Coordinator Dual Enrollment Computer Science Email: <u>institute@truman.edu</u> Phone: (660) 785-5384 Fax: (660) 785-7202



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

	Admission Acade
# /	
Setup Your Acc	ount
This form will allow you to set a	password for your new Truman account. Your username and password will be used to access TruView and other Truman resources.
* Username:	Submit
	You should have received your username in a mailing from the University.

- 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.

* Truman ID Number (Banner ID):	
(<i>/_</i> ,	(9 digits, no spaces or dashes)
Birthday:	-Select- V -Select- V YYYY
	(4 digit year required)
Last 4 Digits of Social Security Number:	f 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 an	swer will be used to verify your identify 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, bu: hard for others to guess.

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.
- Enter the last four digits of your social security number. <u>If you did not provide Truman with a social security number on</u> your <u>application</u>, you will need to enter the four digits of your <u>year of birth</u> 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 <u>\$___</u> 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. <u>There is no fee for this option</u>.
- Pay by e-check, an electronic debit to a checking or savings account, available online at Truview or at <u>mybill.truman.edu</u> if you have been set up as an authorized user. <u>There is no fee for this option</u>.
- Pay by MasterCard, Visa, Discover or American Express credit card online at <u>mybill.truman.edu</u> (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.

	Blackboard
Truman Student Employee Kirksville	
Student	
Assessment & Testing	Student Data
 Register for my Test(s) Truman Days Computing Exercise Truman Days Alcohol Use Exercise Placement Test Scores 	Courses & Grades Registration Housing Missouri Reverse Transfer Truman Week Student Schedule Course Schedule
Student Employment	Early Progress Reports
 W-4/I-9 Forms Payroll Card/Direct Deposit Enrollment Institutional Clearances Workstudy Clearances Student Timecard Tru-Positions - Find a Position 	 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 Academic Appeals
Welcome to Sodexo	Student Finances
TRUMAN STATE UNIVERSITY =	Finances Scholarships, Financial Aid, & Loans
There was a problem retrieving Sodexo's promotions.	Student Account Suite Day Bills and Set Up Refunds as Direct Deposit Elexible 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.

^	My Account	Make Payment	Deposits	Refunds	Help	
Curre	ntly there is no	activity on your acc	ount Student	TBP.		
Ann	Announcement				To sign up for direct deposit of your refunds, complete your setup in the Refund Account Setup	My Profile Setup
Welco	ome to Student	Account Suite			page.	Authorized Use
Your	Statement of Ac	count is now availa	ble for	Church	ID	0
viewir	ng. Please look	at your on-line bil	ll and	Stude	ent Account ID: xxxxx	
other	familiarize yourself with on-line payments and other on-line features that are available.		Stude	nt TBP There is no activity on this account at this time.	Payment Profile	
Direct Deposit Refunds get to your bank account faster than waiting for a refund check! Signing up for Direct Deposit does not			View Activity Make Payment	Electronic Refu		
autho	orize the Unive	rsity to debit your	account			

• Your amount due will appear on this screen. Click on the green "Make a Payment" again to go the payment screen.

arks Tools Help
x 🕅 Payments x +
Systems (US) https://secure.touchnet.com/C21524_tsa/tapp?tapp-stoken=wqgmliwdakH&Navigate=payments.jsp&OnEr 🤍 🖉 🛛 🔞 🕶 Google
Important Information Ask for Help Log Out
IRUMAN STATE UNIVERSITY Nationally Ranked, Affordable, Personal
My Account Payments eBills eDeposits eRefunds
Account Payment Mistory
Account Payment
Current balance includes activity since your last statement, including secent payments and new charges. Amount Due: \$0.00 Make a Payment
Pending Payments
No payments have been set up.

• You will see this screen.

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Make Payment	·			
) https://secure.touchnet.com/C2	1524_tsa/tapp?tapp-stoken=wqgmIiwda	akH&Navigate=make_payment.jsp&0	DnEr 🔻 🤁 🕶 Google	
T	RUMAN STA tionally Ranked, Affordab	ATE UNIVERSIT le, Personal	Important Information Ask for He Logged in as: Ja	Ip Log Out ana L. Morton
Account Payments	eBills eDeposits eRefunds			
count Payment Payment	History			
Account Paymont				
Account Payment		_	_	
Amount	Payment Method	Confirmation	Payment Receipt	
Current Account Balance:			\$0.00 \$	—)
			2 00.02	
Future due:			30.00 3	
Your "future due" amou	int may not reflect your payment fo	r charges with due dates in the f	uture.	
Please select a term:			2014 Fall	
Pay by term:				
Payment date:	9/25/14			
Memo:				
Continue				

- Make sure that you select "Current Account Balance" to make your payment. Please <u>DO NOT</u> 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.

https://secure.touchnet.co	m/C21524_tsa/web/make_payment.jsp		▼ C 8 - Google
	TRUMAN ST Nationally Ranked, Affordat	ATE UNIVERSIT	Important Information Ask for Help Log Logged in as Jana L. M
Account Payments	eBills eDeposits eRefund	S	
ount Payment Payr	ment History		
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Amount	Payment Method	Confirmation	Payment Receipt
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Amount Select Payment Met Payment amount: Payment Metho Select Back *Credit card payment servi be added to your pay	Payment Method thod Select Payment Method Cancer ts are handled through PayPath ©, a cc. A non-refundable convenience fee wil ment.	Confirmation	Payment Receipt

Set up Authorized User

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

- Go to <u>http://truview.truman.edu</u> 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:

×	Ð	Authorized Users × +
ns,	(US)	https://secure.touchnet.com/C21524_tsa/web/proxy_users.jsp. 🔍 C 🔀 - Google
		TRUMAN STATE UNIVERSITY Nationally Ranked, Affordable, Personal
	Му	Agreement to Add Authorized User ×
	Acc	I hereby authorize Truman State University to grant jmorton@truman.edu full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.
20		This agreement is dated Thursday, September 25, 2014.
1		For fraud detection purposes, your internet address has been logged:
		150.243.163.133 at 9/25/14 10:48:32 AM CDT
		ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.
		Please check the box below to agree to the terms and continue. I Agree Print Agreement Continue

- 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.

	oucnnet.com/C21524_tsa	/web/proxy_users.jsp		montant Information Ask for Help
	TRI	IMAN STATE	UNIVEDSITY	Logged in as: Jana L. M
	National	ly Ranked, Affordable, Po	ersonal	
Account P	ayments eBills	eDeposits eRefunds		
count Activity	Personal Profile	Payment Methods Authori	zed Users	
Authorized	11 JUNE			
Thank you. W	/e have sent an e-mai	to jmorton@truman.edu with ins	ructions on how to log in	
and view you	r billing information.	This person will log in using the e	mail address you provided.	
in the little e	-mail delivery fails to	r some reason, a nouncation MAT	DE SEULIO VOLL E-DAU ADDIES	
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Submit your Social Security Number securely online (Required Before Transcripts Will Be Released)

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

Truman Student	Employee Kirksville	
Truman		
nside Truma	News	
Search	Announcements Truman Today Truman Media Network	Events
Search		
	Campus and Personal Announcements	This Week on Campus Event Tools & Reservations
nside Truman	Entries	July 20
+ Compliance		Men's Soccer Camp (for boys entering grades 11 12 & al
+ Academic Programs		Black Alumni Reunion
+ Offices		July 25
Policies		July 26
Forms		
+ Strategic Plan		Update and View My Personal Information
 Faculty Compensation 		 View my e-mail address(es)
Committee		Emergency Contacts
Report a Complaint		Update Emergency Text Messaging Information
Photo Gallery		Include/Exclude Home Address from Fac/Staff Directory
		Add Social Security Number
		Verify Local Address Menu

- 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.**

Truman Student Employee Kirksville	
Student	
Assessment & Testing	Student Data
Register for my Test(s)Truman Days Computing Exercise	Courses & Grades Registration Housing
Truman Days Alcohol Use ExercisePlacement Test Scores	 Missouri Reverse Transfer Truman Week Student Schedule Course Schedule
Student Employment	Early Progress Reports
 W-4/I-9 Forms Payroll Card/Direct Deposit Enrollment Institutional Clearances Workstudy Clearances 	 Final Grades Request Enrollment Verification Letter Apply to a Graduate Program 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 <u>http://registrar.truman.edu</u> to request your transcript.

🖀 / Registrar

	Registrar			
Catalog and Degree Information	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			
Commencement Ceremony	of the academic rules and regulations established by the faculty, administration, state, and federal government. We strive:			
Contact Information				
Enrollment and Degree Verification	 to communicate information accurately and effectively, to implement and use available technology, 			
FERPA	 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. 			
Missouri Reverse Transfer				
Missouri Residency	embracing our roles as staff educators and life-lor	g learners, and upholding the University's commitment to excellence.		
Registrar Forms	Address: Registrar's Office	Phone : (660) 785-4143		
Replacement Diplomas	Truman State University McClain Hall 104	Fax: (660) 785-7396		
Registration	100 E. Normal Kirksville, Missouri 63501-4221	Email: registrar@truman.edu		
Schedules and Calendars	Kirksville, Missouri 05501-4221	registrarenturiarreau		
Transcript Request				

To Access Blackboard

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

TRUVIERSITY									Blackboard 🥁 [
Truman	Student	Employ	vee Kirk	sville						
Truman										
nside Truma			News							
Search			Announce	ements	Truman Today	Truman Media Network				
Search								E	Events	
			Campus and	d Persona	I Announcements				This Week on Campus	

For information on how to access and use Blackboard, please view the Student Quick Start guide: <u>http://ltt.truman.edu/files/2015/06/Student-Quick-Start.pdf</u>

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