

What is TruView?

TruView is Truman's Campus Portal. The portal gives you one destination for access to many different kinds of information. TruView contains the student email and personal calendar systems, communication tools for groups and organizations, campus news and events, and personalized access to your student records. You can also customize TruView to display outside information that interests you, such as news, sports scores, comics, and more.

Accessing TruView

TruView can be accessed from any computer with an internet connection by going to <http://truview.truman.edu>.

Navigating TruView

When you log into TruView, you should see several "tabs" along the top of the screen. Each tab may also contain several sections called channels that display various content. There are many different channels available, and they can be added to any tab. See the back of this brochure for further information on customizing the TruView layout. The tabs you will have may include the following:

☒ MyView

The MyView tab contains general information about Truman and Kirksville including News, Events, Announcements, Kirksville Weather, and a snapshot of your E-mail Inbox.

☒ FAQs

The FAQs tab answers some common questions about using the system. If you don't find what you are looking for, check out the Support Information channel on the MyView tab to contact the ITS Help Desk.

☒ Blackboard

Blackboard is Truman's Course Management System, your professors may use this system to provide class materials, receive assignments, give quizzes, or conduct class discussions. Clicking on the Blackboard tab will automatically log you into the Blackboard system.

☒ Searches

The Searches tab lets you search the Truman Directory to find contact information for faculty, staff, or students. You may also use this tab to search the Truman website.

☒ Student

The Student tab contains links to view your schedule, register for classes, view your grades, view and pay your bills (or links to set up your account so that your parents can view and pay bills using MyBill), and more.

☒ Employee

If you have an on-campus job, you should also have an Employee tab where you can view your paycheck stubs and access important tax forms.

☒ Sample

The Sample tab allows you to experiment with customizing your layout and selecting your own channels. See the back of this brochure for further information on customizing your TruView layout.

TruView Calendar

Accessing the Calendar

TruView allows you to keep a personal calendar. To access the calendar, click the "calendar" button towards the top of the screen, and a new window will open with the TruView Calendar.



Adding a new Calendar Event

To add a new event, click the "New Event" icon near the top left of the screen. You can specify the time, date, and details of the event. You can even invite other TruView users!

Adding a new Calendar Task

Tasks are items, such as assignments, that must be completed by a certain time. To add a task, click on the "New Task" button near the top left of the screen. You can now specify the time, date, and a description of the task. If this is a long-term task, you can easily set reminders by selecting the Reminders Tab.

Subscribing to a Calendar

If an organization or division that interests you has a calendar in TruView, you may subscribe to the calendar and view those events in your calendar. To do this, click on the Calendars tab and then click the "Subscribe" button.



Printing your Calendar

You can print your calendar for the next week by clicking the "Printable" button, and then clicking the "Print" button at the top right of the screen.



Using Email

You can open the Email Center by clicking on a message in the Email channel of the MyView tab, or by clicking the “e-mail” button in the upper-right hand corner.

Truman faculty and staff will use your Truman email address to send important information including library notices and class assignments. You are responsible for reading those messages. Please be sure to check your Truman email account regularly or forward your Truman email to another account that you regularly check.

Forwarding Your Incoming Email

If you prefer, you can forward your TruView email to another account. From the Gmail home screen, click on the settings tab, and then click on the link that says Forwarding and POP. Enter the address you would like your mail forwarded to, and click save changes. To stop forwarding, repeat these steps and select disable forwarding.

Changing Your Password

You can change your password at <http://secure.truman.edu/password>. This will change your password for logging onto the TRUMAN network as well.

Resetting Your Password

If you forget your TruView password, you can reset it by visiting the password reset page at <http://secure.truman.edu/password> and clicking on the link for “I DO NOT know my current password and want to set it.” Or, you may also go to the Truman IT Service Center in McClain Hall 111. You will need to provide a photo ID so that they can reset the password for you.

Customizing Content/Layout

Overview

You can use TruView to stay up to date on the latest news, sports scores, stock quotes, weather, and more.

Customizing

Click on the Content/Layout link in the upper left corner of the main page. You can change the order in which the sections are displayed by moving them up or down with the arrows located at the top right of each box. You can also add new content by clicking on the add channel button. Remove a channel by clicking on the X in the upper right hand corner of each box.

You can also add your own tabs to organize your information the way you want.

Always log out and close your web browser when you are finished using TruView. To log out, simply click the log out button in the upper-right hand corner.



Getting Help



More information can be found by clicking on the **FAQs** tab or the help button in TruView.

Truman IT Service Center

We are available to help you connect your computer to the campus network and with troubleshooting login issues.

- 24/7 phone support: (660) 785-4544 Toll-Free (866) 520-2412
- Web: <http://helpdesk.truman.edu>
- Walk-in: McClain Hall 111
- Hours: Mon-Fri, 8:00am-5:00pm

Truman State University Student Email & Campus Portal

For Current Students

TRUView

Information Technology Services Pickler Memorial Library 203

(660) 785-4544

Open during Library Hours

Department Office

McClain Hall 111

(660) 785-4163

Hours: Mon-Fri, 8am–5pm

<http://its.truman.edu>

To ensure the security and protection of the campus community, there are rules about what you can and cannot do on the University network and computers. Please review Truman policies, including the Computer Use Policy, at <http://its.truman.edu/policies>. Any violators of these policies (including sharing of copyrighted materials such as music and movies) will be subject to disciplinary action.

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