

JBA Student Account and Payment Instructions

Dear Family,

One of your first steps will be to set-up the student account (TruView). Students will need to set their accounts up so they can access our system while they are on campus. TruView is also the portal where if you prefer, you may make an online payment for the academy fees.

Your student's username and Banner ID# number was sent in the acceptance materials. If you have no longer have that information, please contact our office at 660-785-5406.

Set-up the Student Account and Create a Password

Go to <http://myaccount.truman.edu>. Type your username in the box indicated. Your username can be found above. Click **"Submit"**.

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 above.
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 JBA with a social security number on your application, you will need to enter the **four digits of your birth year** instead.
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. If you receive an error message that says *"your information does not match our database"*, you probably did not submit your Social Security number to us on your application. You will need to go back and enter your birth year in the Social Security field instead. If you still receive the message, you will need to contact our ITS Help Desk at 660-785-4544 for assistance.
7. 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.

IMPORTANT: Be sure to save your username, password, and security question as students will use this same username and password to access systems while on campus this summer!

Payment Methods

You may pay by check/money order or pay online by electronic check or by credit/debit card. Truman State University does **not** accept payment over the phone.

To Make an Online Payment

Go to <http://truview.truman.edu> and login in as your student using their login and password so that you can view their account and make a payment.

Click on the **Sign In** tab. Once you have signed in, click the **Student** tab at the top. In the **Student Finances** menu, click on **Student Account Suite** link. It will then direct you to the next screen where you will be able to make a payment. If the screen doesn't appear right away, you may need to turn off your pop up blockers. Click on the green "Make Payment" button.

There **will not** be an amount due listed as we do not enroll the student until we receive their first payment. Make certain to select "**Future Due**" to make your payment. Enter the amount you want to pay in the box to the right. Click "**Continue**". Please **do not** select pay by term.

Payment Method

Select your payment method from the drop down box and click **Continue**.

If you select **Electronic Check (checking/savings)** there is no fee associated with that payment method.

Please remember if you select **Credit Card via PayPath**, Touchnet (the payment vendor Truman works with) will charge an additional **2.85% convenience fee** on top of your payment amount.

Continue following the payment steps and submit payment. Please make certain to print out your receipt as you will not receive one in the mail from us.

Please remember when paying online, you will not see the student's fees or scholarships posted on their account. We do not apply this information until after we receive the first payment and know that they will be attending. For fees due refer to your student's acceptance letter.

If you have any questions, please do not hesitate to contact our office during business hours (8am – 5pm Monday-Friday) at 660-785-5406 or at tiacademies@truman.edu.