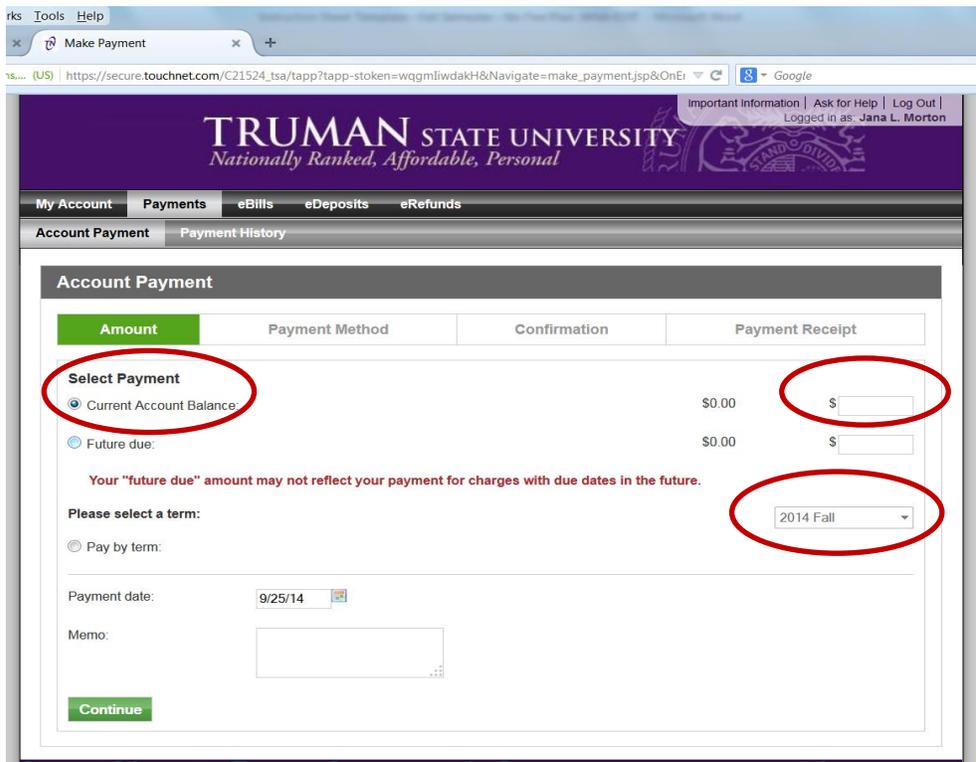
Amount Due: **\$0.00**

Make a Payment

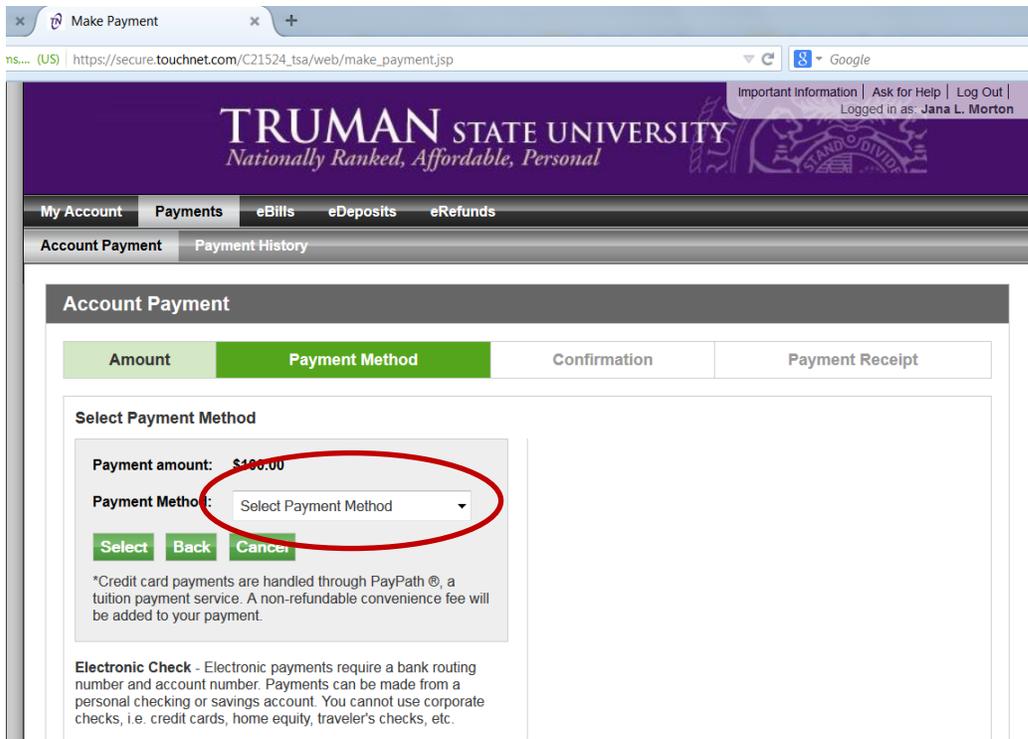
Pending Payments

No payments have been set up.

- You will see this screen.



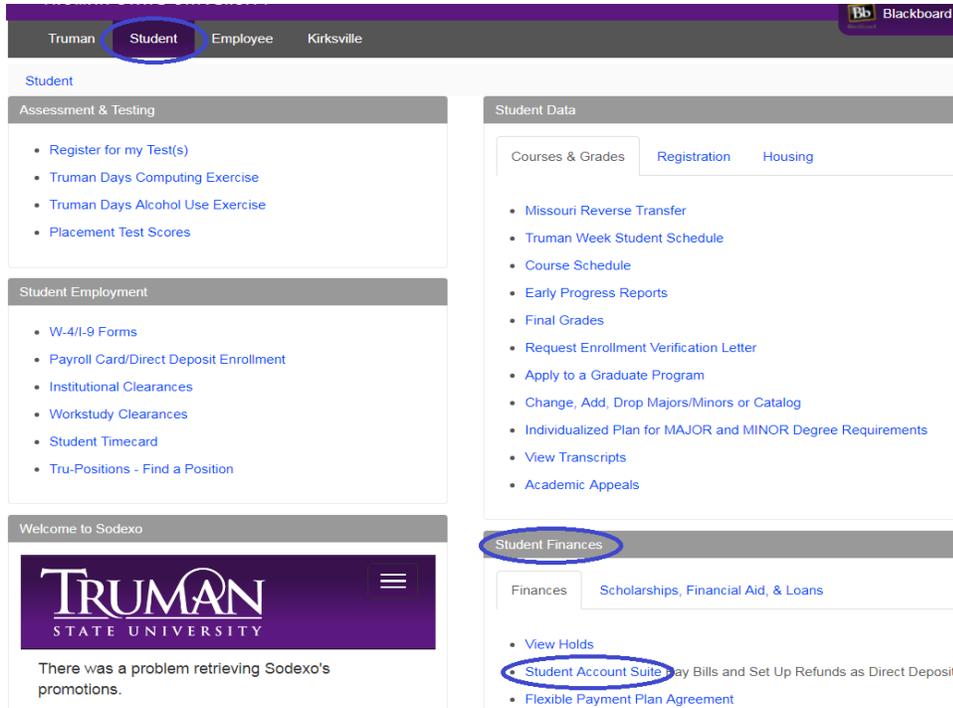
- Make sure that you select **“Current Account Balance”** to make your payment. Please **DO NOT** select **“Pay by Term”** option.
- Enter the amount you want to pay.
- Make sure that current term is listed.
- Click **“Continue”**.
- Select your payment method from the drop down box and continue with the payment process following the instructions listed.
- Make sure to print out your receipt as you will not receive one in the mail from us.**



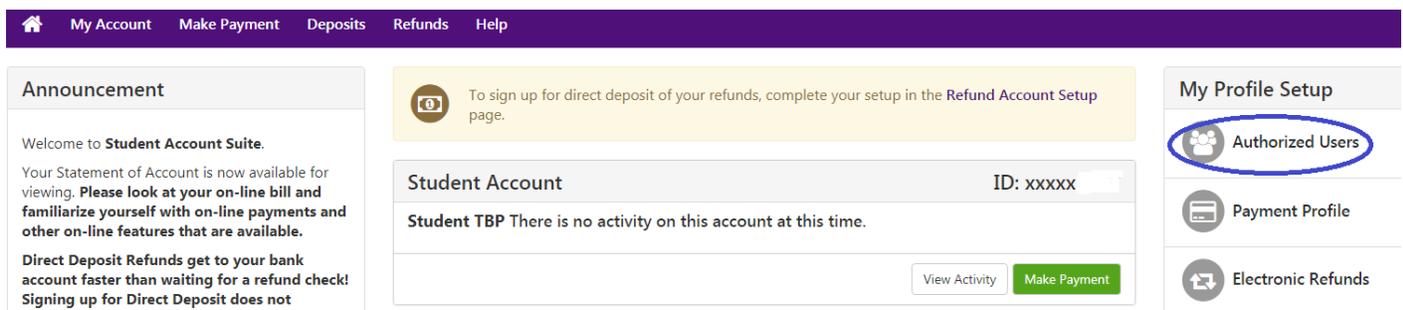
Set up Authorized User

To set up an authorized user your student will need to do the following:

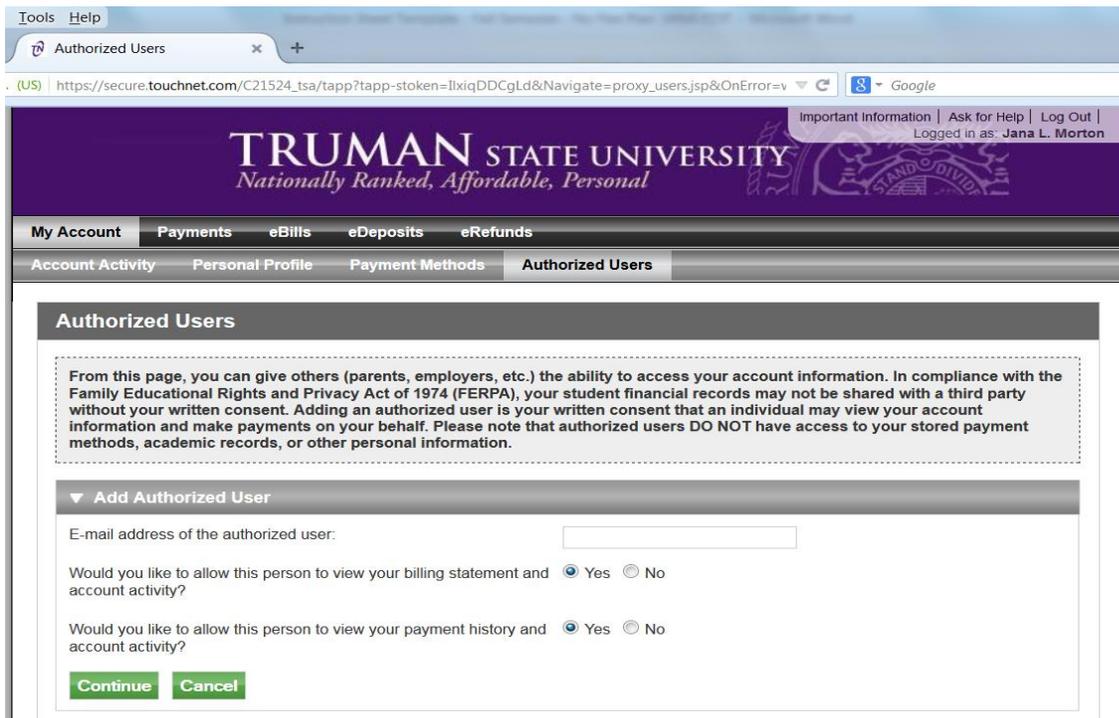
- Go to <http://truview.truman.edu> and log-in.
- Click the **Student Tab** at the top.
- In the **Student Finances** box, click on **Student Account Suite**. It will then direct you to the **My Account** screen.



- Click on the tab **Authorized Users** on the right.

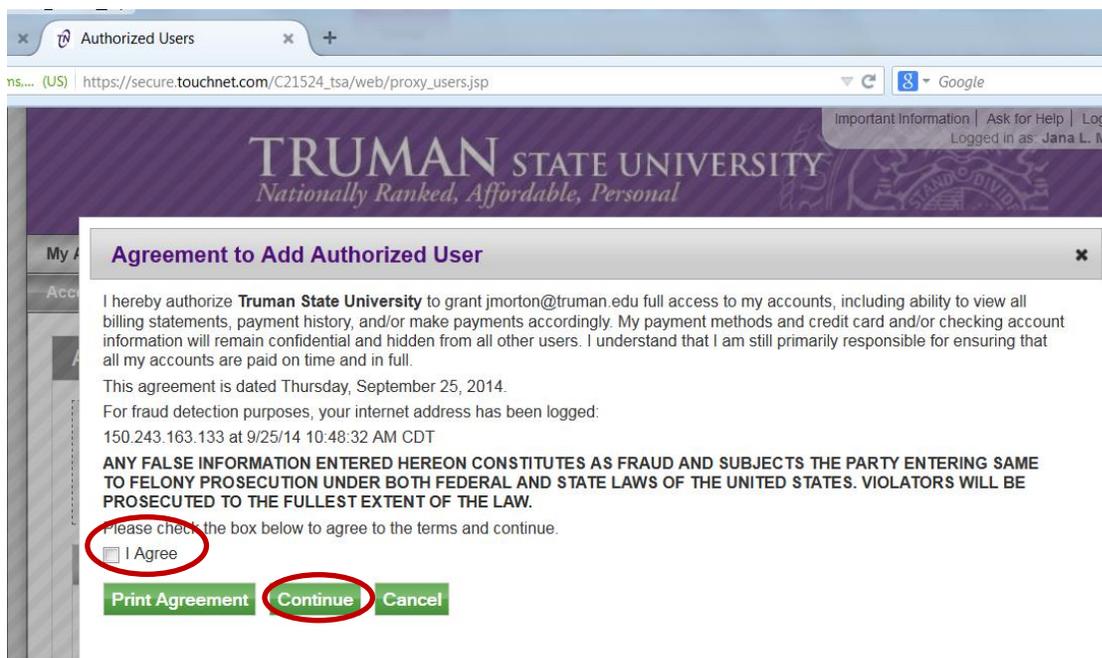


- Follow the instructions to add authorized users email addresses for parents/others who need access to your on-line bill.



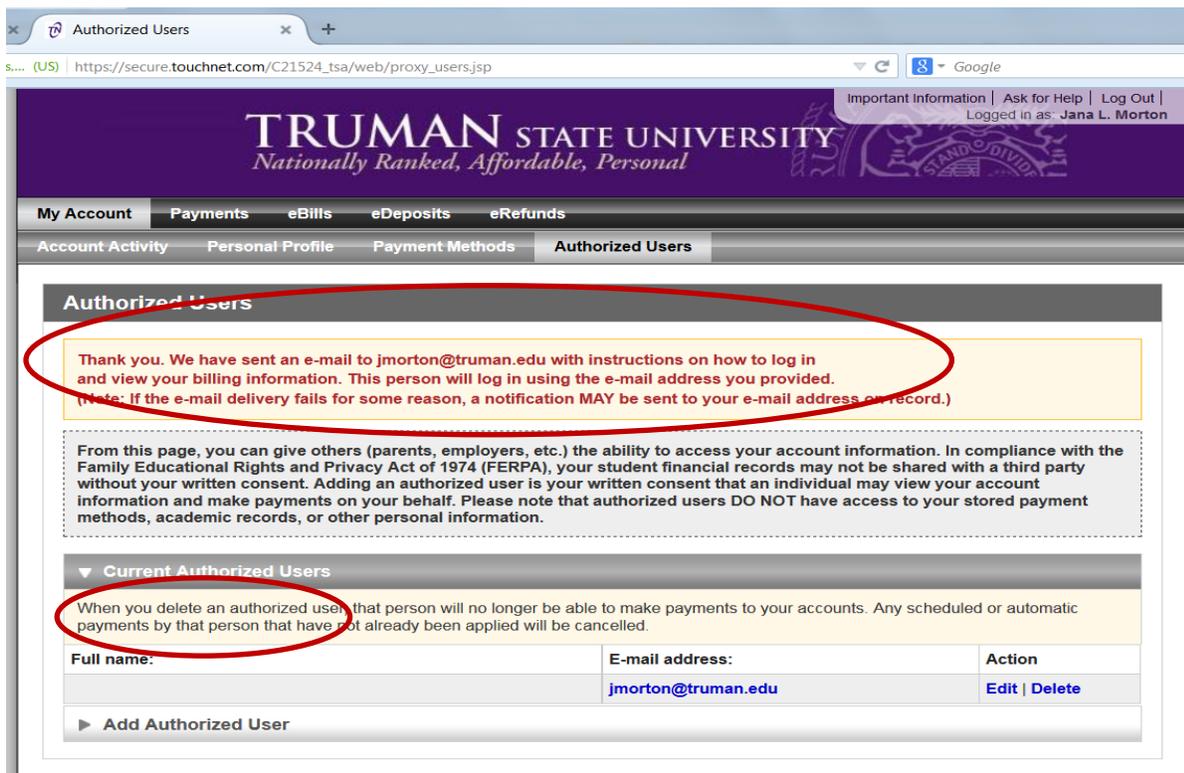
- Click “Continue” to confirm this information

- You will see this screen:



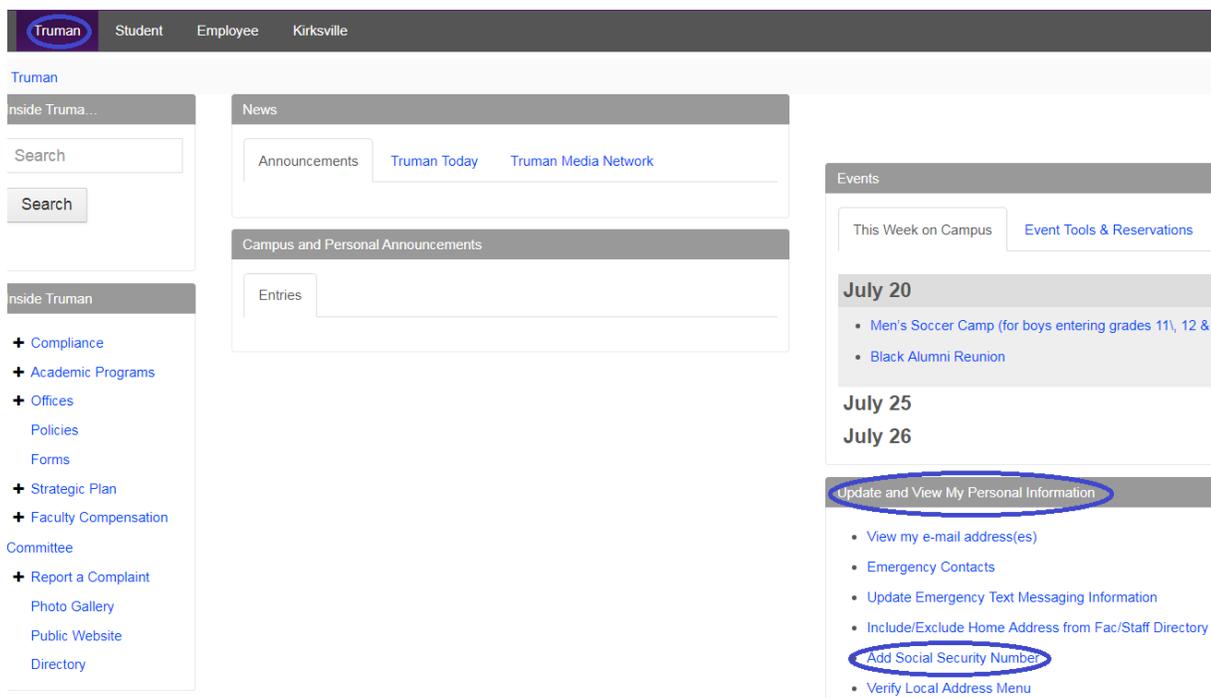
- Read the **Agreement to Add Authorized User** and if you agree to the terms, click “I Agree” and then click “Continue”.
- You may print a copy of this agreement for your records.

- After you click “Continue”, you will get a confirmation of the authorized users you have added.



Submit your Social Security Number securely online (Required Before Transcripts Will Be Released)

- Log in to TruView: <https://truview.truman.edu>.
- Go to the **Truman Tab**



- In the **Update and View my Personal Information** box, click the **Add Social Security Number** link. It will prompt you to enter a SSN. You will then need to enter it again to confirm it.
- Click “**Submit**”.

To View Grades & Request Transcripts

After completing the course, you will have the option to request a transcript once grades have been posted.

- To view your account to see if your grade has been posted, login to TruView.
- Click on the **Student Tab**.

The screenshot shows the TruView Student portal. At the top, there is a navigation bar with 'Truman', 'Student' (highlighted), 'Employee', and 'Kirkville'. Below this, the 'Student' section is active. On the left, there are two main categories: 'Assessment & Testing' and 'Student Employment'. 'Assessment & Testing' includes links for 'Register for my Test(s)', 'Truman Days Computing Exercise', 'Truman Days Alcohol Use Exercise', and 'Placement Test Scores'. 'Student Employment' includes links for 'W-4/I-9 Forms', 'Payroll Card/Direct Deposit Enrollment', 'Institutional Clearances', and 'Workstudy Clearances'. On the right, the 'Student Data' section is active, with sub-tabs for 'Courses & Grades', 'Registration', and 'Housing'. Under 'Student Data', there is a list of links: 'Missouri Reverse Transfer', 'Truman Week Student Schedule', 'Course Schedule', 'Early Progress Reports', 'Final Grades' (circled in blue), 'Request Enrollment Verification Letter', 'Apply to a Graduate Program', and 'Change, Add, Drop Majors/Minors or Catalog'.

- Under **Student Data** click on the link “**Final Grades**”.
- You will either be able to see your posted grades or you will see a message that says “No grades on your record are available”.
- Once your grade is posted there, visit <http://registrar.truman.edu> to request your transcript.

🏠 / Registrar

Registrar

The Registrar's Office supports Truman State University's past, current, and future students by providing dependable, friendly, and efficient service in the areas of registration, records, and evaluation. We protect the integrity of the University through fair and consistent application of the academic rules and regulations established by the faculty, administration, state, and federal government.

We strive:

- to communicate information accurately and effectively,
- to implement and use available technology,
- to regularly assess and honestly evaluate the services we provide,
- to develop positive and cooperative relationships with all members of our University and professional communities, and
- to demonstrate a genuine commitment to students and student learning in all we do.

We support Truman's mission as a public liberal arts and sciences university. We actively engage in Truman's liberal arts community, embracing our roles as staff educators and life-long learners, and upholding the University's commitment to excellence.

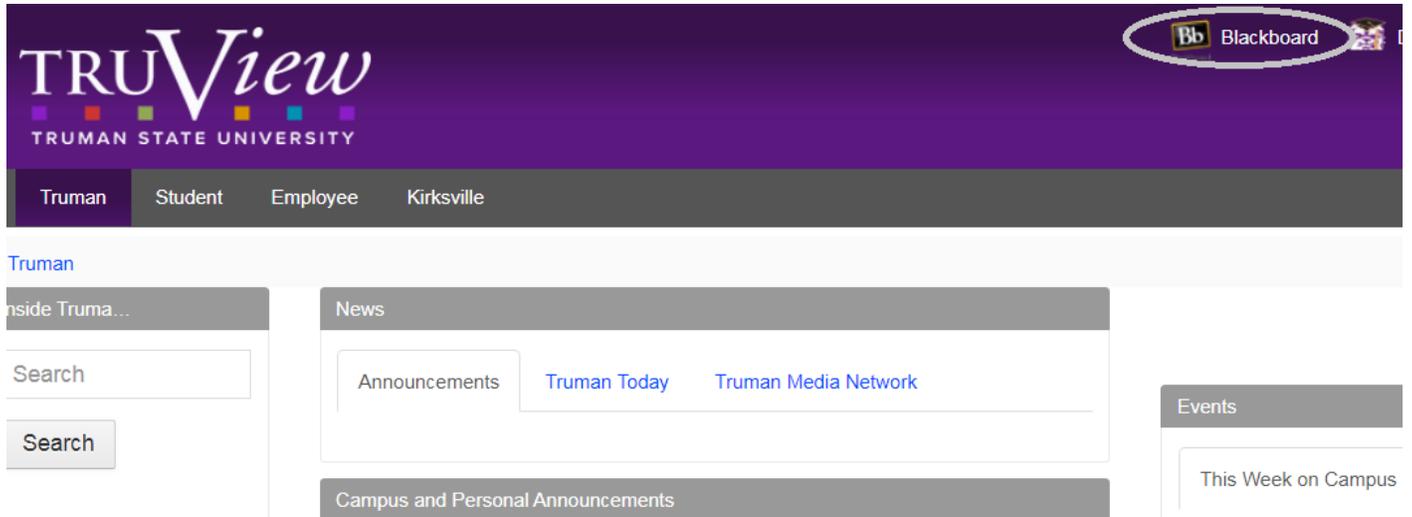
Address:
Registrar's Office
Truman State University
McClain Hall 104
100 E. Normal
Kirkville, Missouri 63501-4221

Phone:
(660) 785-4143
Fax:
(660) 785-7396
Email:
registrar@truman.edu

[Transcript Request](#)

To Access Blackboard

After logging into TruView, click on the link at the top right that says **Blackboard**.



For information on how to access and use Blackboard, please view the Student Quick Start guide:

<http://itt.truman.edu/files/2015/06/Student-Quick-Start.pdf>

If you encounter any issues with your account or with Blackboard, contact the ITS help desk at 660-785-4544.