

Open Lab Announcement / Training Reminder

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To: Planning Users

From: WyoCloud

Subject: WyoCloud Planning and Budgeting: Open Lab Announcement and Training Reminder

Good afternoon,

The release of the WyoCloud Planning and Budgeting system on Monday, January 22nd is quickly approaching. The Budget Office and WyoCloud Planning and Budgeting Team would like to remind you about the many training and support opportunities available to you before and after the system is released.

Required Online Training

To receive access to WyoCloud Planning and Budgeting on January 22nd when the system is released, all Planning users are **required to complete the below two online training courses by Friday, January 19th at 3 PM**. Access for any user who has not completed training by this time will be provisioned the business day following training completion. The below trainings are available through WyoCourses.

1. Intro to WyoCloud Planning and Budgeting
2. Navigating WyoCloud Planning and Budgeting

Quick Reference Guides

To supplement online and instructor led training, WyoCloud Planning and Budgeting Quick Reference Guides (QRG's) are available on the [WyoCloud Knowledge Base](#). These QRG's, which can be accessed at any time, provide written instructions on how to navigate the system and perform select processes. QRG's on Frequently Asked Questions, Tips and Tricks, and terminology are also available.

Budget Office Website

The [UW Budget Office website](#) offers many resources to support you through the transition to the new Planning and Budgeting system including the WyoCloud Planning and Budgeting Licensed User List, FY19 Budget Development Guides, Standard Administrative Processes, and much more.

Open Labs

WyoCloud Planning and Budgeting Open Labs will begin after the system is released. At open labs, you have the opportunity to practice performing budgeting tasks with subject matter experts available to answer your questions. The first Open Lab will be on January 24th from 9 – 11 AM in the Information Technology Center room 173. To view the full open lab schedule, please [follow this link](#) to WyoLearn.

Additional Training

To enroll in a WyoCloud Planning and Budgeting instructor led training, please [follow this link](#) to sign-up for a session through WyoLearn.

- **WyoCloud Planning and Budgeting Process:** In this training, 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.

If you have questions about WyoCloud Planning and Budgeting or need assistance registering for training, please contact the UW Help Desk and submit a ticket. The UW Help Desk is your first resource and quickest response for questions. You can also contact the Help Desk by emailing userhelp@uwyo.edu or by calling 766-4357 and selecting Option #1.

Thanks,

The WyoCloud Planning and Budgeting Team