

Accessing and Completing the Electronic I-9

Step 1. Verify whether you've ever had a UWYO account:

Questions to ask yourself: Have I previously or am I currently a UWYO student or employee? Have I EVER had a University of Wyoming email or logged into a campus computer with a login and password?

YES- I have had a UWYO account before:

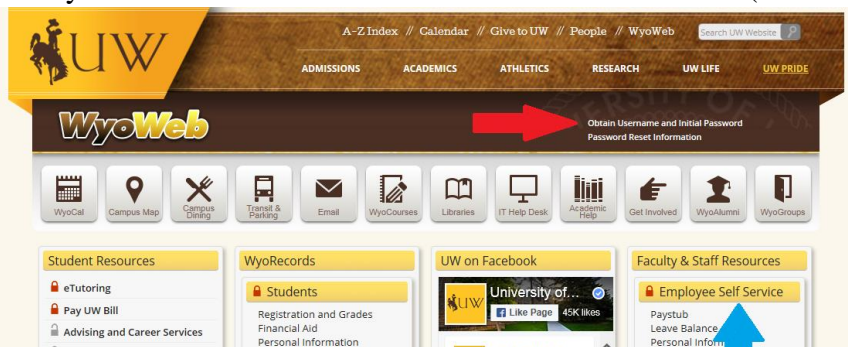
- A. Yes, I remember my former password. **Proceed to Step 4: Logging in.**
- B. No, I CANNOT remember my password. **Proceed to Step 2: Resetting Acct PW.**

NO- I have NEVER had a UWYO account before: **Proceed to Step 3: Setting up a New Acct.**

Step 2. Resetting your Account Password: call IT Help Desk at 307-766-4357 and ask to reset password. Then, proceed to **Step 4: Logging into your Employee Self Service Account.**

Step 3: Setting up a New Account:

- A. Proceed to Wyoweb.uwyo.edu. Click Obtain Username and Initial Password (red arrow below).



- B. Once you've filled in your info and logged in, you will receive your username and a temporary password. Open a new internet tab, and click Employee Self Service (blue arrow above). Use your username and temporary password to login. You will be prompted to generate a permanent password for your account. Once logged in **Proceed to Step 5: Finding and Completing Form I-9.**

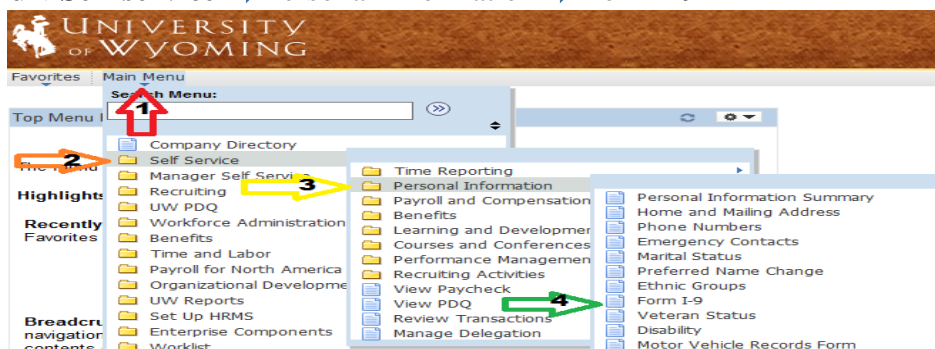
Step 4. Logging into your Employee Self-Service Account:

From the WyoWeb homepage, click Employee Self Service (see blue arrow in image above).

Then, enter your username and password. **Proceed to Step 5: Finding and Completing Form I-9.**

Step 5. Finding and Completing Form I-9:

Click **Main Menu** → **Self-service** → **Personal Information** → **Form I-9**



Note about filling out I-9:

- Make sure NOT TO enter a PO Box for your address. Enter the address where you currently reside.
- Ask if you have any questions before clicking submit.