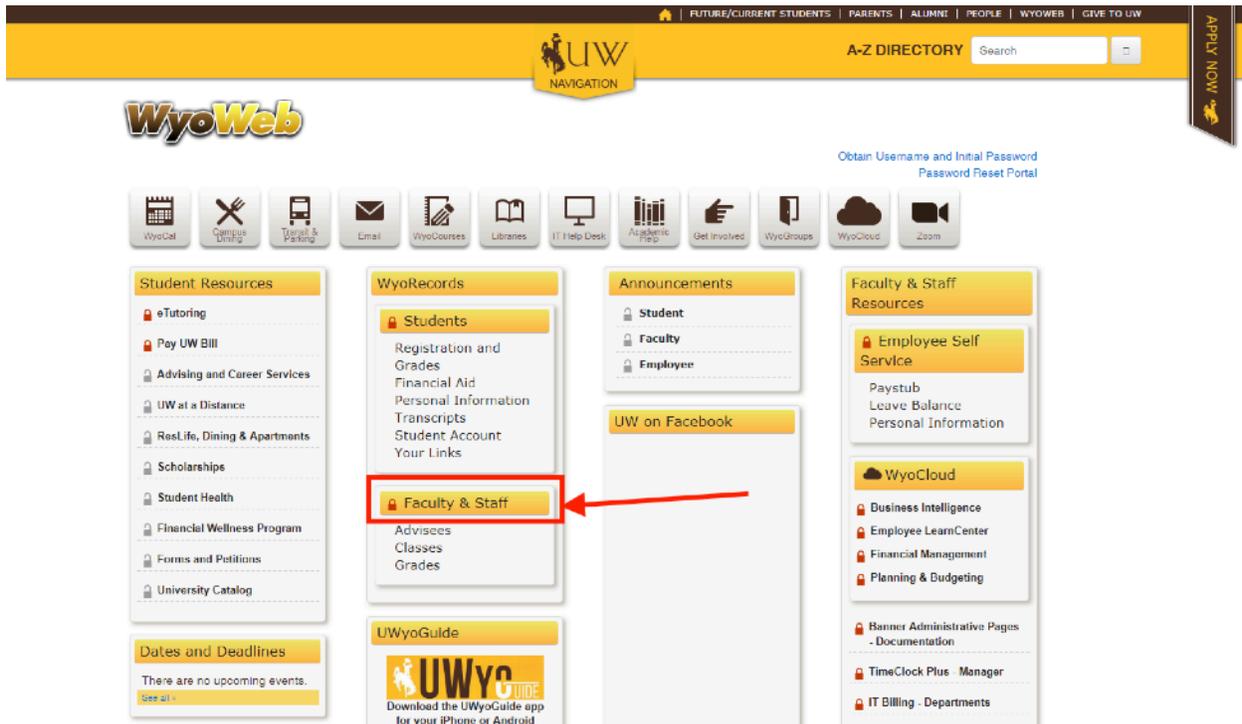
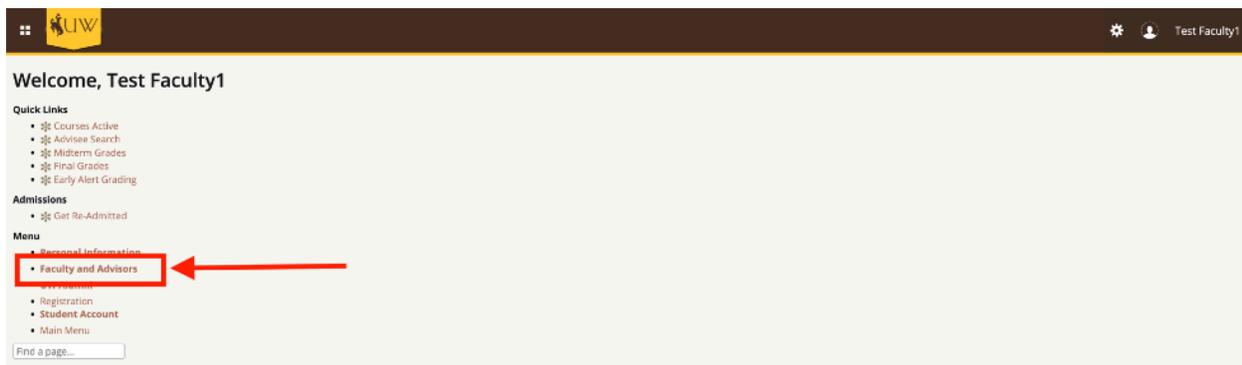


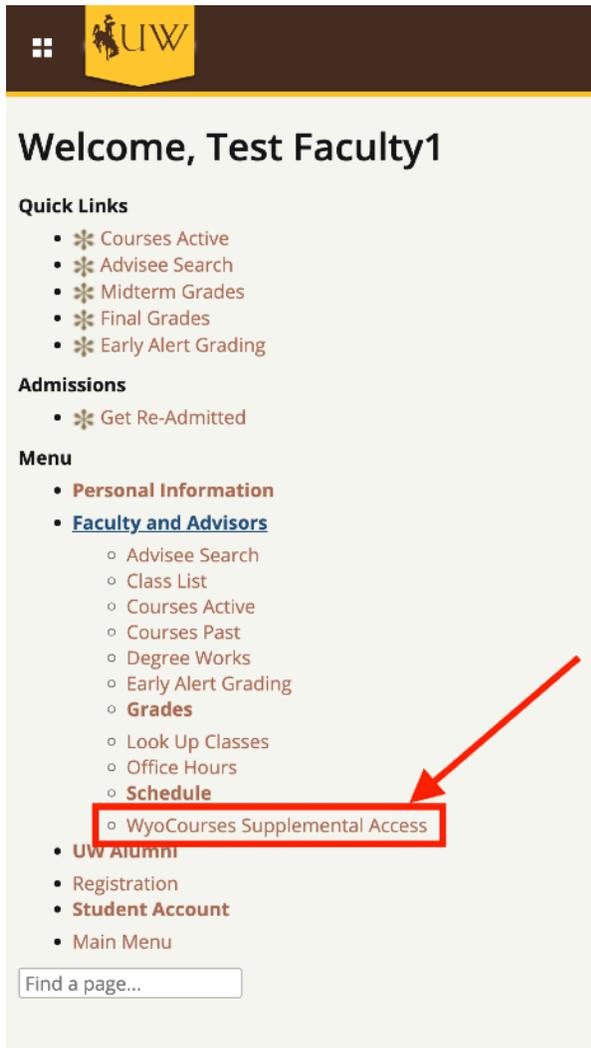
**Step One:** Navigate to the wyoweb.uwyo.edu page. Click the “Faculty & Staff” link, then log in with your account.



**Step Two:** You should be taken to a page that looks like the following. Click on “Faculty and Advisors” to expand the menu.



**Step Three:** Click on “WyoCourses Supplemental Access.”



**Welcome, Test Faculty1**

**Quick Links**

- \* Courses Active
- \* Advisee Search
- \* Midterm Grades
- \* Final Grades
- \* Early Alert Grading

**Admissions**

- \* Get Re-Admitted

**Menu**

- **Personal Information**
- **Faculty and Advisors**
  - Advisee Search
  - Class List
  - Courses Active
  - Courses Past
  - Degree Works
  - Early Alert Grading
  - **Grades**
  - Look Up Classes
  - Office Hours
  - **Schedule**
  - **WyoCourses Supplemental Access**
- **UW Alumni**
- Registration
- **Student Account**
- Main Menu

Find a page...

**Step Four:** You will be taken to the WyoCourses Supplemental Access page.



**WyoCourses Supplemental Access**

This page is used to give people other than the assigned instructors for a course limited access to the course in WyoCourses.

- **WyoCourses Participation:** Selecting this will send the person to WyoCourses in the role selected. If not selected, the person will not be added to this course in WyoCourses - it will conclude their enrollment in the course; that person will no longer be able to add files or participate in discussions, but they will still be able to view the course.
- **Update Role:** Select from available WyoCourses roles each person is eligible for.
- **Remove:** This will completely remove the person from the course. Anything added to the course by this person will be deleted including files and discussion posts.
- **Add a Person:** Use this to add people to the course. People who are enrolled in this course can't be added.

Descriptions for the WyoCourses roles can be found at <https://www.uwyo.edu/wyocourses/roles.htm>.

Term \*

**Step Five:** Select the term in which your course is located, and then your course under Section.

**WyoCourses Supplemental Access**

This page is used to give people other than the assigned instructors for a course limited access to the course in WyoCourses.

- WyoCourses Participation: Selecting this will send the person to WyoCourses in the role selected. If not selected, the person will not be added to this course in WyoCourses - It will conclude their enrollment in the course; that person will no longer be able to add files or participate in discussions, but they will still be able to view the course.
- Update Role: Select from available WyoCourses roles each person is eligible for.
- Remove: This will completely remove the person from the course. Anything added to the course by this person will be deleted including files and discussion posts.
- Add a Person: Use this to add people to the course. People who are enrolled in this course can't be added.

Descriptions for the WyoCourses roles can be found at <http://www.uwyo.edu/wyocourses/roles.html>.

Term \* Fall 2024

Section \* UWYO 9990 04: Test Course 1, 18487 (0)

Start Date Aug 26, 2024 12:00:00 AM

End Date Dec 13, 2024 12:00:00 AM

If you are the instructor of record, indicated by a Y under the Primary column, you can now add supplemental people to your course.

**WyoCourses Supplemental Access** ✔ Access updated.

This page is used to give people other than the assigned instructors for a course limited access to the course in WyoCourses.

- WyoCourses Participation: Selecting this will send the person to WyoCourses in the role selected. If not selected, the person will not be added to this course in WyoCourses - it will conclude their enrollment in the course; that person will no longer be able to add files or participate in discussions, but they will still be able to view the course.
- Update Role: Select from available WyoCourses roles each person is eligible for.
- Remove: This will completely remove the person from the course. Anything added to the course by this person will be deleted including files and discussion posts.
- Add a Person: Use this to add people to the course. People who are enrolled in this course can't be added.

Descriptions for the WyoCourses roles can be found at <http://www.uwyo.edu/wyocourses/roles.html>.

Term \* Fall 2024

Section \* UWYO 9990 04: Test Course 1, 18487 (0)

Start Date Aug 26, 2024 12:00:00 AM

End Date Dec 13, 2024 12:00:00 AM

**Instructors**

First Name	Middle Name	Last Name	Primary	% Responsible ...
Test		Faculty1	Y	100

**Add a Person**

W Number:

First Name:

Last Name:

**Step Six:** Under “Add a Person”, enter the W Number or First Name/Last Name. You will see a list of people show up below as you type in the information. Click on the row to add the person to the Supplemental Access section.

Term \* Fall 2024

Section \* UWYO 9990 04: Test Course 1, 18487 (0)

Start Date Aug 26, 2024 12:00:00 AM

End Date Dec 13, 2024 12:00:00 AM

**Instructors**

First Name	Middle Name	Last Name	Primary	% Responsible ...
Test		Faculty1	Y	100

**Add a Person**

W Number:

First Name:

Last Name:

W Number...	First Name	Last Name
A0000001	joe	Cowboy
A0000013	joey	Cowboy

**Step Seven:** Select the person under Supplemental Access, then under Update Role, choose from the dropdown next to Role to select the role for your course and hit Submit.

**Instructors**

First Name	Middle Name	Last Name	Primary	% Responsible ...
Test		Faculty1	Y	100

**Supplemental Access**

ID	First Name	Last Name	Role	WyoCourses Participation ...
A00000001	Joe	Cowboy		<input checked="" type="checkbox"/>

**Update Role**

Selected A00000001 Joe Cowboy

Role  LW Observer

**Sut**  LW Student Instructor

LW Suppl Instruction Leader

**Ac**  LW Teaching Assistant

W Number:

First Name:

Last Name:

If successful, you'll see the role you selected under the Role Column under Supplemental Access.

Term \*

Section \*

Start Date

End Date

**Instructors**

First Name	Middle Name	Last Name	Primary	% Responsible ...
Test		Faculty1	Y	100

**Supplemental Access**

ID	First Name	Last Name	Role	WyoCourses Participation ...
A00000001	Joe	Cowboy	LW Observer	<input checked="" type="checkbox"/>

**Update Role**

**Step Eight:** If you have additional people to add to the same course, proceed as above under “Add a Person.” If you need to add people to an additional course, change the Section above and proceed as above.

**Note:** If you see “Not eligible for access. More Information” upon selecting the person to add a role to, please click the “More Information” link. This message appears when the user does not have a FERPA on file and will not be able to be added until they submit a FERPA.

## Update Role

**Selected** A00000004 Emmaline Cowboy

Not eligible for access. [More Information.](#)