



### Welcome to TRU!

As a new employee IT Services has provided you with personal accounts and access to TRU's systems. Other computer resources and tools can be found at <http://www.tru.ca/its>

#### Network Account

Prior to logging in to any of these systems, **you are required to reset your temporary password** in the Initial Password Reset Portal.

Go to <https://myid.tru.ca> and login to "Login to Password Portal" box

- Username:** TRU Employee ID
- Password:** Your initial temporary password is **TRUddmmmyy** (where ddmmmyy relates to your date of birth. For example, if you were born on September 3, 1991, your password would be TRU03sep91)
- Login to:** set the drop down menu to **TRU** (not myTRU)

Create a new password

- Old password:** Your initial password (TRUddmmmyy)
- Use a minimum of 8 characters and a combination of CAPITAL LETTERS, lower case letters, and numbers. **Do not use any part of your name, TRU ID, phone number or birthdate.**

Verify/register your password recovery personal email (below the "...@tru.ca" email)

- Present:** Click "Update"
- Not present:** Add a personal email address and click "Enroll" or "Update"

#### After the password reset, you can access the following resources:

TRUemployee <a href="http://truemployee.tru.ca">truemployee.tru.ca</a>	TRU email <a href="http://exwebmail.tru.ca">exwebmail.tru.ca</a>	Wifi <a href="http://eduroam">eduroam</a>	OneTRU <a href="http://one.tru.ca">one.tru.ca</a>	Personal drive H: drive	Moodle* <sup>1</sup> <a href="http://moodle.tru.ca">moodle.tru.ca</a>	VPN
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#### Requires an access request from supervisor:



\* Please allow 24hs for account creation.  
<sup>1</sup> To create a course, click "Request Course"

#### Timesheet

Timesheets are due by 4:00 PM on Wednesday on the cut off day. You can access your timesheet on the TRUemployee website and also check the payroll schedule under Time Reporting/Approval section. Only approved timesheets are included in the payroll run.

<https://truemployee.tru.ca>

#### Remote Access

The intended purpose for remote access (VPN) is for those who need access to their **network drives** from:

- Off campus, or
- Those who are connected to the wireless network while on campus.

<https://www.tru.ca/its/employees/remotearchive>

<https://vpn.tru.ca>

#### Email configuration

Access you TRU mailbox from Outlook desktop app or from your phone.

<https://www.tru.ca/its/employees/outlook>

#### Software

Through TRU campus software agreements, current employees are eligible to access Microsoft and Adobe products for free or at a greatly reduced price. Information can be found in the link below.

<https://one.tru.ca/Pages/SoftwareDownloads.aspx>

#### Training

IT Services provides no-cost training for all faculty and staff on most commonly used applications and on its own systems.

<https://www.tru.ca/its/employees/training>

If you have any questions, concerns, or need more information, please contact:

Computer Lab Support (OM1326)  
IT Service Desk (OL120)

Phone: (250) 852-6800  
[its servicedesk@tru.ca](mailto:its servicedesk@tru.ca)

