

Instructor Led Training Open Registration Communication

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o: Planning Users

From: WyoCloud

Subject: WyoCloud Planning and Budgeting Training: Registration Open for Instructor Led Courses

Good afternoon,

The release of the WyoCloud Planning and Budgeting system on January 22nd is quickly approaching and we want to help you feel prepared for the new year before Winter Closure by sharing the many upcoming training opportunities.

Instructor Led Training

Registration is now **open to enroll for all Planning and Budgeting Instructor Led Training**. More details about these two-hour sessions is below. Please [follow this link](#) to sign-up for a session through WyoLearn. If this is your first time logging in to WyoLearn, please follow the [instructions on Knowledge Base](#) to create an account.

- **Budgeting Basics Seminar:** In this course, you will learn about the Chart of Accounts at UW, basic budgeting and forecasting principles, a high-level review of the WyoCloud Planning and Budgeting system, and the budget and forecasting timeline at UW.
- **WyoCloud Planning and Budgeting Process:** In this course, Planning Users will understand the future state budgeting process and how to perform the necessary budgeting process tasks and approvals in the WyoCloud Planning and Budgeting system.

Required Online Training

The instructor led trainings complement the **two required online training courses** that all Planning users must complete to receive WyoCloud Planning and Budgeting system access. Online training will be **available on-demand beginning January 8th**. These required trainings will introduce you to WyoCloud Planning and Budgeting commonly used terms, basic features, and security groups. You will also learn how to navigate the system, enter data, and access reports in WyoCloud Planning and Budgeting.

Open Labs

Additionally, Open Labs will be offered after the system is released on January 22nd to provide an opportunity for Planning Users to have their questions answered by Subject Matter Experts. More details will be shared in early January.

We hope you have a wonderful holiday and look forward to seeing you at the WyoCloud Planning and Budgeting training in January.

Thanks,

The WyoCloud Planning and Budgeting Team