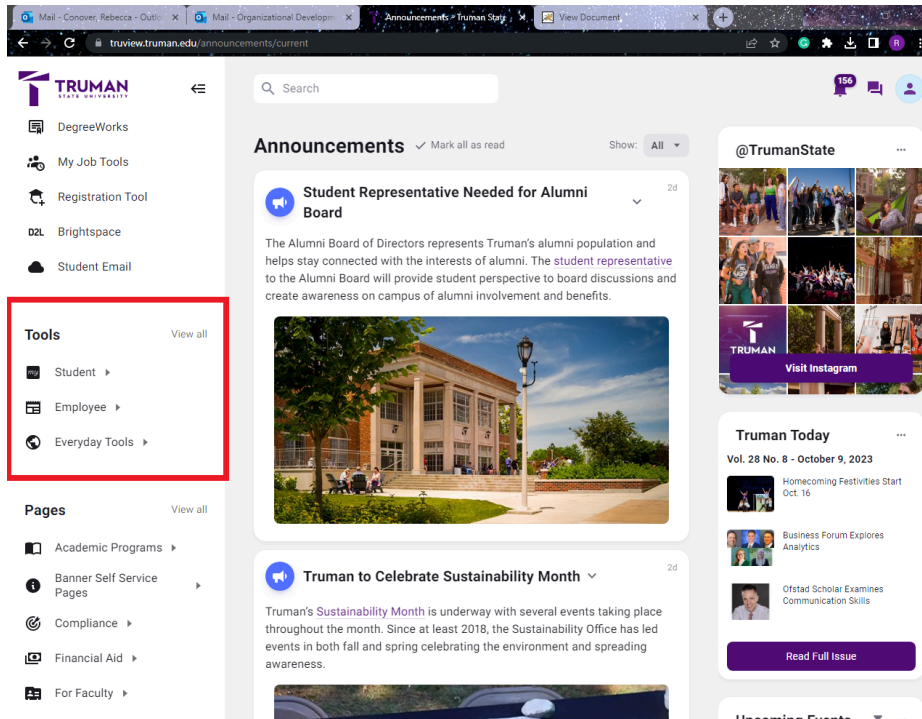
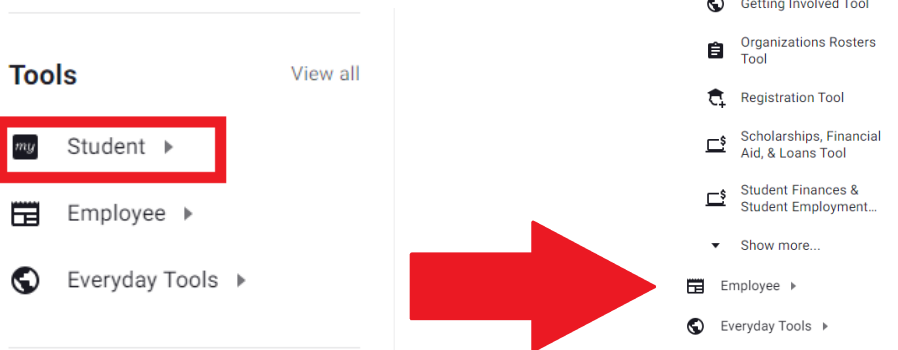


Accessing the Roster Menu

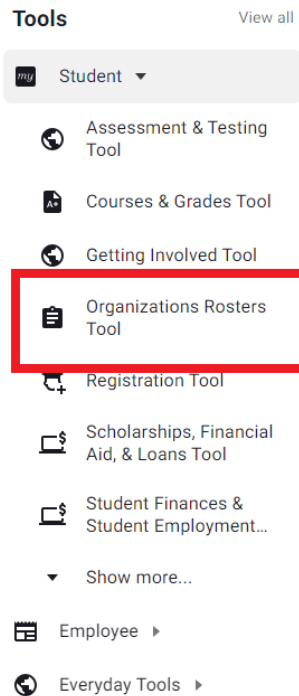
- Log in to TruView
- On the left side column go to the Tools sections



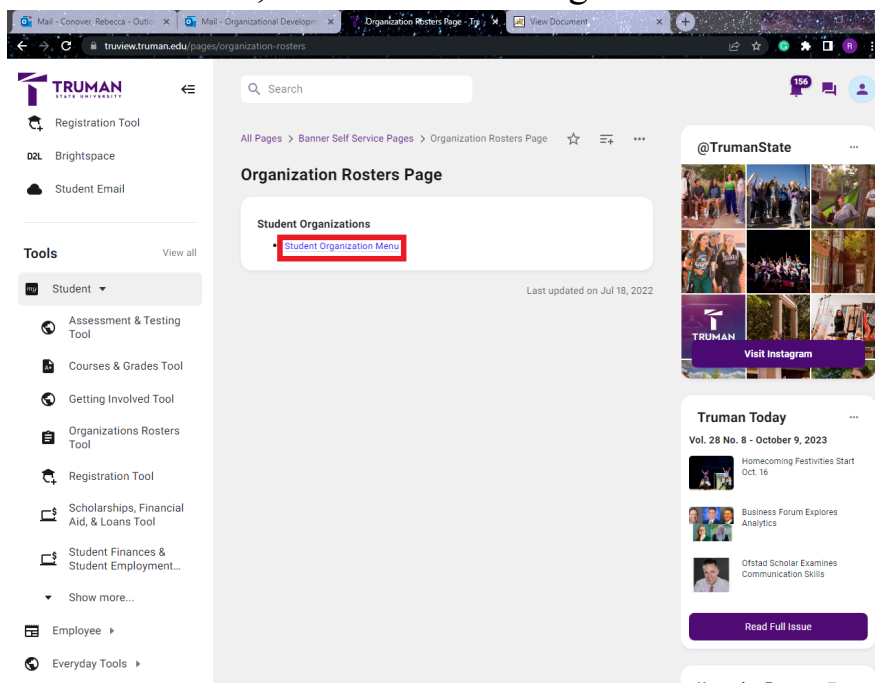
- Click “Student” to open the drop down menu



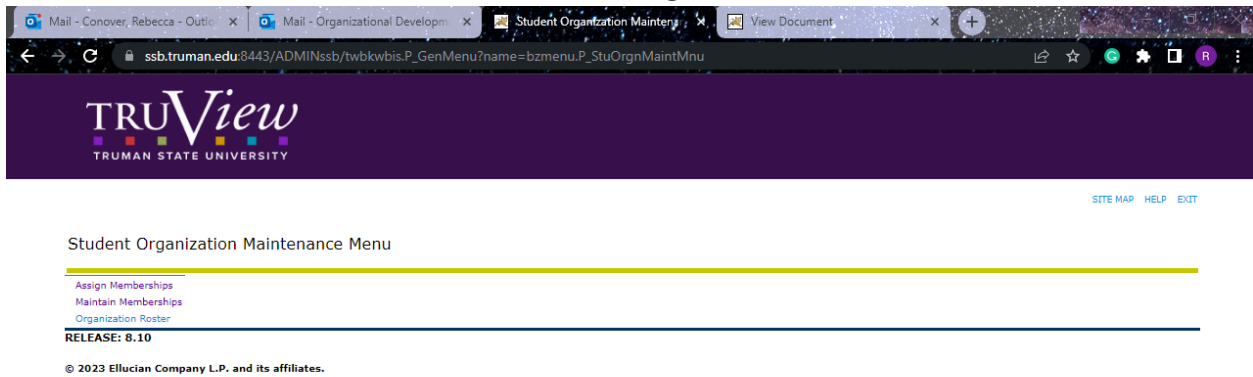
- From the drop down menu select “Organization Roster Tool”



- A new menu will be displayed on the center portion of the screen
- From this menu, select “Student Organization Menu”

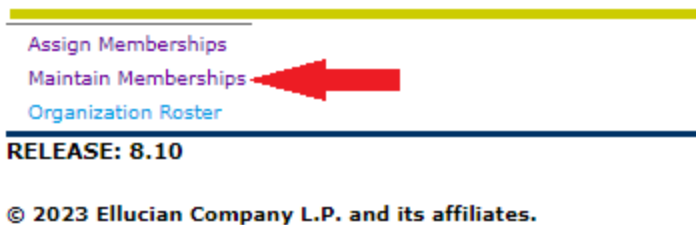


- You will be taken to the Student Organization Maintenance Menu



- The option “Maintain Membership” will allow you to remove existing members and add new ones.

Student Organization Maintenance Menu



- Once you click this option you will have to Select an Organization

Select Organization



- This drop down will list any organization you are listed as roster manager of. *(If you do not see an organization you are the roster manager for please reach out to orgs@truman.edu so we can help you)*

- Select the organization you are submitting the Roster for and click “Display”

Select Organization

Organization:* OrgDev Club

Display

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- Next you will select the Term you are submitting the roster for. (If you are not seeing the semester you are attempting to submit for email Orgs@truman.edu for help.)

Select Term Code

Term:* Select

Display

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Select Term Code

Term:* Select

Display Select

Fall 2023

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Select Term Code

Term:* Fall 2023

Display

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- Once you click “Display” you will see this page that lists all members from the previous semester’s roster.

TRUView
TRUMAN STATE UNIVERSITY

Update Memberships for an Organization

Also, 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 Fall 2023

Banner ID Name	Status	Primary Role	Secondary Role	Remove
Armsbrang, Olivia Drew	Student Member	Student Ministry Leader	New Member Educator	
Berhanu, Yohann Tadele	New Member/Pledge	None	None	
Harding, Garrett Wade	Student Member	Treasurer	Vice President	
Lembar, Nahom Dange	Student Member	Student Representative of Governors	None	
Orsley, Mike Victor	Student Member	Captain	Historian	
Perry, Hanna Nicole	Student Member	Secretary	None	
Jacqueline-Darrington, Jared Clarence	Student Member	New Member Educator	None	

Email Group

New Membership

Membership Count: 7

Is the roster complete for this term? ☐ Yes ☒ No

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

Submit

[Return to Organization Menu]

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From this page you can add members, remove members, and re-assign roles.

To REMOVE a member

- Find their name in the listed students
- On the right hand side there will be a column that says “Remove”

Update Memberships for an Organization

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 Fall 2023

[Return to Edit](#)

Banner ID	Name	Status	Primary Role	Secondary Role	Remove
	Armstrong, Olivia Drew	Student Member	Student Ministry Leader	New Member Educator	☐
	Berhanu, Yohani Tadele	New Member/Pledge		None	☐
					☐
					☐
	Perry, Hanna Nicole	Student Member		None	☐
	Sacquinne-Darrington, Jared Clarence	Student Member	New Member Educator	None	☐

Email Group

New Membership

Membership Count: 7

Is the roster complete for this term? ☐ Yes ☒ No

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

Submit

[Return to Organization Menu](#)

RELEASE: 7.2

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- By checking this box, the corresponding member will be removed from the roster once you click “Submit”

Update Memberships for an Organization

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 Fall 2023

[Return to Edit](#)

Banner ID	Name	Status	Primary Role	Secondary Role	Remove
	Armstrong, Olivia Drew	Student Member	Student Ministry Leader	New Member Educator	☒
	Berhanu, Yohani Tadele	New Member/Pledge	None	None	☐
	Harding, Garrett Wade	Student Member	Treasurer	Vice President	☐
	Jember, Nahom Dierje	Student Member	Student Rep-Board of Governors	None	☐
	Owlsley, Mike Victor	Student Member	Captain	Historian	☐
	Perry, Hanna Nicole	Student Member	Secretary	None	☐
	Sacquinne-Darrington, Jared Clarence	Student Member	New Member Educator	None	☐

Email Group

New Membership

Membership Count: 7

Is the roster complete for this term? ☐ Yes ☒ No

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

Submit

[Return to Organization Menu](#)

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To ADD a member

You will need member's Banner ID numbers.

- At the bottom of the page you will select “New Membership”

Update Memberships for an Organization

Altin, 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 Fall 2023

[Return to Email](#)

Banner ID	Name	Status	Primary Role	Secondary Role	Remove
	Armstrong, Olivia Drew	Student Member	Student Ministry Leader	New Member Educator	☐
	Berhanu, Yohani Tadele	New Member/Pledge	None	None	☐
	Harding, Garrett Wade	Student Member	Treasurer	Vice President	☐
	Jember, Nahom Dereje	Student Member	Student Rep-Board of Governors	None	☐
	Owsley, Mike Victor	Student Member	Captain	Historian	☐
	Perry, Hanna Nicole	Student Member	Secretary	None	☐
	Sacquitne-Darrington, Jared Clarence	Student Member	New Member Educator	None	☐

Email Group

New Membership

Membership Count: 7

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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- Clicking this “New Member button will take you to “Add a Membership.

Add a Membership

* - indicates a required field.

Banner ID: Invalid Name

Status:

Primary Role:

Secondary Role:

[Update Memberships](#)

RELEASE: 7.2

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- Type the student's Banner ID in the indicated box. When you do this the individual's name will appear next to this box.

Add a Membership

* - indicates a required field.

Banner ID: * [Redacted] Conover, Rebecca Ann

Status: *

Primary Role:

Secondary Role:

[Update Memberships](#)

- Next you will have to assign a Status

Add a Membership

* - indicates a required field.

Banner ID: * [Redacted] Conover, Rebecca Ann

Status: *

Primary Role:

Secondary Role:

[Update Memberships](#)

Add a Membership

* - indicates a required field.

Banner ID: * [Redacted] Conover, Rebecca Ann

Status: *

Primary Role:

Secondary Role:

[Update Memberships](#)

- Once you have selected the Status, you also have the opportunity to assign Primary and Secondary roles. *(This is an optional step)*

Add a Membership

* - indicates a required field.

Banner ID: * [Redacted] Conover, Rebecca Ann

Status: *

Primary Role:

Secondary Role:

[Update Memberships](#)

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Add a Membership

* - indicates a required field.

Banner ID: * [Redacted] Conover, Rebecca Ann

Status: *

Primary Role:

Secondary Role:

[Update Memberships](#)

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- Once you have assigned a Status and any rules to the individual you will click "Submit"

Add a Membership

* - indicates a required field.

Banner ID: * [Redacted] Conover, Rebecca Ann

Status: *

Primary Role:

Secondary Role:

[Update Memberships](#)

Submit the Roster

Once you have added any new members, removed any individuals no longer in the organization, and assigned or reassigned any roles as needed you are ready to submit your roster. **Please double check all members are listed and all information is correct!**

- From the Update Membership menu you will need to answer the question “Is the roster complete for this term?”

Update Memberships for an Organization

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 successful without completing these two steps.

OrgDev
Club -
Membership
Worksheet
for Fall
2023

[Extract to Excel](#)

Banner ID	Name	Status	Primary Role	Secondary Role	Remove
	Armstrong, Olivia Drew	Student Member	Student Ministry Leader	New Member Educator	☐
	Berhanu, Yohani Tadele	New Member/Pledge	None	None	☐
	Harding, Garrett Wade	Student Member	Treasurer	Vice President	☐
	Jember, Nahom Dereje	Student Member	Student Rep-Board of Governors	None	☐
	Owsley, Mike Victor	Student Member	Captain	Historian	☐
	Perry, Hanna Nicole	Student Member	Secretary	None	☐
	Sacquitne-Darrington, Jared Clarence	Student Member	New Member Educator	None	☐

[Email Group](#)

[New Membership](#)

Membership Count: 7

Is the roster complete for this term? ☐ Yes ☒ No

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

- Once you are ready to submit your roster click “Yes”

Is the roster complete for this term? ☒ Yes ☐ No

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

- Click “Submit” at the bottom of the page.

[RETURN 1](#)

Update Memberships for an Organization

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 is not successful without completing these two steps.

OrgDev
Club -
Membership
Worksheet
for Fall
2023

[Extract to Excel](#)

Banner ID	Name	Status	Primary Role	Secondary Role	Remove
	Armstrong, Olivia Drew	Student Member	Student Ministry Leader	New Member Educator	☐
	Berhanu, Yohani Tadele	New Member/Pledge	None	None	☐
	Harding, Garrett Wade	Student Member	Treasurer	Vice President	☐
	Member, Nahom Dereje	Student Member	Student Rep-Board of Governors	None	☐
	Owsley, Mike Victor	Student Member	Captain	Historian	☐
	Perry, Hanna Nicole	Student Member	Secretary	None	☐
	Sacquitne-Darrington, Jared Clarence	Student Member	New Member Educator	None	☐

[Email Group](#)

[New Membership](#)

Membership Count: 7

Is the roster complete for this term? ☒ Yes ☐ No

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

- You will receive an email saying your roster has been submitted.

If you have any further questions please contact orgs@truman.edu with your name and the organization you have a question about as our team will help you out.