Instructions for Accepting Financial Aid Offer in Cyberbear

When the financial aid office generates a student's annual award offer, it is available to be viewed and accepted in CyberBear. Below we have provided detailed instructions and tips and tricks to help you complete the online acceptance process.

1. Visit [www.umt.edu/cyberbear](http://www.umt.edu/cyberbear) and select the ‘Login To Cyberbear’ button:

2. Log in with your UM NetID, if you don’t know your NetID or password, click on the help options listed:
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3. Once logged in select the ‘Financial Aid’ tab:

4. In the dropdown select the Aid Year that applies to your award.
   TIP: For the aid year that includes the Autumn Semester 2023 through Spring Semester 2024, you will want to select the ‘Aug 2023 – Jul 2024’ option.

5. Here you can review outstanding requirements and special messages pertaining to the selected aid year.

6. Ensure you answer the ‘Responses Required’ first before continuing to the aid offer. NOTE if the Response Required section does not show, it means you’ve already provided your answers for the aid year. The question asked are:
   a. The types of charges you’d like your federal (Title IV) funds applied toward
   b. Estimated credit load per semester
   c. Estimated graduation date for current major/degree, and
   d. Information on any sort of outside educational funding you will received that year
   e. Tuition Assistance Programs and Military Benefits do not include VA Tuition Assistance or VA (VocRehab).

Click ‘Submit’ to confirm your answers; submit button will become inactive after confirmation.
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7. Click on the ‘Award Offer’ tab to find a summary of the awards offered to you preceded by your Expected Family Contribution, estimated Cost of Attendance, and Net Cost.

- **NOTES:**
  - **Cost of Attendance:**
    - Q: Why is there Room and Board showing when I’m living off-campus?
    - A: We include the average costs of living (which includes room and board expenses) for all UM students, regardless of where they are living (i.e. on or off campus).
  - **Expected Family Contribution (EFC):**
    - This is not what you are expected to pay UM for the year, it is a number generated by your FAFSA, which helps determine the types of aid programs you are eligible for that aid year.
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- What are all these different fund types?
  - You can view information on the various types of financial aid, their eligibility requirements, and much more by visiting: [https://www.umt.edu/finaid/types-of-aid/default.php](https://www.umt.edu/finaid/types-of-aid/default.php)
  - **TIP:** The Cost of Attendance is based on averages, we recommend using these figures as ballpark estimates for your expenses when determining how much aid to accept or what to budget for the items listed. If you would like to determine how much your individualized budget would be, please contact our office.

8. Grants and Scholarships will have an ‘ACCEPTED’ status by default and cannot be changed. These are accepted automatically on your behalf as they are the best kind of financial aid to receive. If you would like to decline a grant or scholarship, please email our office with your request.
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9. Below ‘Options to Pay Net Cost’ you will find any loan options and work study if available. Using the dropdown menu, you can choose to Accept, Decline, or Modify the award to your preferred amount. You must make a decision on each aid type offered, before you can hit the submit button at the bottom of the page. Once all choices have been made, click the Submit button to confirm your choices.
10. After submitting your choices, Terms and Conditions will display; review and select the acknowledge checkbox, and select Accept Award button.

11. After submitting your aid choices and acknowledging the Terms and Conditions, a notification will pop in the top right of the browser window confirming your submission.

Congratulations! You have now completed your online financial aid acceptance. It’s important to note that additional documentation and requirements may be needed to finalize your award offer, so diligently monitoring your Financial Aid Home tab and UM Student Email account will be critical to ensuring you don’t miss any important reminders or requirements.
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You can log back into Cyberbear at any time to view your award offer on your Financial Aid page. Answers you provided and choices you’ve made will no longer be updateable. If you need to request a change, please contact the Financial Aid Office.