

Online iClearance Interface Tutorial

Off-Campus



Online iClearance

- Starting the Clearance Process
 - Slides (4 - 6)
- Approving a Clearance Request
 - Slides (7 - 13)
- Searching for a Clearance
 - Slides (14 -17)
- Sending Mass Emails
 - Slides (18 - 21)

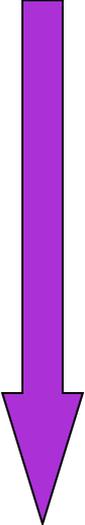
**Student Submits
Clearance**

**Email Sent to Department &
Supervisor**



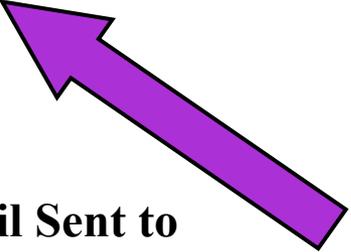
**Department
Representative
Approves
Clearance**

**Email Sent to
Student &
Supervisor**



Student Can Begin Work

**Email Sent to
Department,
Supervisor, & Student**



**Payroll or
Financial Aid
Approves
Clearance**

Starting the Clearance Process

The Online Scholarship Renewal, Work- Study Clearance, and Institutional Clearance are conveniently located on TruView under the Student tab.

Student Employment

- Institutional Clearances
- Workstudy Clearances
- Student Timecard
- Tru-Positions - Find a Position
- Request Paycheck Mailing

My Account

Non Term	\$0.00
Fall 2004	\$0.00
Fall 2010	\$0.00

Account Balance \$0.00

My Job Tools

Student Finances

Finances

- Student Account Suite
 - Pay Bills and Set Up Refunds as Direct Deposit
- Flexible Payment Plan Agreement
- Account Summary
- 1098T Tax Notification
- 1098T Tax Online Option
- Add Money to Printing Account
- Purchase an Off-Campus Meal Plan

Scholarships, Financial Aid, & Loans

- Award Acknowledgement (View/Accept Financial Aid)
- Award History
- Renew Scholarship Online
- Foundation Loan Exit Counseling
- Perkins Loan Entrance Counseling
- Perkins Exit Interview Form
- Access Government Sources

Getting Involved

 The Online Scholarship Renewal is located under “Student Finances,” while the Institutional Clearance and Work-Study Clearance are under “Student Employment”. The Online Scholarship Renewal is listed on the other side because it allows a student to renew their scholarship with multiple options, not just clear them to work.

Student Employment

- Institutional Clearances
- Workstudy Clearances
- Student Timecard
- Tru-Positions - Find a Position
- Request Paycheck Mailing

My Account

Non Term	\$0.00
Fall 2004	\$0.00
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Account Balance **\$0.00**

My Job Tools

Student Finances

Finances

- Student Account Suite
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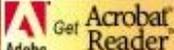
Scholarships, Financial Aid, & Loans

- Award Acknowledgement (View/Accept Financial Aid)
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- Renew Scholarship Online
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- Perkins Exit Interview Form
- Access Government Sources

Getting Involved

Approving a Clearance Request

1. Go to:
<https://secure.truman.edu/businessoffice-s/payroll/iclearances3/offcampus/>
2. Log in using your Truman network username and password and select your department

	<h1>TRUMAN STATE UNIVERSITY</h1>
iClearances	<h2>Department Log-In</h2>
	<p>Please enter your TRUMAN Domain network username and password to continue:</p> <p>Network Username: <input type="text"/></p> <p>Network Password: <input type="password"/></p> <p>Department: <input type="text" value="Select"/></p> <p><input type="button" value="Continue"/></p> <p>If you are having technical problems logging in or using this application, please contact the Information Technology Services Helpdesk</p>
	<p>[Truman State University] [Search] [Help] [Directories]</p>

3. Click “Approve or Deny Clearances”

TRUView • TRUMAN STATE UNIVERSITY • • •

back to Employee Tab

TRUMAN STATE UNIVERSITY

iClearances Department Home

Choose a path to take:

You are logged-in as boss@truman.edu for Banner Org Key 202001.

- Approvals
 - [Approve or Deny Clearances.](#) 
 - [Update a Clearance.](#)
- Communications
 - [Send an e-mail to your students.](#)
 - [Send an e-mail to your supervisors.](#)
- Record Management
 - [Search Records for your department.](#)
 - [Export database query results to an Excel file.](#)
- Administration
 - [Request a change in Authorized Users.](#)
- Guides
 - [For students.](#)
 - [Organizing Outlook e-mail.](#)
- [Logout](#)

4. Click “Approve or Deny”

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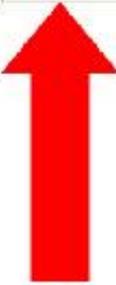
back to Employee Tab

TRUMAN STATE UNIVERSITY

iClearances Clearance Approval Page

Select a Record to Edit

Semester	Last Name	First Name	Banner Org	Supervisor	Hours Requested	Job Type	W4	I9	Approve/Deny
200860	Doe	John	202001	Boss Man	4	S	True	True	Approve or Deny



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5. Select either “Approve” or “Deny” from the drop-down box

 **TRUMAN STATE UNIVERSITY**

IClearances **Clearance Approval Page**

To save changes to the database, press Update.

Job Id Number:	<input type="text" value="13607"/>	Do Not Edit
Student:	<input type="text" value="John Doe"/>	
Banner Fund:	<input type="text" value="1110"/>	
Banner Org:	<input type="text" value="202001"/> ▼	
Banner Acct:	<input type="text" value="61313"/>	Do Not Edit
Banner Program:	<input type="text" value="44"/>	
Approve or Deny:	<input type="text" value="Approve"/> ▼ 	
By:	<input type="text"/>	Do Not Edit
1st Supervisor:	<input type="text" value="Boss Man"/>	<input type="text" value="boss@truman.edu"/>
2nd Supervisor:	<input type="text"/>	<input type="text"/>
Student Supervisor:	<input type="text"/>	<input type="text"/>
Hours:	<input type="text" value="4"/>	Do Not Edit
Semester:	<input type="text" value="200860"/>	Do Not Edit
Job Type:	<input type="text" value="Scholarship"/>	
Student Comments:	<input type="text"/>	
Comments:	<input type="text"/>	



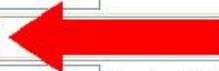
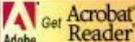
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“Approve” or “Deny” Advice

- **If you deny the clearance, it is strongly recommended that you indicate a reason in the Comments field.**
- **If you are listed as an approver for multiple departments, you may change the clearance to another department by clicking the Banner Org drop-down box.**
- **Please note, for institutional and work-study the student indicates the number of hours they wish to work per week; for scholarship, students are not given this option. The scholarship renewal system enters either 4 or 0 based on how the student answers a series of questions. IF THE CLEARANCE INDICATES 0, PLEASE APPROVE IT IF YOU ARE EMPLOYING THE STUDENT. THE FINANCIAL AID OFFICE WILL ADJUST THE CLEARANCE TO EITHER 2 OR 4 BEFORE SENDING THE APPROVAL.**

6. Click "Update"

TRUMAN STATE UNIVERSITY	
IClearances	Clearance Approval Page
To save changes to the database, press Update.	
Job Id Number:	<input type="text" value="13607"/> Do Not Edit
Student:	<input type="text" value="John Doe"/>
Banner Fund:	<input type="text" value="1110"/>
Banner Org:	<input type="text" value="202001"/> ▼
Banner Acct:	<input type="text" value="61313"/> Do Not Edit
Banner Program:	<input type="text" value="44"/>
Approve or Deny:	<input type="text" value="Approve"/> ▼ 
By:	<input type="text"/> Do Not Edit
1st Supervisor:	<input type="text" value="Boss Man"/> , <input type="text" value="boss@truman.edu"/>
2nd Supervisor:	<input type="text"/> , <input type="text"/>
Student Supervisor:	<input type="text"/> , <input type="text"/>
Hours:	<input type="text" value="4"/> Do Not Edit
Semester:	<input type="text" value="200860"/> Do Not Edit
Job Type:	Scholarship
Student Comments:	
Comments:	<input type="text"/>
 <input type="button" value="Update"/> <input type="button" value="Cancel"/>	
Home Approvals Search E-mail Accounts Export Logout	
	[Truman State University] [Search] [Help] [Directories]

Searching for a Clearance

1. From the Clearance Department Interface, select “Search records for your department”

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back to Employee Tab

iClearances

Department Home

Choose a path to take:

You are logged-in as boss@truman.edu for Banner Org Key 202001.

- Approvals
 - [Approve or Deny Clearances.](#)
 - [Update a Clearance.](#)
- Communications
 - [Send an e-mail to your students.](#)
 - [Send an e-mail to your supervisors.](#)
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- [Logout](#)

1. Enter either the student's last name or Banner ID.
2. Click "Search"

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back to Employee Tab

TRUMAN STATE UNIVERSITY

Clearances Define a Query Search

By Banner ID:

By Last Name:

By Supervisor:

By Semester:

W4 Status

I9 Status

Dep/Div Clearance

Payroll Clearance

Order By:

Enter search criteria at the left:

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[Truman State University] [Search] [Help] [Directories]

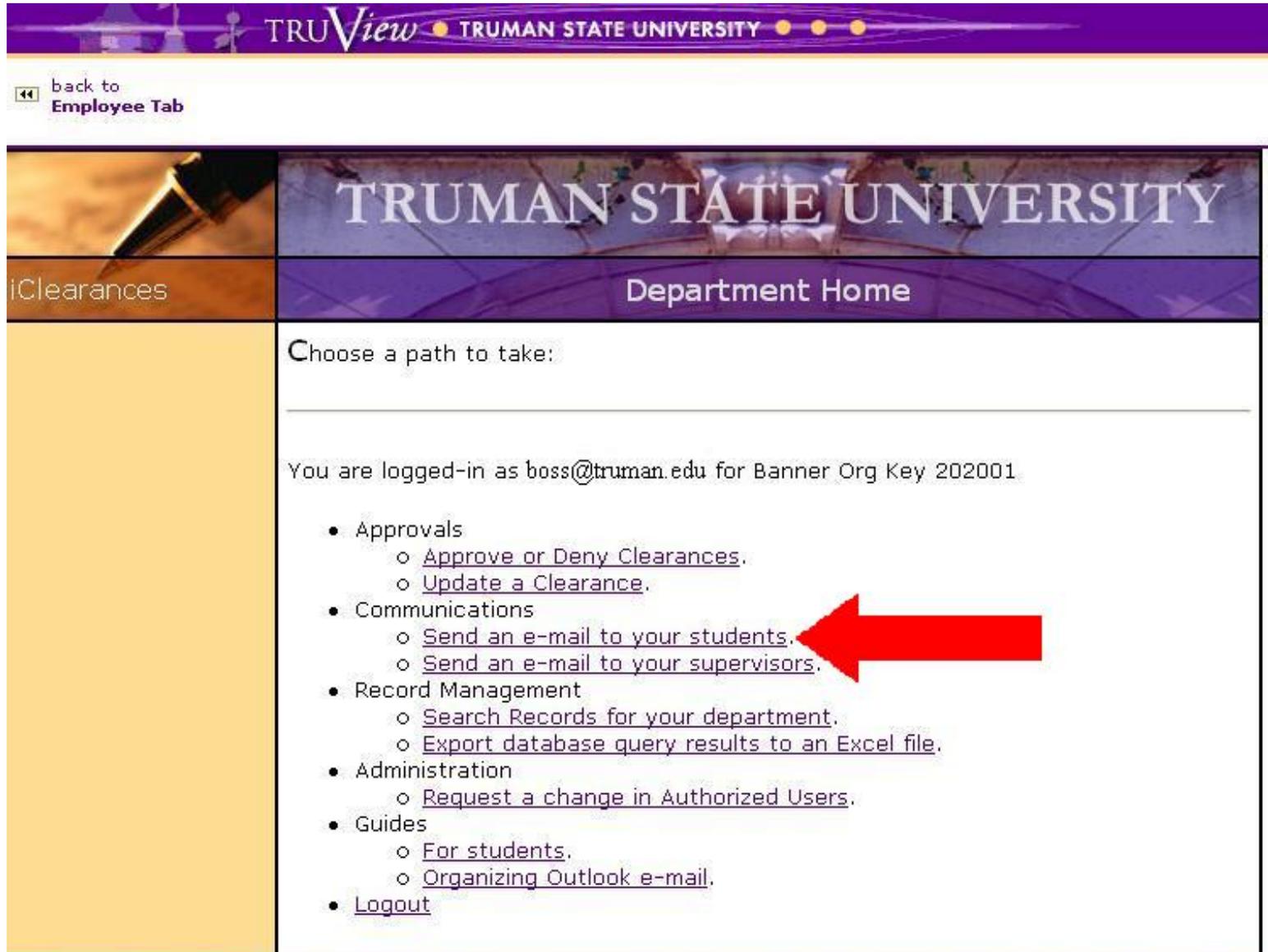


Other Tips for Searching

- To view **all** the students who have submitted clearances for your department, leave all the search fields as “all”.
- By leaving the Banner ID and Last Name fields as “all” and selecting specific search requirements in the other fields, you can view a specific selection of clearances for your department, such as clearances waiting for your approval, clearances waiting for Payroll/ Financial Aid approval, clearances for a specific term, etc.

Sending Mass Emails

1. From the Clearance Department Interface, select “Send an e-mail to your students”



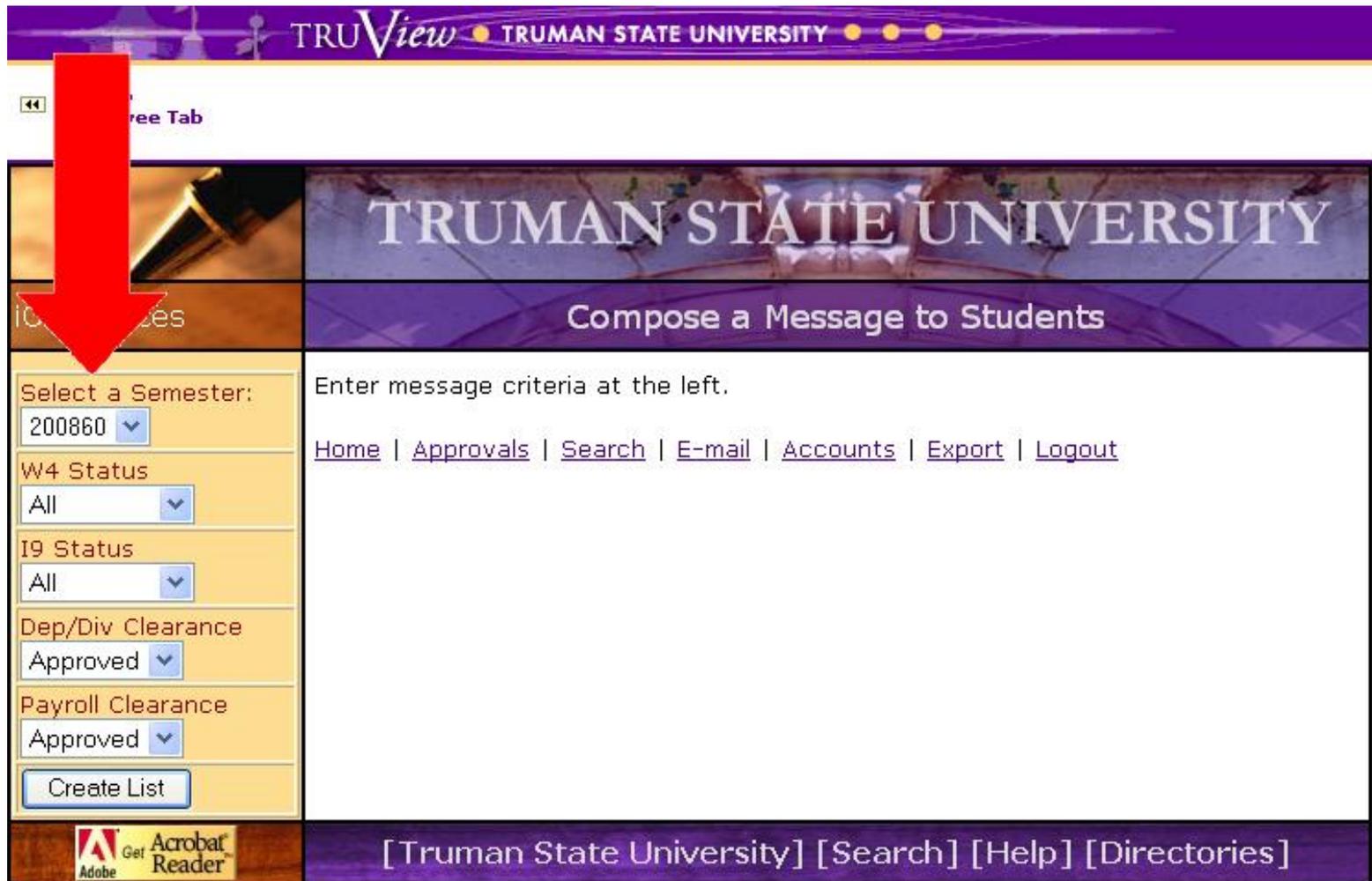
The screenshot shows the TRUView Clearance Department Interface. At the top, there is a purple banner with the TRUView logo and the text "TRUMAN STATE UNIVERSITY". Below the banner, there is a navigation bar with a "back to Employee Tab" link. The main content area is divided into two columns. The left column has a yellow background and contains the text "Clearances". The right column has a purple background and contains the text "Department Home". Below the navigation bar, there is a section titled "Choose a path to take:" followed by a horizontal line. Below the line, there is a message: "You are logged-in as boss@truman.edu for Banner Org Key 202001". Below the message, there is a list of menu items:

- Approvals
 - [Approve or Deny Clearances.](#)
 - [Update a Clearance.](#)
- Communications
 - [Send an e-mail to your students.](#)
 - [Send an e-mail to your supervisors.](#)
- Record Management
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- [Logout](#)

A red arrow points to the "Send an e-mail to your students." link in the Communications section.

2. Select your criteria to create the list of students you wish to email.

3. Click “Create List”



The screenshot shows the TRUView interface for composing a message to students. The header includes the TRUView logo and Truman State University name. The main content area is titled 'Compose a Message to Students' and contains a form for selecting criteria. A large red arrow points to the 'Create List' button at the bottom of the criteria selection panel.

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Free Tab

TRUMAN STATE UNIVERSITY

Compose a Message to Students

Select a Semester:
200860

W4 Status
All

I9 Status
All

Dep/Div Clearance
Approved

Payroll Clearance
Approved

Create List

Enter message criteria at the left.

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[Truman State University] [Search] [Help] [Directories]

4. Compose your email

5. Click “Send Message”

TIP: To email supervisors within your department, select “Send an e-mail to your supervisors” from the Clearance Department Interface menu.

TRUMAN STATE UNIVERSITY

Compose a Message to Students

IClearances

Select a Semester: All

W4 Status All

I9 Status All

Dep/Div Clearance All

Payroll Clearance All

Create List

Search Criteria

Searching Semester: 200860	Searching Dep/Div Clearance: 1	Searching Payroll Clearance: 1
Searching for I9 Status: all	Searching W4 Status: all	

Mailing list generated
jdoe@truman.edu

Compose Message:

From:
boss@truman.edu

Subject Line:

First paragraph:

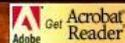
Second paragraph:

Third paragraph:

Send Message

Home | Approvals | Search | E-mail | Accounts | Export | Logout

[Truman State University] [Search] [Help] [Directories]





You have now reached the end of the iClearance Interface Tutorial!

- If you have any questions please contact the Financial Aid office or Payroll.
 - Financial Aid 785-4130
 - Payroll 785-4151