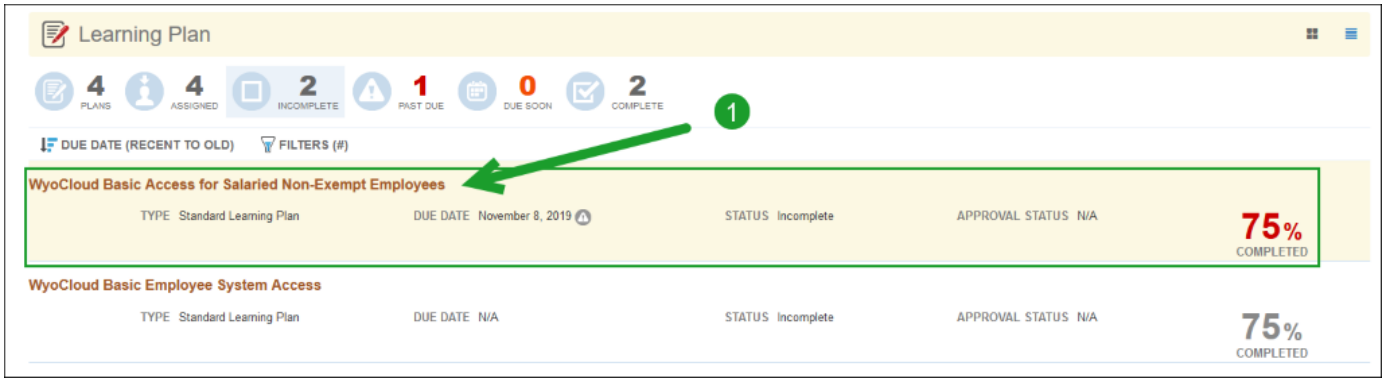
MAINTAINING CONFIDENTIALITY OF UW DATA IN WYOCLOUD

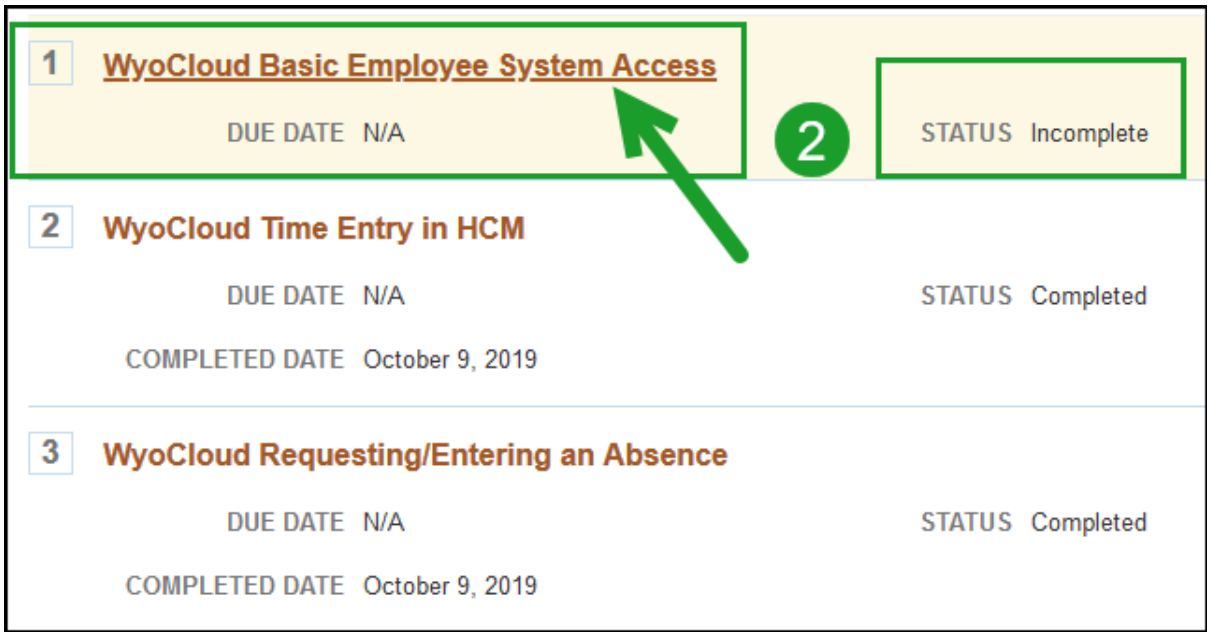
Greetings,

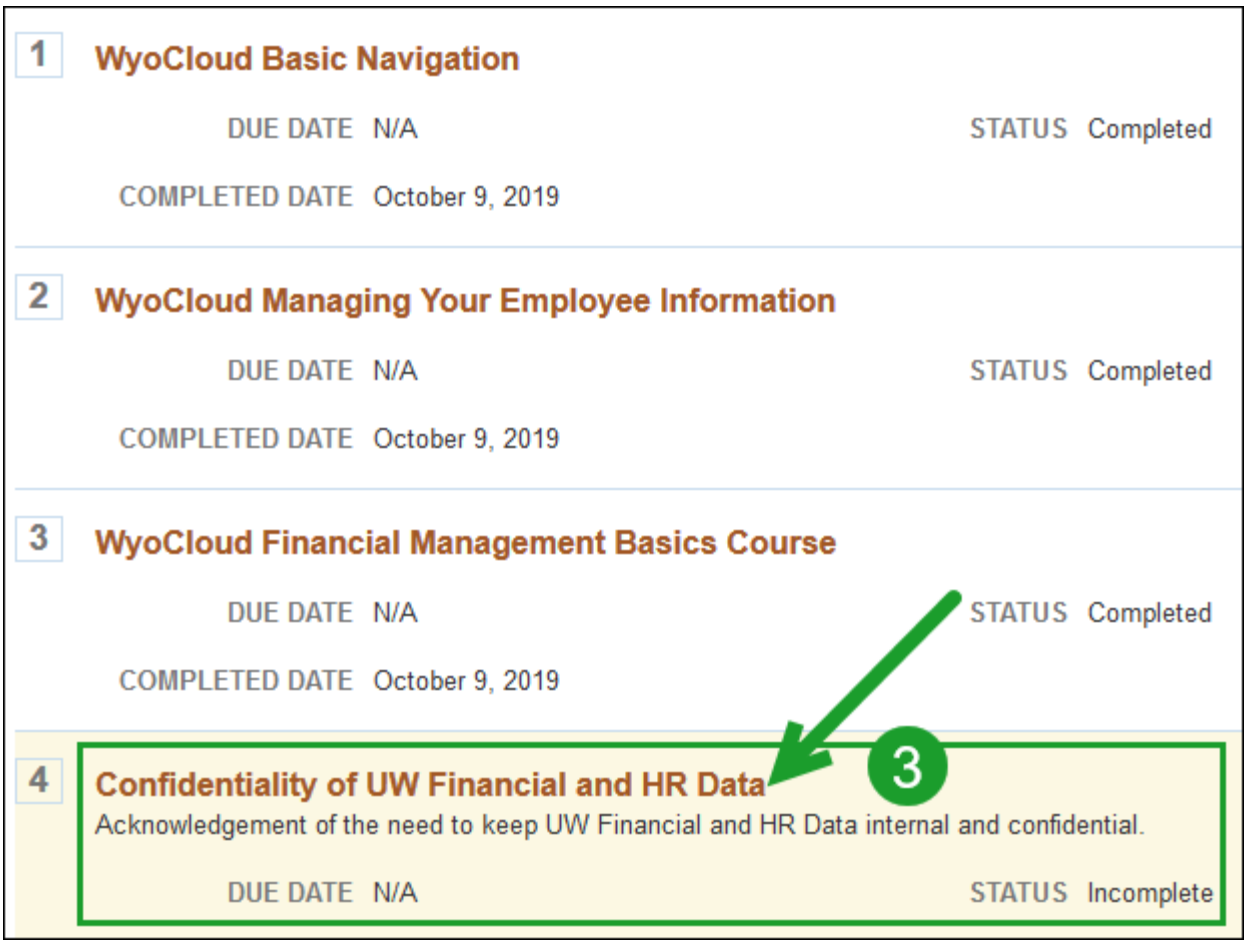
In an effort to continually improve business processes as well as help ensure University data remains as secure as possible, an additional Confidentiality Statement has been added to the mandatory WyoCloud Basic Employee training. All employees are required to read and sign this confidentiality statement.

This addition ensures all employees are aware of the internal nature of both financial and human resources data contained within the WyoCloud system. All requests for this data from external sources must go through Office of General Counsel.

To access the confidentiality statement, first log into the Employee LearnCenter then click My Learning Plans. By default, this page will show any incomplete Learning Plans. Until completed, WyoCloud Basic Access for _____ Employees will appear incomplete (exact title depends on your employee type - i.e., Exempt, Non-Exempt, Hourly Non-Benefited). Click into this learning plan to find *Confidentiality of UW Financial & Human Resources Data.*







This training requires reading the statement and clicking the next arrow at the bottom to acknowledge by typing your name/username as an electronic signature.

If you have previously completed WyoCloud Basic Employee training and have system access, this addition will not impact your access. However, you are encouraged to review the confidentiality statement and complete the electronic signature as soon as possible. This will ensure you are fully aware of the confidential and internal nature of the data included within the WyoCloud HCM and Financial Management system.

Thanks,

WyoCloud Team

Contact Information

The WyoCloud Team
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Need help with WyoCloud?
Contact the UW Help Desk
766-4357, Option #1
userhelp@uwyo.edu

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