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

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**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.