

# WyoWeb Registration

## Registration for Classes through WyoWeb – The University of Wyoming Portal

1. At the designated time, Go to WyoWeb at: <http://wyoweb.uwyo.edu>, and click on the Students link under WyoRecords.
  - On the Wyo Login screen, enter your user ID and password (the same user ID and password that you use to log on to UW computers).
  - If you have not received your user name and password, go to the WyoRecords landing screen and click on the “Get Your Username and Initial Password” link. The first time you log in, you will be asked several questions for to assist with resetting your password if you forget it in the future.
2. Click on the ‘Registration’ tab
  - Find the ‘Add or Drop Classes’ tab
3. Click the ‘Add or Drop Classes’ tab
  - Select ‘Summer 2019’ and submit
4. On the ‘Registration Status’ page, items with a green ‘check-box’ are complete. Items marked with a yellow triangle must be completed before registration will be permitted.
  - Click on the link to verify or update your UW Alert Cell Phone number.
  - Click on ‘Addresses and Phone Numbers/Emergency Contacts’ to update this information.
  - Click on ‘Student Financial Responsibility Agreement’ and follow the steps.
  - Once all items are marked with checked boxes, click the ‘Add or Drop Classes’ link at the bottom of the list.
5. On the Add Classes Worksheet
  - Enter the 5-digit Course Reference Number (CRN) for each course in the boxes provided.
    - Press ‘Submit Changes’.
  - You may enter one course at a time or several, but linked courses (e.g. lecture/lab) must be entered together.
  - To select S/U or audit grading, click on the “letter grade” link and select the desired grade mode.
    - Press ‘Submit Changes’.
  - If a course is offered for variable credit, the credit hours will appear as a link. To change the credit hours, click on the link and select the desired number of hours. Press ‘Submit Changes’.
  - If a class is closed and a waitlist is available, you will be given the option of adding yourself to the waitlist. Click on waitlist and press submit.
6. To search for available classes, click on the ‘Class Search’ link at the bottom of the screen – you may also register directly from the ‘Class Search’ class listings by clicking on the Select box to the left of the course listing and submitting your changes. If the check box is replaced by a ‘C’, the course is closed.
  - Click ‘Advanced Search’ for more search options, such as searching for a specific course number.
7. Once your registration is complete, click on the ‘Home’ link in the upper left corner of your screen
8. Click on the ‘Registration’ tab and then ‘Schedules’ to view your schedule
  - Concise Student Schedule provides a abbreviated listing of the courses in which you are registered
  - Student Detail Schedule provides a full listing of the courses in which you are registered
  - Week at a Glance provides a weekly class schedule
  - Final Exam Schedule will provide a listing of final exams for the semester, if applicable.
9. Click on the ‘Add or Drop Classes’ tab under the ‘Registration’ tab to drop a class
  - Choose the correct term
  - Select ‘Drop via Web’ in the Action field on the ‘Add Classes Worksheet’ - Press ‘Submit Changes’
10. Once posted, your final grades will appear in the ‘Student Records’ tab in WyoRecords

***Summer 2019 grades are not due until August 22, 2018.  
Instructors are encouraged to submit grades as soon as possible  
after a course is complete.***