Billing Coordinator Update How-To

Select Update Coordinator:

Fill out the fields accordingly:

If you have the name of the coordinator who was in the position prior, you may enter that in the Old Coordinator Field, however it is not required.

Enter all of the budgets you need access to. You can also attach a document with all the budgets by clicking Browse and attaching your saved document.

Once you have completed all of the fields, you will select Request and you will get a screen with a Ticket Request ID and that your ticket has been created successfully.

You can use the Ticket Request ID as a reference if you need an update.

If you have any questions or concerns, please contact Mia Langworthy, 766-4901 or mgraff@uwyo.edu