

# Attention: Organization Officers

## Organization Banner Roster Submission

Each semester Organization Banner Rosters must be submitted via the “OrgRoster” tab on TruView. Through this system, students are able to see more detailed information on their membership statistics and extract information from current and past semesters. This information will become part of students’ co-curricular record, which summarizes students’ involvement while at Truman. This co-curricular record will be useful in creating resumes, preparing graduate school or job letters, and can be submitted to graduate schools and jobs as a University-verified document of involvement.

Once the Officer in charge of submitting organization rosters has been identified, they will be sent an e-mail notifying him/her that maintenance access has been granted.

The designated officer is granted maintenance access to an organization for the specified academic year. These officers will also be able to view previous semester rosters for which there is Banner data.

**\*\*If this designated officer changes mid-academic year, it is crucial for organizations to submit a Change of Information Form to the CSI so the new officer can be granted OrgRoster access.**

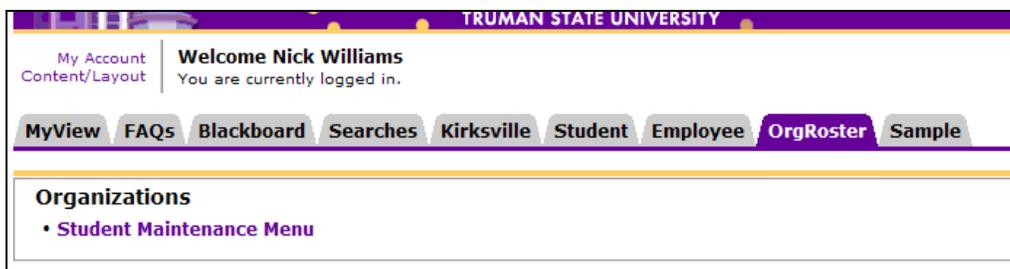
All Student Organizations must submit Banner rosters each semester.

## Tutorial

To begin, log in to your TruView account using your personal login and password. If you have been designated as the Officer in charge of Organization Rosters you will have an "OrgRoster" tab at the top of your TruView.



Select "Student Maintenance Menu".



Upon your selection you should be taken to a screen with the following three options:

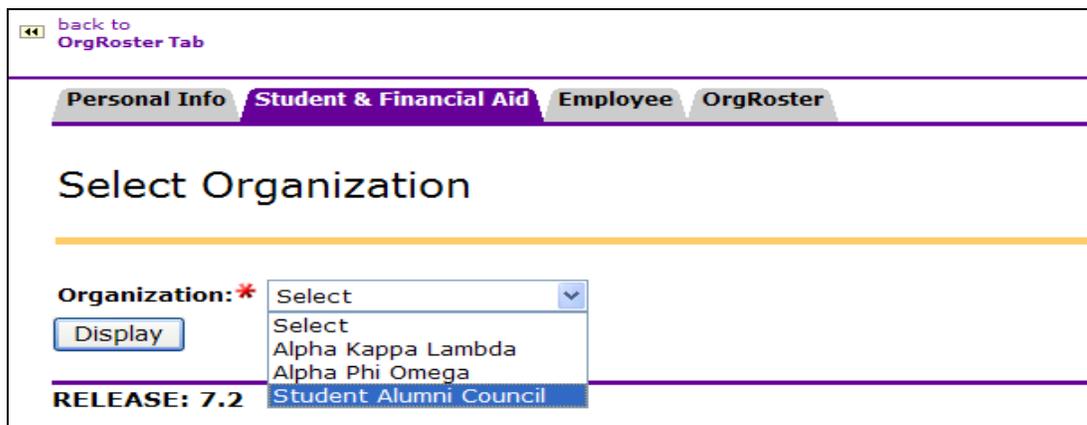
- Assign Memberships
- Maintain Memberships
- Organization Roster



The screenshot shows a web application interface. At the top left, there is a link "back to OrgRoster Tab". Below this is a navigation bar with four tabs: "Personal Info", "Student & Financial Aid", "Employee", and "OrgRoster". The "OrgRoster" tab is currently selected. Below the navigation bar is a search field with a "Go" button. The main heading is "Student Organization Maintenance Menu". Underneath, there are three blue links: "Assign Memberships", "Maintain Memberships", and "Organization Roster". At the bottom left, it says "RELEASE: 7.3".

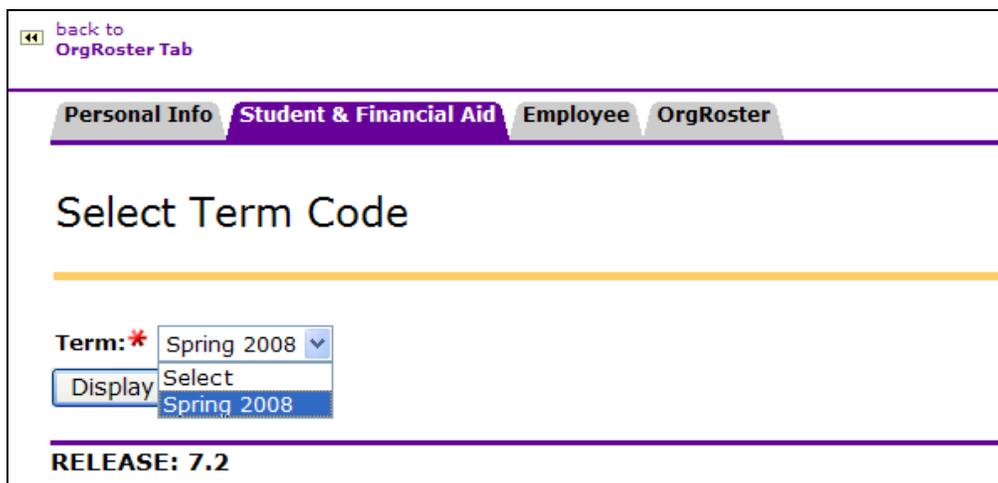
## Adding Members

Click the "Assign Membership" option. Select your organization from the dropdown box and click on the Display button.



The screenshot shows the "Select Organization" screen. It has the same navigation bar as the previous screen, with "OrgRoster" selected. The heading is "Select Organization". Below the heading is a form with a label "Organization: \*" and a dropdown menu. The dropdown menu is open, showing options: "Select", "Alpha Kappa Lambda", "Alpha Phi Omega", and "Student Alumni Council". There is a "Display" button to the left of the dropdown. At the bottom left, it says "RELEASE: 7.2".

Select which semester's roster you want to modify. Select the term and click on the Display button.



The screenshot shows the "Select Term Code" screen. It has the same navigation bar as the previous screens, with "OrgRoster" selected. The heading is "Select Term Code". Below the heading is a form with a label "Term: \*" and a dropdown menu. The dropdown menu is open, showing options: "Spring 2008", "Select", and "Spring 2008". There is a "Display" button to the left of the dropdown. At the bottom left, it says "RELEASE: 7.2".

At this point you can start adding new members. When you input the Banner ID number into the designated space and tab, the name will automatically fill in. You are also required to select a status for the individual. If there is not an equivalent title or role in your organization listed then pick the one that best suits that person.

back to OrgRoster Tab

Personal Info Student & Financial Aid Employee OrgRoster

## Assign Membership

**Membership**

Term Code: 200810 Spring 2008  
 Organization: 448 Student Alumni Council  
 Banner ID: [Redacted] Williams, Nickolas Edward  
 Status: \* [Select] [v]  
 Primary Role: [None] [v]  
 Secondary Role: [None] [v]

[Submit]

## Maintaining the Roster

The “Maintain Membership” option allows you to go back and change the status of individuals whose membership in your banner organization has already been assigned. You will have to pick the organization and semester.

Back to OrgRoster Tab

E-mail Groups Logout Help

RETURN TO MENU SITE MAP HELP

## 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.

**Student Organization Center (SOC) - Membership Worksheet for Spring 2010**

[Extract to Excel](#)

Banner ID	Name	Status	Primary Role	Secondary Role	Remove
000580701	Esfeld, Anna Elizabeth	[Student Member] [v]	[Advisor] [v]	[None] [v]	[ ] [x]
000610916	Reuther, Elizabeth Theresa	[Student Member] [v]	[Chair/Director/Coordinator] [v]	[None] [v]	[ ] [x]

[Email Group](#) [x]

[New Membership](#)

Membership Count: 2  
 Is the roster complete for this term?  Yes  No  
 Please select the Submit button to finish submission of your roster.

[Submit]

You will then be presented with a list of all those who has been given membership in an organization. From here you can change a person's role or status within the organization via the dropdown boxes across from their name. You also have the ability to remove someone with the Remove field. To take someone off of the roster click in the Remove field and hit “submit”.

If you feel that you need to add another person to the roster click on the "New Membership" link and it will take you to the Assign Membership page for that semester.

## Submitting Your Roster

At the bottom of the screen, the president will see a statement that reads “Roster is complete Yes No”. If you select “No”, the roster will NOT be assigned the status of complete. **After all the information is gathered, simply select “Yes” and “Submit”.** The CSI will be notified that you have submitted your completed roster.