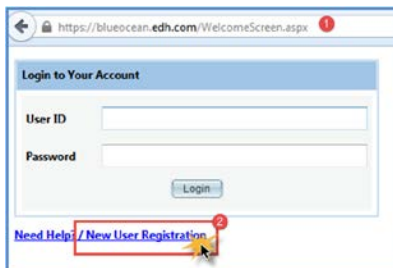


Click [here](#) to Login to Truman's Student Portal.

Activate Credentials

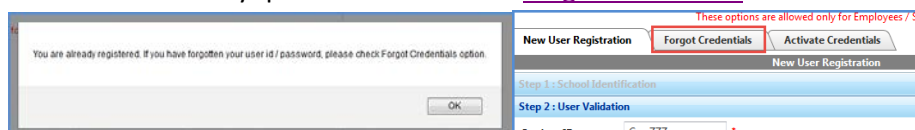
📺 Check out the [Credentials Video](#) for additional guidance.

1. Go to [Truman's Student Portal login page](#).
2. Click **New User Registration**

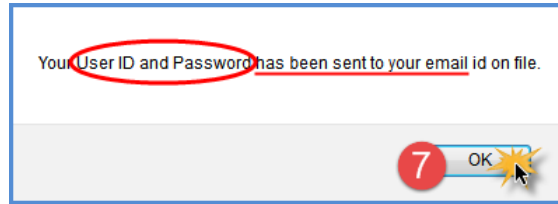


3. Click **Activate Credentials**
4. Complete all required (*) fields
 - a. Student ID
 - b. Last Name
 - c. First name
 - d. Date of Birth
 - e. E-mail Address (this must be your truman.edu email address)
5. Type the captcha code from the image
6. Click **Get Login Credentials**

7. **IF**
 - a. you are prompted that *“your information does not match our records,”* double check that you’ve entered the email address on file with the health center -call 660-785-4182.
 - b. you are prompted that you are already registered, that means you have already supplied answers to security questions. Proceed to [Forgot Credentials](#).

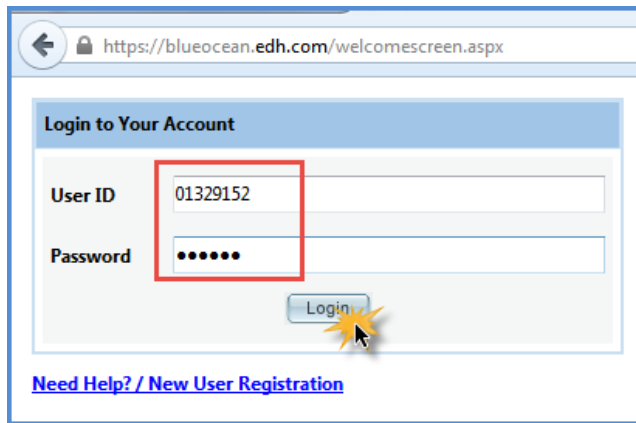


- c. activation is successful, you will receive an email from no_reply@orchr.com with your Truman Student Portal login credentials. Proceed now to the next section – Portal Login.

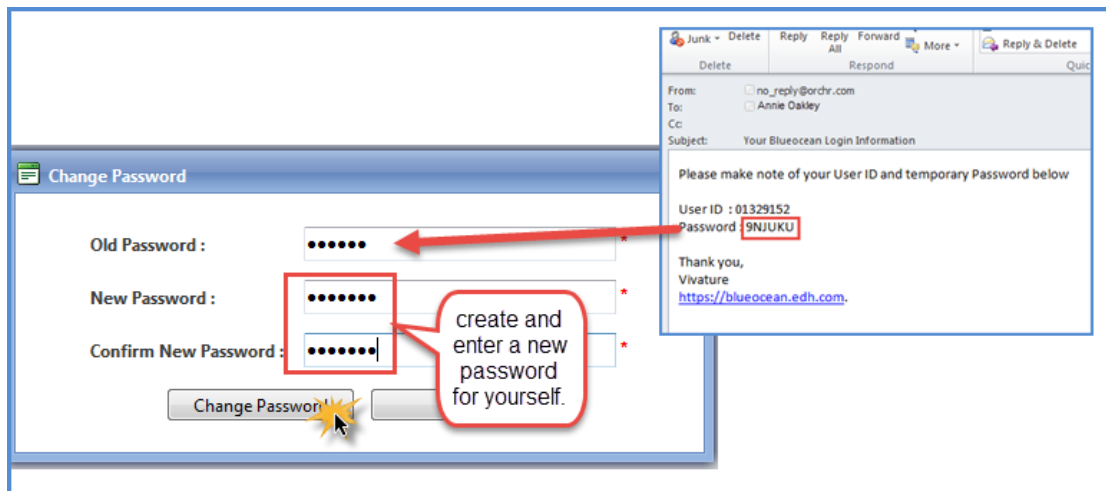


Portal Login

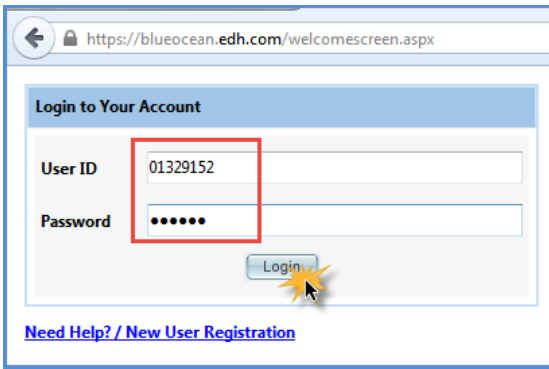
Login to [Truman's Student Portal](https://blueocean.edh.com) using the credentials emailed to you in the prior step.



If prompted, reset your password



Login with your new password.



Your Portal Account


1. Answer the security questions so you will be able to [retrieve a forgotten password or ID](#) in the future.
2. Update missing or incorrect demographics

Student Details			
Student ID	ZZJULIEST	Name	JULIE ZZTEST2
Date of Birth	10-16-1997	Gender	Female
Marital Status	SINGLE	SSN	
Address	123 STREET, CITY, GA 30263		
E-mail	LELSCHLAGER@TRUMAN.EDU		
Home Phone		Cell Phone	816-718-9631
Int'l Student?	<input type="checkbox"/>	Class	FRESHMAN
Enrollment Date	08-01-2015	Inactivation Date	
Height		Weight	
Sport		Jersey Number	
Sport Position		School of Study	
Enrollment Type		HC Chart	
On Campus			
Preferred Provider			

Appointments

1. Click on the **Appointments** menu option.



2. Click **New Appointment**. 
3. Select your appointment reason from the dropdown list.
4. Select an appointment type from the drop down list.
5. Click **Get Available Times**

Appointment Details

Select the general reason for your appointment from the following options : 3

Select the type of appointment you are requesting from the following options : 4

Specific details of your medical concern :

History

When did this problem start?

Is this a recurring medical condition? Yes No

Have you visited our health center before? Yes No

Current Scheduled Details

Not yet selected

Appointment Preferences

5

6. Select a provider. If only one option is available, use the default option. Your appointment may be moved to a more appropriate provider when the Center receives your request.
7. Navigate to the preferred date and time for an appointment.
 - a. Online Appointments **cannot** be made for **TODAY**. Call the center at (660) 785-4182 for same day appointments.
 - b. Grey shaded time blocks indicate no appointment availability for the center and/or the chosen provider.
8. Click your preferred available time on a preferred date.

Available Times

7 Provider : 6

ALICE DAVIS FNP

Nursing Schedule RN

TERESA TUCKER NP

12:30 pm

01:00 pm

01:30 pm

02:00 pm

02:30 pm 8

03:00 pm

03:30 pm

04:00 pm

04:30 pm

7 Available Time Unavailable Time

9. If prompted, confirm the booking by clicking **Yes**.
10. Insure the box labeled **I would like a copy of the confirmation Email** is checked.
11. Enter/update your current valid phone number and email address.
12. Click **Submit** on your appointment request.

Have you visited our health center before? Yes No

Current Scheduled Details

9 Provider : Nursing Schedule Appointment Time : 02-17-2016 Wed 02:30 PM To 02:45 PM at TSU STUDENT HEALTH CENTER

Appointment Preferences

Get Available Times

Symptoms

Help us better prepare for your visit by checking any of the following symptoms that currently apply to your medical concern.

Symptoms :

10 I would like a copy of the confirmation Email.

I would like a Reminder Email

Contact Information

Please enter or verify your phone number and Email **11** so we need to contact you about your appointment.

6666666666 Mobile * Email : JCAMPBELL@VIVATURE.COM *

12 Submit Cancel

13. Click **OK** to confirm your appointment request.

NOTE: Your online appointment is a preliminary *request*. You will receive a **reschedule** email or a phone call if this time/date is not accepted.

Appointment

Thank you, JULIE ZZTEST2, your appointment has been requested.

Your appointment has been requested for :

Appointment Time	Provider	Reason	Center	Type
02-17-2016 Wed 2:30 To 2:45 PM	Nursing Schedule	Joint Pain	TSU STUDENT HEALTH CENTER	Joint pain

The following symptoms were submitted along with your appointment details :

You have not chosen any symptoms.

Notes

A copy of the confirmation will be sent to your email.

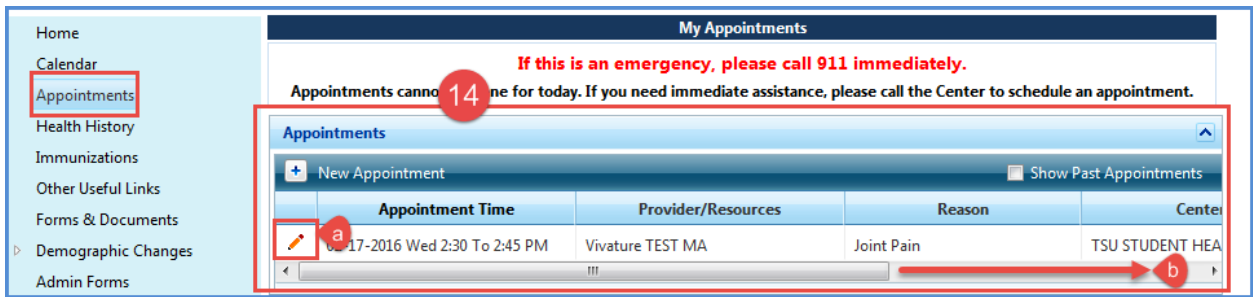
A reminder will be sent to you 24 hours prior to this appointment time.

You are expected to arrive at the center at your scheduled appointment time and time.

Cancellation may be made at least six hours prior by calling the center at (469) 735-4547

13 OK

14. Your requested appointment appears in your appointments table.
 - a. Click the **Edit** icon to make changes to your appointment.
 - b. Click the **Cancel** icon to cancel appointments 24+ hours in the future.

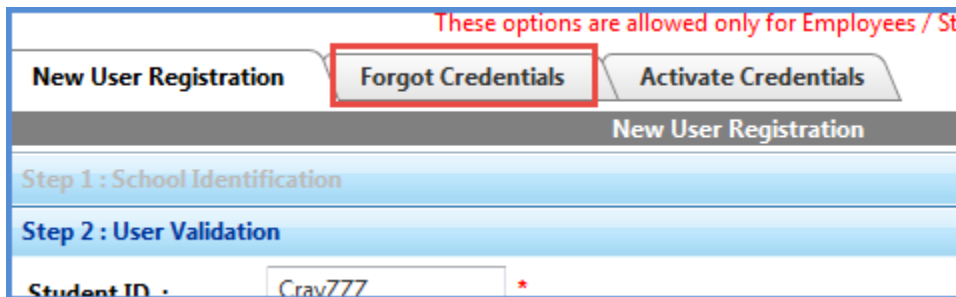


15. You will receive a confirmation email immediately.
16. If the time/date/provider needs to be changed, the center will call you and/or you will receive a **Reschedule** email. Be sure to double check any updated time/date/provider information in a reschedule email and call the center at (660) 785-4182 with questions or concerns.

Forgot Credentials

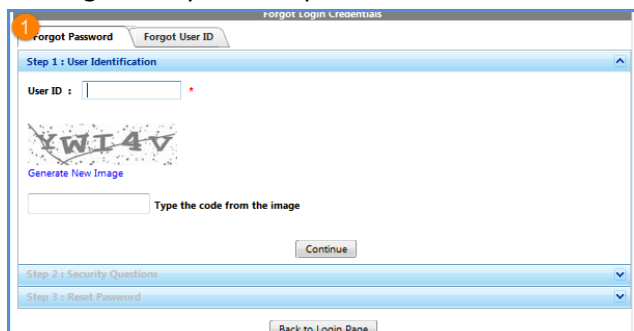
This feature only works on accounts with answered security questions.

[Watch Video](#)



Open the applicable tab. Complete all required fields. Both options require answering your security question. Your credentials will be emailed to the email address on record.

1. Forgot Password – allows you to reset your password
 - a. Enter User ID (If you don't remember your ID move to step 2)
 - b. Type the CAPTCHA – Click **Continue**
 - c. Answer your security question
 - d. Enter your preferred password, confirm it and click **Change Password**.
 - e. Login with your new password.



The top screenshot shows the 'Forgot User ID' process at Step 2: Security Questions. The user ID is 'SNOOPY'. The security question is 'What is your oldest sibling's middle name?' with the answer 'fido'. A 'Continue' button is visible.

The bottom screenshot shows the 'Forgot Login Credentials' process at Step 3: Reset Password. The user ID is 'SNOOPY'. There are fields for 'New Password' and 'Confirm New Password', both masked with asterisks. A 'Change Password' button is visible.

2. Forgot User ID – Have your ID and password emailed to you.
 - a. Enter last & First name, Date of birth and the email address on file.
 - b. Type the CAPTCHA – Click **Continue**
 - c. Answer your security question
 - d. Click Continue. Your User ID and Password are sent to your email ID.

This screenshot shows Step 1: User Identification. The user is identified as a Student. Fields include Last Name: Brown, First Name: Snoopy, Date of Birth: 10-29-1994, and E-Mail ID: jcampbell@vivature.com. A CAPTCHA image displays '4UN38' with the instruction 'Type the code from the image'. A 'Continue' button is at the bottom.

This screenshot shows Step 2: Security Questions. The user ID is 'BROWN, SNOOPY'. The security question is 'What is your maternal grandmother's maiden name?' with the answer 'fido'. A 'Continue' button is at the bottom.

A confirmation dialog box with the text: "Your User ID and Password are sent to your email id." and an "OK" button.

[Proceed to portal login instructions.](#)