

Step One: Navigate to the wyoweb.uwyo.edu page.

WyoWeb

Obtain Username and Initial Password
Password Reset Portal

Student Resources

- eTutoring
- Pay UW Bill
- Advising and Career Services
- UW at a Distance
- ResLife, Dining & Apartments
- Scholarships
- Student Health
- Financial Wellness Program
- Forms and Petitions
- University Catalog

WyoRecords

Students

- Registration and Grades
- Financial Aid
- Personal Information
- Transcripts
- Student Account
- Your Links

Faculty & Staff

- Advisees
- Classes
- Grades

UWyoGuide

Download the UWyoGuide app for your iPhone or Android

Announcements

- Student
- Faculty
- Employee

UW on Facebook

Faculty & Staff Resources

Employee Self Service

- Paystub
- Leave Balance
- Personal Information

WyoCloud

- Business Intelligence
- Employee LearnCenter
- Financial Management
- Planning & Budgeting

Banner Administrative Pages - Documentation

- TimeClock Plus - Manager
- IT Billing - Departments

Dates and Deadlines

There are no upcoming events.
[See all](#)

Step Two: Click the “Faculty & Staff” link, then log in with your account. You should be taken to a page that looks like the following:

WyoRecords

Sign Out | Help

Browse

Find a page...

Quick Links

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

Welcome, Test Faculty1

Personal Information | Faculty and Advisors | UW Alumni

Update addresses or contact information, customize your directory profile.

Enter grades and registration overrides, view class lists and student information.

SIT MAP

UNIVERSITY OF WYOMING

Step Three: Click on “Faculty and Advisors” to be brought to a page that will allow you to do several things within WyoRecords

Personal Information Registration Student Account **Faculty and Advisors** UW Alumni

Update addresses or contact information; customize your directory profile.

View your account summaries, statement/payment history and tax information

Enter grades and registration overrides, view class lists and student information.

Click Here

Step Four: You will be taken to the Faculty and Advisors page. Once here click on “WyoCourses Supplemental Access”

UW WyoRecords Sign Out Help

Welcome, Test Faculty1

Home > Faculty and Advisors

| | | | |
|--------------------------|--|---------------------------------------|---|
| Personal Information | Faculty and Advisors | UW Alumni | |
| Advisee Listing | Advisee Search Advisee and Student Search | Class Information | Courses Active View Class List, Office Hours, and Email your class |
| Courses Past | CRN Selection | Degree Works | Early Alert Grading |
| Grades | Look Up Classes | Office Hours | Schedule |
| Student Information Menu | Term Selection | WyoCourses Supplemental Access | |

SITE MAP

UNIVERSITY of WYOMING

Step Five: Select the term in which your course is located

← | Home > Faculty and Advisors > Term Selection

Select a Term:

UW Contact Info

Select Term and click the "Submit" button

Step Six: Select the Course

Select a CRN

← | Home > Faculty and Advisors > CRN Selection

CRN:

Enter CRN Directly ■ UW Contact Info

Choose the course you need and the click "Submit" button

Step Seven: On this page, you will see records for all supplemental access users in the specified course. This is the page you will use to check what access people are allowed.

The screenshot shows the 'WyoRecords' interface for 'WyoCourses Supplemental Access'. At the top, there are navigation tabs for 'Personal Information', 'Faculty and Advisors', and 'UW Alumni'. Below this, the page title is 'WyoCourses Supplemental Access'. A breadcrumb trail shows 'Home > Faculty and Advisors > WyoCourses Supplemental Access'. The page includes a 'Browse' button and a search bar. A main instruction box explains the purpose of the page and lists actions like 'Add a Person', 'WyoCourses Access', 'Sent to WyoCourses', 'WyoCourses Participation', and 'Remove'. Below this is the 'Course Information' section for 'Test Course 1 - UWYO 9990 01' with CRN 14858 and instructor 'Test Faculty1 (Primary) 100% Responsible*'. A table lists access users with columns for Record Number, ID, Name, WyoCourses Access, Sent to WyoCourses, WyoCourses Participation, and Remove. A red box highlights the 'Add a Person' button. At the bottom, there are links for 'Term Selection', 'CRN Selection', and 'UW Contact Info'.

| Record Number | ID | Name | WyoCourses Access | Sent to WyoCourses | WyoCourses Participation | Remove |
|---------------|----------|----------------|-----------------------|--------------------|--------------------------|--------|
| 1 | A0000012 | Faculty2, Test | None | No | Participation Allowed | No |
| 2 | | | None | No | Participation Allowed | No |
| 3 | | | None | No | Participation Allowed | No |
| 4 | | | UW Graduate Assistant | No | Participation Allowed | No |

You may have to add the person if the person you are wishing to add is not in the current list. If you don't see the person you are looking for, then click the "Add a Person" button.

This close-up screenshot focuses on the 'Course Information' section. It displays 'Test Course 1 - UWYO 9990 01' with CRN 11736 and instructor 'Test Faculty1 (Primary) 100% Responsible*'. A red box highlights the 'Add a Person' button, and a red arrow points to it from a red box containing the text 'Click this button'. Below the button, the table headers 'Record Number', 'ID', and 'Name' are visible.

Step Eight: After you press the “Add a Person” button you will see the ID Selection page. Here you can search for users based on their W# or their name. Use one or the other, then click “Submit.”

UW WyoRecords

Personal Information Faculty and Advisors UW Alumni

Home > ID Selection

You may enter:

1. The ID of the person you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

ID:

OR

People Query

Last Name:

First Name:

Submit Reset

UW Contact Info

SITE MAP

A0000011 Test Faculty1
Jun 23, 2015 12:43 pm

Step Nine: From this screen, you will see a drop-down menu. Select the desired user from this list, then click “Submit to add them to the course.

UW WyoRecords

Personal Information Faculty and Advisors UW Alumni

Home > ID Selection

Select the person that you wish to process and choose Submit Name.

Person:

Submit Faculty1, Test A0000011
Faculty2, Test A0000012

Student1, Test A0000005
Student2, Test A0000006
Student3, Test A0000007
Student4, Test A0000008
Student5, Test A0000009

SITE MAP

A0000011 Test Faculty1
Jun 23, 2015 12:44 pm

Step Ten: You will be taken back to the test course with the user added in. Under the “WyoCourses Access” column, you should be able to change their role if they have the proper permissions. If this column displays “Not eligible for access” then the user does not have a FERPA on file and will not be able to be added until they submit a FERPA.

WyoCourses Supplemental Access

Home > Faculty and Advisors > WyoCourses Supplemental Access

Course Information

Test Course 1 - UWYO 9990 01
 CRN: 14858
 Instructors: Test Faculty1 (Primary) 100% Responsible*
 *Workload percent responsibility is set by the department

| Record Number | ID | Name | WyoCourses Access | Sent to WyoCourses | WyoCourses Participation | Remove |
|---------------|----------|----------------|---|--------------------|--------------------------|--------|
| 1 | A0000012 | Faculty2, Test | None | No | Participation Allowed | No |
| 2 | | | None | No | Participation Allowed | No |
| 3 | A0000005 | Student1, Test | Not eligible for access. More Information | No | Participation Allowed | No |
| 4 | | | None | No | Participation Allowed | No |
| 5 | | | UW Graduate Assistant | No | Participation Allowed | No |

Term Selection ■ CRN Selection ■ UW Contact Info

Step Eleven: What do the different columns mean?

| WyoCourses Access | Sent to WyoCourses | WyoCourses Participation | Remove |
|---|--------------------|--------------------------|--------|
| UW Guest Instructor | Yes | Participation Allowed | No |
| Not eligible for access. More Information . | No | View Only | No |

“WyoCourses Access”:

This column shows either tell you if the person is eligible for access or give you a dropdown menu to select which role you want to give the person in your WyoCourses Course.

“Sent to WyoCourses”:

This will show you if your request was sent to WyoCourses the last time you hit the submit button. If the system detects no change or the person already has the role in WyoCourses it will not send and this column will say no for the particular student.

If I add people to my course through this page the “Sent to WyoCourses” column will say “yes” for the individuals that were added the last time I hit the submit button.

| WyoCourses Access | Sent to WyoCourses | WyoCourses Participation |
|--|--------------------|--------------------------|
| Not eligible for access. More Information. | No | |
| Not eligible for access. More Information. | No | |
| UW Suppl Instruction Leader | Yes | Participation Allowed |
| Not eligible for access. More Information. | No | Participation Allowed |
| UW Teaching Assistant | Yes | View Only |
| Not eligible for access. More Information. | No | |

After hitting submit to add people to my course this column will say “Yes”

When I reload the page or make any changes and hit submit again the “yes” will change to “no” even if people are still in course.

| WyoCourses Access | Sent to WyoCourses | WyoCourses Participation |
|--|--------------------|--------------------------|
| Not eligible for access. More Information. | No | |
| Not eligible for access. More Information. | No | |
| UW Suppl Instruction Leader | No | Participation Allowed |
| Not eligible for access. More Information. | No | Participation Allowed |
| UW Teaching Assistant | No | View Only |
| Not eligible for access. More Information. | No | |

The “Yes” changes to “no” when the page is reloaded or other people are added to course.

This is nothing to worry about, the people are still in the course and if you are worried that they are not in the course anymore, then be sure to check the course in WyoCourses to see if they are in the people tab of the course.

“WyoCourses Participation”:

If you select “View Only” the person will be taken out of the course if they were in it to begin with or won’t be put into the course if they were not in the course to begin with. If you select “Participation Allowed” the person will put into the course and will be able to participate in the course.

“Remove”:

Select “no” to keep them in the Course. Select “yes” to remove them from the course and from this list.