



Congratulations on your acceptance to Truman State University!

Your next step in preparing for enrollment at Truman is to complete the housing application. The housing application allows you to indicate your building, room style and roommate preferences. When the placement process begins, building and room style preferences will be considered based upon the date we receive your housing application and fee.

Please note that roommate requests must be reciprocal and can only be accommodated if submitted by May 1. **The \$150 housing application and fee/deposit are due by May 1** in order to receive a housing placement. Please refer to the enclosed brochure for full details.

A paper copy of the housing application is included in this packet; however, the application can also be completed and/or updated electronically through our student portal, TruView. If you have any questions or problems, please contact the Office of Admission at 800-892-7792 or 660-785-4114. We look forward to having you join us!

TruView Login Instructions

If you have NOT previously set up your TruView account:

1. Go to <http://myaccount.truman.edu> and the "Setup Your Account" page will appear.
2. Enter your Username and then click "Submit." Your Username is printed on the upper right-hand corner of your acceptance letter.
3. Enter the requested information:
 - Your Truman ID, which is located on the upper right-hand corner of your acceptance letter.
 - Your date of birth, including your 4 digit birth year.
 - The last 4 digits of your social security number. (If your social security number is not on file, please use your birth year in this field.)
4. Create a security question and answer. This question will be used in place of the last four digits of your social security number for future password resets. We recommend setting a question and answer that will be easy for you to remember, but hard for others to guess.
5. Create a Password, according to the specifications outlined. Click the "Set Password" button. If all the information is in the correct format and matches the information we have on file, your new password will work immediately. Click the link to go to the TruView portal.
6. You should see the TruView portal login section. Enter your username and newly created password to get into TruView.
7. Click on the "Accepted Student" tab. Read the instructions on the left under the heading "Housing Information." Click the links to view more details.
8. Click the "Submit or Update Housing Application" link on the left side of the screen.
9. Verify your personal information, including your Truman ID which is printed on the upper right-hand corner of your acceptance letter. Click "Submit" to continue completing the form.
10. To submit your housing application fee/deposit, return to the "Accepted Student" tab. Click "Submit Housing Application Fee/Deposit" to continue. You will be redirected to mybill.truman.edu which will open in another window. Click the "Deposits" tab and follow the directions to make your housing deposit. Close the "My Bill" window to return to TruView.

If you have previously set up your account in TruView, and you know your password:

1. Go to <http://truview.truman.edu>. Log in using your username and previously selected password.
2. Select the **“Accepted Student”** tab. Read the instructions on the left under the heading **“Housing Information.”** Click the links to view more details.
3. Click the **“Submit or Update Housing Application”** link on the left side of the screen.
4. **Verify your personal information, including your Truman ID** which is printed on the upper right-hand corner of your acceptance letter. Click **“Submit”** to continue completing the form.
5. To submit your housing application fee/deposit, return to the **“Accepted Student”** tab. Click **“Submit Housing Application Fee/Deposit”** to continue. You will be redirected to mybill.truman.edu which will open in another window. Click the **“Deposits”** tab and follow the directions to make your housing deposit. Close the **“My Bill”** window to return to TruView.

If you have previously set up your TruView, but cannot remember your password:

1. Go to <https://secure.truman.edu/password/>.
2. **Select the third bullet**, “I DO NOT know my current password and want to set it.”
3. **Enter your Username** and then click **“Submit.”** Your Username is printed on the upper right-hand corner of your acceptance letter.
4. **Enter the requested information:**
 - Your Truman ID, which is located on the upper right-hand corner of your acceptance letter.
 - Your date of birth, including your 4 digit birth year.
 - The answer to your security question.
5. **Create a new password**, according to the specifications outlined. **Click the “Set Password” button.** If all the information is in the correct format and matches the information we have on file, your new password will work immediately. **Click the link** to go to the **TruView** portal.
6. **You should see the TruView portal login section.** Enter your username and newly created password to get into TruView.
7. Click on the **“Accepted Student”** tab. Read the instructions on the left under the heading **“Housing Information.”** Click the links to view more details.
8. **Click the “Submit or Update Housing Application”** link on the left side of the screen.
9. **Verify your personal information**, including your Truman ID which is printed on the upper right-hand corner of your acceptance letter. **Click “Submit”** to continue completing the form.
10. To submit your housing application fee/deposit, return to the **“Accepted Student”** tab. Click **“Submit Housing Application Fee/Deposit”** to continue. You will be redirected to mybill.truman.edu which will open in another window. Click the **“Deposits”** tab and follow the directions to make your housing deposit. Close the **“My Bill”** window to return to TruView.