



UNIVERSITY
OF WYOMING

Office of
Academic Affairs

Office of Academic Affairs
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www.uwyo.edu/acadaffairs

Requesting Email/WyoCourses Access for UW Hires and Adjunct Appointments Memo

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. 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.**

The typical types of appointments are:

Name	Definition
Academic Affairs Special	Generic Term for all Academic Affairs approved account
Honorary Adjunct	Adjunct Appointments
Lecturer	Teaching responsibilities (this can include Temporary Lecturers and newly hired academic personnel)
Researcher	No teaching responsibilities (this can include research scholars, post docs, etc.)
University of Wyoming/Casper College	Personnel located in Casper
Visiting Faculty	Temporary visiting personnel (this can include Visiting Researchers)

College Contacts:

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