



## 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*.

Learning Plan Title	Type	Due Date	Status	Approval Status	Completion
WyoCloud Basic Access for Salaried Non-Exempt Employees	Standard Learning Plan	November 8, 2019	Incomplete	N/A	75% COMPLETED
WyoCloud Basic Employee System Access	Standard Learning Plan	N/A	Incomplete	N/A	75% COMPLETED

1	<b>WyoCloud Basic Employee System Access</b>	DUE DATE N/A	2	STATUS Incomplete
2	<b>WyoCloud Time Entry in HCM</b>	DUE DATE N/A		STATUS Completed
		COMPLETED DATE October 9, 2019		
3	<b>WyoCloud Requesting/Entering an Absence</b>	DUE DATE N/A		STATUS Completed
		COMPLETED DATE October 9, 2019		

<b>1</b>	<b>WyoCloud Basic Navigation</b>	DUE DATE N/A	STATUS Completed
		COMPLETED DATE October 9, 2019	
<b>2</b>	<b>WyoCloud Managing Your Employee Information</b>	DUE DATE N/A	STATUS Completed
		COMPLETED DATE October 9, 2019	
<b>3</b>	<b>WyoCloud Financial Management Basics Course</b>	DUE DATE N/A	STATUS Completed
		COMPLETED DATE October 9, 2019	
<b>4</b>	<b>Confidentiality of UW Financial and HR Data</b>	DUE DATE N/A	STATUS Incomplete
	Acknowledgement of the need to keep UW Financial and HR Data internal and confidential.		

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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[www.uwyo.edu/wyocloud](http://www.uwyo.edu/wyocloud)

**Need help with WyoCloud?**  
 Contact the UW Help Desk  
 766-4357, Option #1  
[userhelp@uwyo.edu](mailto:userhelp@uwyo.edu)

