Step One: Navigate to the wyoweb.uwyo.edu page.

Step Two: Click the "Faculty & Staff" link, then log in with your account. You should be taken to a page that looks like the following:

Step Three: Click on "Faculty and Advisors" to be brought to a page that will allow you to do several things within WyoRecords

Step Four: You will be taken to the Faculty and Advisors page. Once here click on "WyoCourses Supplemental Access"

Step Five: Select the term in which your course is located

Home > Faculty and Advisors > **Term Selection**

Select a Term: Fall 2017

Submit

UW Contact Info

Select Term and click the "Submit" button

Step Six: Select the Course

Select a CRN

Home > Faculty and Advisors > **CRN Selection**

CRN: UWYO 9990 01: Test Course 1, 11736 (0)

Submit

Enter CRN Directly ▪ UW Contact Info

Choose the course you need and the click "Submit" button

Step Seven: On this page, you will see records for all supplemental access users in the specified course. This is the page you will use to check what access people are allowed.

You may have to add the person if the person you are wishing to add is not in the current list. If you don't see the person you are looking for, then click the "Add a Person" button.

Step Eight: After you press the "Add a Person" button you will see the ID Selection page. Here you can search for users based on their W# or their name. Use one or the other, then click "Submit."

Step Nine: From this screen, you will see a drop-down menu. Select the desired user from this list, then click "Submit to add them to the course.

Step Ten: You will be taken back to the test course with the user added in. Under the "WyoCourses Access" column, you should be able to change their role if they have the proper permissions. If this column displays "Not eligible for access" then the user does not have a FERPA on file and will not be able to be added until they submit a FERPA.

Step Eleven: What do the different columns mean?

"WyoCourses Access":

This column shows either tell you if the person is eligible for access or give you a dropdown menu to select which role you want to give the person in your WyoCourses Course.

"Sent to WyoCourses":

This will show you if your request was sent to WyoCourses the last time you hit the submit button. If the system detects no change or the person already has the role in WyoCourses it will not send and this column will say no for the particular student.

If I add people to my course through this page the "Sent to WyoCourses" column will say "yes" for the individuals that were added the last time I hit the submit button.

When I reload the page or make any changes and hit submit again the "yes" will change to "no" even if people are still in course.

This is nothing to worry about, the people are still in the course and if you are worried that they are not in the course anymore, then be sure to check the course in WyoCourses to see if they are in the people tab of the course.

"WyoCourses Participation":

If you select "View Only" the person will be taken out of the course if they were in it to begin with or won't be put into the course if they were not in the course to begin with. If you select "Participation Allowed" the person will put into the course and will be able to participate in the course.

"Remove":

Select "no" to keep them in the Course. Select "yes" to remove them from the course and from this list.