



It is **VERY IMPORTANT** to set-up your online student account prior to your arrival at JBA. This is used to access a variety of services that all students use while attending the academy.

If you have NOT set-up your student account

1. Go to <http://myaccount.truman.edu>
2. Type your **Truview Username** in the box and click the “submit” button. Type your **Student (Banner) ID Number** in the box. Select your birth month and date from the drop-down menus and type your birth year.
3. In the box next to “Last 4 Digits of Social Security Number:”
 - If you included your social security number in your application, enter the last four digits of the social security number in the box.
 - **If you did not include your social security number in your application, enter your birth year instead.**
4. Type a security question in the box that will be easy for you to remember, but to which others won’t know the answer (example: “What was the name of your first pet?” or “What is your maternal grandmother’s first name?”).
5. Type the answer to your security question in the next box.
6. Scroll down and type your new password into the box and make sure it meets the minimum requirements listed above it. This will be the password you use to access your Truview account, to pay bills, and sign up for activities during the Academy. Make sure you don’t forget it!
7. Type your new password again in the next box exactly like you typed it in the first box, they must match.
8. Click the “Set Password” button
9. Click the “Go to Truview” link to sign in to your account with your new password.

If you’ve already set up your student account and want to change the password

To reset the password to your TruView account (if you have forgotten it):

1. Go to <https://secure.truman.edu/password>
2. You will need your Banner ID#, date of birth and the last four digits of your social security number.
3. You will need your security question and answer to do this.
4. Enter your username in the box and hit the “submit” button.
5. Follow the on-screen directions from there to reset your password.

If you attended JBA last year and know your password

1. Go to truview.truman.edu and try to login.
2. If you are able to login, you won’t need to do anything else.
3. If you are unable to login, you will need to reset your password by following the instructions above.