



UNIVERSITY
OF WYOMING

Office of
Academic Affairs

Requesting Email/WyoCourses Access for UW Academic Personnel

In some instances, academic personnel may need to gain access to their course shells in WyoCourses and/or UW email before the hiring process has been completed. Departments may also request a UW account for adjunct appointments and/or visiting scholars. ALL requests for access should be **directed to the respective Dean's Office**. Once the spreadsheet is submitted to Academic Affairs, it will be reviewed and sent to the Application Security Office in Information Technology. Most accounts are created within 48 hours of it being approved by Academic Affairs. **The department must also request WyoCourses access from the Office of the Registrar and complete the FERPA information.**

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