

Online Training Release Communication

Distribution Date: January 8<sup>th</sup>, 2018

**To:** Planning Users

**From:** WyoCloud

**Subject:** WyoCloud Planning and Budgeting: Online Training Now Available

Good morning,

WyoCloud Planning and Budgeting **required online training is now available** through WyoCourses. You will **receive an email from WyoCourses** within the next 24 hours to access your two courses. If you do not receive an email, please reach out to the Help Desk.

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

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

These courses 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.

***As a reminder, if you are registered for the WyoCloud Planning and Budgeting Process instructor led training, you must complete both online training courses on business day prior to attending.***

### **Additional Planning and Budgeting Training Opportunities**

There is still time to register for upcoming instructor led training, additional spaces have been added. To enroll in one of the trainings detailed 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:** 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. ***Completion of online training is a prerequisite for attending this course.***

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](mailto:userhelp@uwyo.edu) or by calling 766-4357 and selecting Option #1.

Thanks,

The WyoCloud Planning and Budgeting Team