



Accessing Your Truman State University Student Information via TruView

<http://truview.truman.edu>

My Truman Network ID: _____
My Student ID Number: 000-_____

TruView is Truman State University's portal for student information. As a student enrolled in one or more of Truman's Advanced Placement (AP) or Professional Development (PD) courses, you will have access to your records through TruView. Please review this information carefully, and store this handout with your class records.

Logging In to TruView

If you have never used TruView before, start here:

- Obtain your Truman Network ID from your course instructor. This ID will be a four to six-digit alpha-numeric code.
- Set your Truman network password. Launch your web browser, and go to <https://secure.truman.edu/password>. Click on "I know my current password and want to change it." Enter your Truman Network ID in the account field. Enter your Social Security Number without dashes in the old password field.
- Choose a new password and enter it in the new password and confirm new password fields. Be sure to choose a password that is both secure and easy for you to remember. Click OK. You will use this password every time you log in to TruView.
- Complete logging on by following the steps below. On all subsequent visits to TruView, you may begin at the step below.

If you have used TruView in the past, start here:

- Go to <http://truview.truman.edu>.
- Enter your Truman Network ID in the User Name field. Enter your new password in the password field. Click "Log In." You are now logged on to TruView.

Do not share your password with anyone. You are responsible for keeping your academic and personal information secure.

Accessing Your Information

After logging into to TruView, you have access to the following information:

Your Course Schedule. You are strongly encouraged to view your schedule at the start of each class to ensure that

you are properly enrolled. To view your schedule, select the Student Tab, click on *View My Detailed Schedule*, and follow the instructions on the screen. If you would like to view your schedule for a different term, use the "select term" link at the bottom of the screen.

Your Final Grades. Instructors submit grades for AP and PD courses to the Registrar's Office at the completion of each class. Grades are available via TruView one work day after the Registrar's Office receives them from your instructor. Grades are available only via TruView; grade cards will not be mailed at the end of the term. To view your grades, select the Student Tab, click on *View My Final Grades*, and follow the instructions on the screen.

Your Unofficial Transcript. This transcript is a record of all coursework completed at Truman State University, and includes your cumulative hours earned and cumulative grade point average. To access your unofficial transcript, go to the Student Tab, click on *View My Transcript*, and follow the instructions on the screen. To order an official transcript, complete the transcript request form available at <http://registrar.truman.edu>

Your Account Information. To view a list of charges and payments applied to your account, go to the Student Tab, click on *View My Account Summary*, and follow the instructions on the screen.

Logging Off of TruView

When you are finished using TruView, sign off by clicking on the logout icon in the upper-right hand corner of the screen and close your internet browser.

Technical Assistance

If you need technical assistance logging into TruView or navigating the system, please contact the Information Technology Services Help Desk at 660-785-4544 or helpdesk@truman.edu