

How to find Person Number and W#



Accessing WyoCloud through WyoWeb

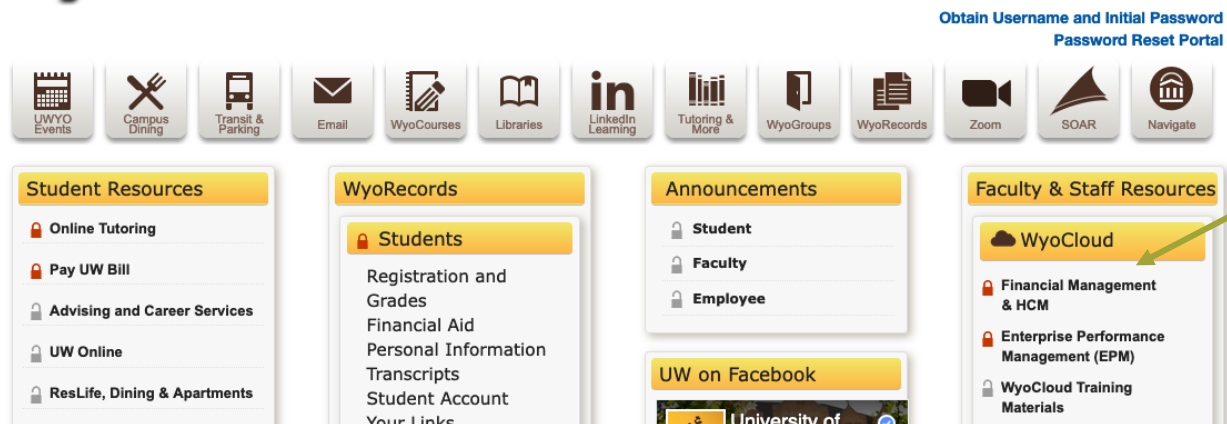
Click on the link below or copy and paste into your internet browser.

<https://wyoweb.uwyo.edu/>

Person Number

The Person Number is a unique 4 – 6-digit number assigned to UW employees. This is required to obtain a P-Card.

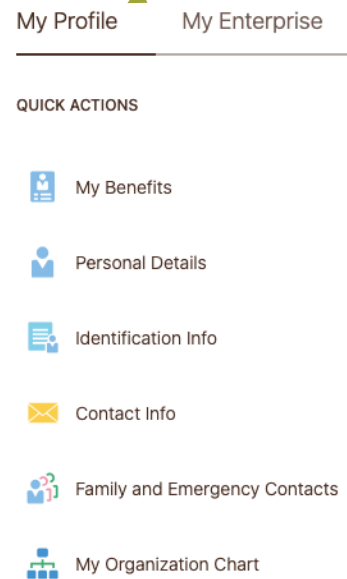
In the Faculty & Staff Resources box on the right-hand side of the screen **click on Financial Management & HCM**.



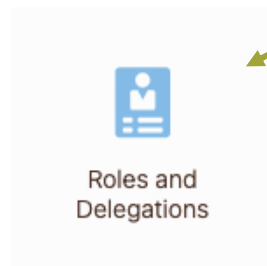
In the **My Profile tab** the Person Number can be found in two places:

1. My Organization Chart

- Click on My Organization Chart
- Look for tile with your name
- E# listed at the bottom is the Person Number



2. Roles and Delegations



- Click on the Roles and Delegations tile
- Person Number is on the first line of the right-hand column at the top

W#

The W# is a 9-digit sequence unique to an individual. **The last 4 digits of the W# are used as the activation code and PIN for a P-Card.** The W# is required to obtain a P-Card for this reason.

The W# is on your WyoOne card or you can follow these instructions to find it.

Click on the **WyoRecords** tile



Menu

- Registration
- **Student Account**
- Main Menu

- Click on **Student Account**

Menu

- Registration
- Student Account
 - Account Summary by Term
 - Financial Services Information
 - FlyWire - International Payment Method
 - Health Insurance
 - Refund Schedule
 - Student Financial Portal
 - Employee Tuition Waiver
- Main Menu

- Click on **Student Financial Portal**

- Click on **My Profile**





- Click on **Personal Profile**

My Profile

Personal Profile	Payment Profile	Security Settings
Student ID	W12345678	
Full name		

Contact Us

Contact us at pcard@uwyo.edu or 307-766-5717 for assistance.