



WyoCloud IDT Management System Enhancement Today (Logout by 4:00 PM MST)

Dear Campus Community,

We will be uploading an enhancement to the WyoCloud IDT Management system **today, August 27, 2026**. To ensure the update completes successfully, everyone must be logged out of the WyoCloud IDT Management system by **4:00 PM today**.

What you need to do

- Save your work and log out of the WyoCloud IDT Management system by **4:00 PM today (8/27/2026)**.
- Do not attempt to log back in until tomorrow morning, August 28th.

What to expect

- The system will be unavailable during the maintenance window.
- This modification will add attachments to notification emails.
- Attachments will now be included in workflow approval email notifications.
- All IDT attachments will be included in all “needs your attention” and all “needs approval” emails, including Expense Contact(s), Cost Center

Approver(s), and Project Manager(s). This also includes delegates (if they have delegates before the workflow starts).

- Any workflows currently active will not have attachments added to them. Only new workflows created after 4 p.m. on 8/27/2026 will have attachments added. There are several workflow steps:
- Revenue to Expense Contact
- Expense Contact to Cost Center Approver(s)
- Cost Center Approver(s) to Project Manager(s)
- For example, if the IDT is with the Expense Contact prior to the modification, then the CCA(s) and Project Manager(s) will not have attachments when the IDT is submitted for approval. Any new IDT created after the modification and any in Draft Status at the time of the modification will receive attachments in the notification emails once they are submitted into workflow.

Questions or issues

- If you have urgent questions or experience problems after the update, contact the Accounting Office at (307)766-5777 or email accounting-office@uwyo.edu.

Thank you for your cooperation.

Contact Information

Financial Affairs

Hill Hall, Room 518

Phone: (307) 766-3157

financialaffairs@uwyo.edu

uwyo.edu/budget-finance/financial-affairs/