

# Accessing HRMS Off-Campus

## Set-up initial username and password first if needed

Go to Wyoweb and click on "obtain initial username and password":

<http://wyoweb.uwyo.edu/>



Returning employees call the Help Desk (307-766-4957, option 1) to have them reset your password if you do not remember it.

If you know your Username and Password continue to the next step.

Make sure the latest version of Java is installed on your computer: <https://java.com/en/download/>

## Request Two-Factor Authentication

- To get access to the HR self-service system off-campus you will need to request permission. Go to <https://www.uwyo.edu/itsecure/dual/> and login using your UW username and password.
- Select the HRMS box and click on the "Submit Form" button. You should see the following message: Two-Factor Authentication Request Confirmation. Your request is being received and will be processed. When that is complete you will receive an email with instructions on how to proceed.

## Enroll your Phone

Go to: <https://wyosecure.uwyo.edu/2f> and sign in with your username and password.

Watch the Youtube video here:

<https://www.youtube.com/watch?v=iOBQsK66ovg#action=share>

- Next you will verify your phone by either choosing call or text the verification code. Enter the code and click continue

If using a smartphone, you will need to install the Duo Mobile app.

- The next screen you should see is instructions on how to download the application on your phone if you choose.

There is a link you can have sent to you so you don't have to find the application in the store.

- If you do choose to use the Duo Mobile application you should see a barcode on the screen. You will want to open the Duo Mobile application and scan the barcode to activate the application. You should see the screen below next. Here you choose what method you would like to utilize from this point forward.
- If you choose a phone call, you will receive a call with instructions. The passcode comes via text message. And with Duo Push you will receive a notification via the application that you will approve.

## Access HRMS through WyoSecure

Once you follow the instructions via phone, enter your passcode from the text message you should be able to click "log in" and you will see WyoSecure if you have Java installed and the computer allows you to run it. The Duo Mobile App logs you in as soon as you click approve or confirm. Then just click on "UW employee Self Service."

To complete the I-9 click on Main Menu → Self Service → Personal Information → Form I-9