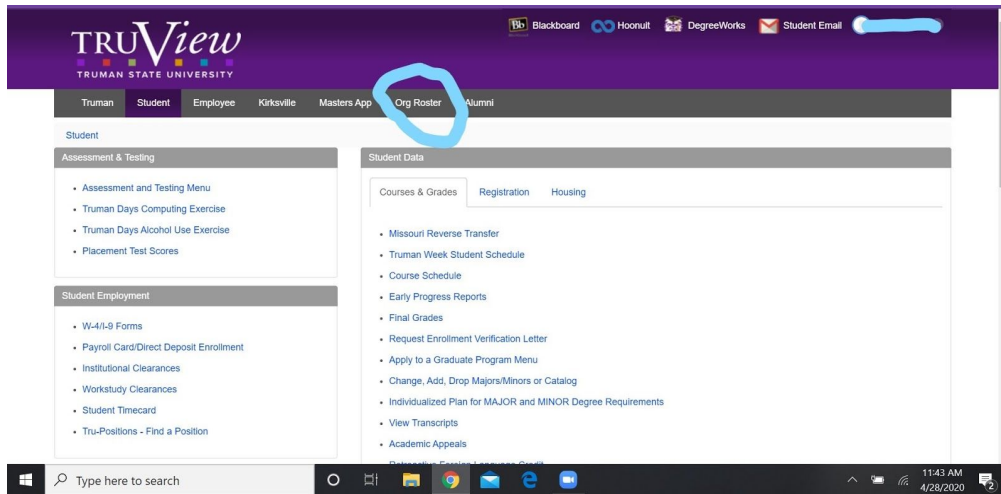


- Go to the “Org Roster” tab in your TruView.



- You will then see this screen.



Student Organization Maintenance Menu

Assign Memberships
 Maintain Memberships
 Organization Roster

RELEASE: 8.9.1

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- You will be asked to “select your organization and term.” It will list any organization you are listed as roster manager of. It should give you the current semester. If it does not, email Orgs@truman.edu so appropriate access can be given.
- If you need to **add** people, go to “Assign Memberships.”
 - Individuals who were previous members will automatically roll to next semester’s roster (as long as they are an enrolled student), so you should only have to add new members and remove old members.
- You will need each member’s Banner ID numbers. Once you input a number, the person’s name should appear next to the box. This way, you will know if you have the correct person.
- You assign a “status” and a “role” (if the individual has one).

Membership

Term Code: 202010 Spring 2020
Organization: 605 OrgDev Club
Banner ID:*
Status:*
Primary Role:
Secondary Role:

RELEASE: 7.2

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- When new members are added, you will then go back to the main menu and select “Maintain Memberships.”
- A roster should appear. Below is a sample.
- You should review it.
 - To remove someone, click the box at the end that say “remove”
 - Change statuses or roles, if applicable.

Attn. Presidents: After updating your Org roster, please scroll to bottom of this page and select 'Yes' to indicate that your roster is complete. Next, select 'Submit' to finalize your roster submission. Your roster submission will not be successful without completing these two steps.

OrgDev Club - Membership Worksheet for Spring 2020

[Extract to Excel](#)

Banner ID	Name	Status	Primary Role	Secondary Role	Remove
[REDACTED]	Ott, Savanna Veronica	<input type="text" value="Student Member"/>	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="checkbox"/>
[REDACTED]	Smith, Emily May	<input type="text" value="Student Member"/>	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="checkbox"/>
[REDACTED]	Williard, Madison Renee	<input type="text" value="Student Member"/>	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="checkbox"/>

- Once complete, scroll to the bottom and answer the “yes/no” questions and select “submit” when finished.

[Email Group](#)

[New Membership](#)

Membership Count: 27

Is the roster complete for this term? Yes No

Please select the Submit button to finish submission of your roster.

[\[Return to Organization Menu \]](#)

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- You will get a confirmation message that it has been submitted.