WyoCloud Training – Is it for me? Yes it is!

In the past week, all UW employees should have received messages to complete WyoCloud Financial Management online training. Two of the several questions we have received, both in Human Resources and on the financial side of the University, are "Do I have to complete this training? And why?"

The WyoCloud Financial system will be going live on July 17, 2017. It will significantly enhance our ability to conduct University business. All employees will now have access to submit their own expense reports for reimbursement, create requisitions for office needs and reconcile their own p-card transactions. To prepare us for these options all University employees have been invited to complete the three basic training courses (WyoCloud Financial Management Basic Navigation, Creating an Expense Report, and Creating a Requisition).

If you do not plan to enter your own expense reports or reconcile your p-card, it is still important to complete training because you must log into the system to assign a delegate to perform these tasks on your behalf.

It is important to understand that you will not have access to WyoCloud Financial Management until these training courses are complete.

If you experience any issues or questions regarding access to the WyoCloud Financial Management trainings, please contact the UW Help Desk through one of the following methods:
Emailing userhelp@uwyo.edu
Submit a service ticket
Call 766-4357 and select option #1

Resources

- HR Website
- Employee Handbook

Contact Information

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