How to Navigate WyoLearn

How to Connect to WyoLearn
Click on the following link to connect to WyoLearn: https://uwyo3.catalog.instructure.com/browse/14

Enrolling in a Training

1. Select the WyoCloud Training Catalog

![WyoCloud Training Catalog](image)

2. Click on the course you would like to take – you will be taken to another screen which will show you the number of seats remaining. If seats are still available, click on the yellow “Enroll” button.

![Create An Expense Report](image)

If there are no longer any spots remaining, you will not be allowed to enroll. You may add your name to the “Wait List”. But to ensure you will have a seat, please return to the catalog and choose another course with availability. As class space is limited, please only register for courses you are confident you’ll be able to attend.
3. The following screen will pop up asking to create a login and password.

If this is your first time logging into WyoLearn, you will need to create an account (steps are detailed below).

Please use your @uwyo.edu email address when creating an account. After clicking “I agree to the Terms of Use…”, click on “Enroll in Course”

4. You will then be taken to the following screen. Please check your inbox for the entered email address – you should receive two emails from “Canvas Catalog”; one to confirm your email address and another letting you know that you are now enrolled.
5. In your inbox, open the email requesting you to register your email address. You should see the following message. Click on either link to complete your registration:

Complete Registration

Hi [Name],

Congratulations! You have successfully registered with WyoLearn!

This is your confirmation that you have registered for a new account at uwyo3.catalog.instructure.com with the login ID of [Your Login ID].

Click here now to finish the registration process.

Keep learning,

WyoLearn

6. From here you will be prompted to re-enter your log-in information, then you will be taken to your dashboard where you will be able to view your registered course(s).

How to Drop a Course

1. After logging into your dashboard through: https://uwyo3.catalog.instructure.com/browse/14 (click on login in the upper right corner), you should be able to view your dashboard of enrolled courses.

2. Find the course you would like to drop and click on the gear icon, then select “Drop Course”

3. You will then be asked to confirm that you would like to drop the course

4. Once you hit “Drop” you should no longer see the course in your dashboard. You will NOT get an email confirming this action.