

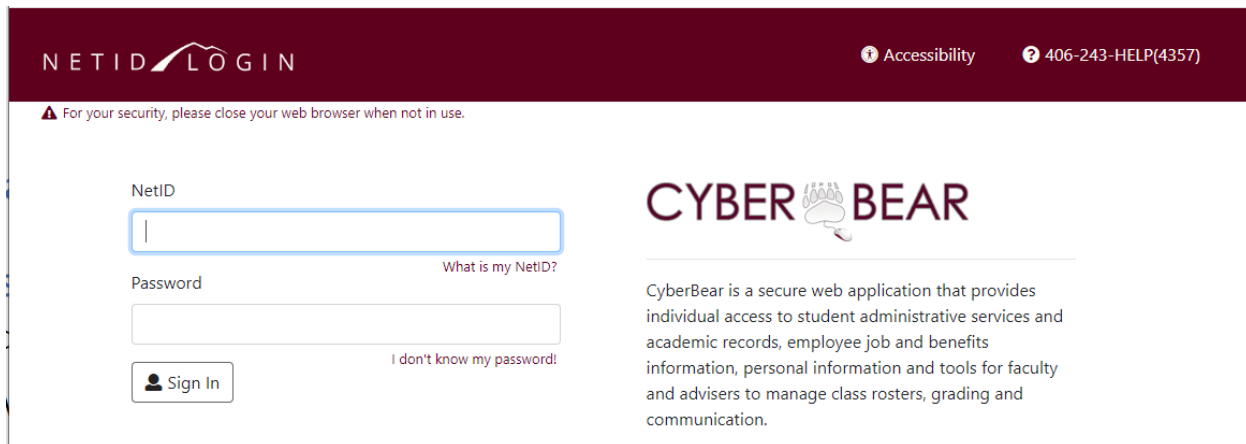
# How to Self-Report an Outside Resource Scholarship on CyberBear

1. Log onto CyberBear at [www.umt.edu/cyberbear/](http://www.umt.edu/cyberbear/) and select the Login to CyberBear option

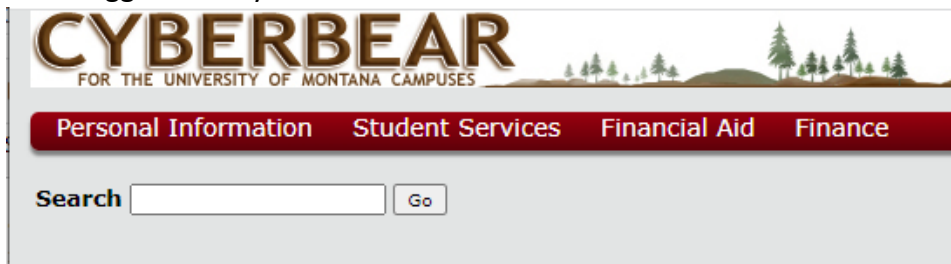


New to CyberBear? Click here for [CyberBear login instructions](#).

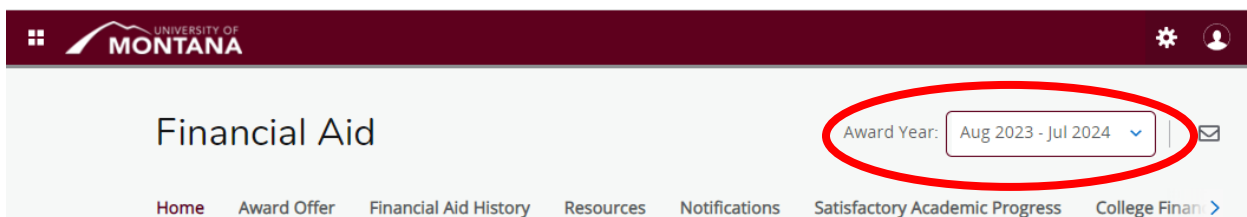
2. Log in with your student NetID and Password. Go to CyberBear login instructions if you need assistance logging in.



3. Once logged into CyberBear select 'Financial Aid'



4. 'Financial Aid', make sure the correct 'Award Year' is selected. If not use the dropdown to select the desired 'Award Year'



5. To Report Outside Resource Information go to 'Award Offer' and scroll down to the bottom of the page. Under Other Resources, you will see the option to 'Add/View Resources'

The screenshot shows the University of Montana Financial Aid portal. At the top, the 'Award Offer' tab is selected. Below the navigation bar, the 'Other Resources' section is expanded. It contains two informational boxes. The second box, 'Self Reporting Outside Donor Scholarships', includes a red circle around the 'Add/View Resource' button.

6. An Outside Resources, Add New Resources box will automatically pop up.

The 'Outside Resources' form is a modal window for adding new resources. It features a table with the following structure:

Description (50 character limit)	Term	Amount	Comments (2000 character limit)
<input type="text"/>	<input type="text" value="Select Term"/>	<input type="text"/>	<input type="text"/>

Below the table is a '+ Add another resource' link and a 'Submit' button.

7. Enter the Name of the scholarship under Description, the expected Term the scholarship is for.

Outside Resources ✕

Add New Resources ?

i To submit new resources, fill out the information below.

Description (50 character limit)	Term	Amount	Comments (2000 character limit)
High School Booster Scholarship	Autumn Semest... <span>▼</span>	\$2,000.00	

[+ Add another resource](#)

**Submit**

- If you don't know if the scholarship is for a single term or will be split between the two semesters you would want to put it in with the Autumn Semester and in the Comments box, put something to the effect of "Scholarship for Full Year".
- Alternatively, if you know the scholarship will be half for Autumn and half for Spring, please insert two entries, one for each semester with half the scholarship amount in each entry.
- You can submit additional entries by selecting the '+ Add another resource' option.

Outside Resources ✕

Add New Resources ?

i To submit new resources, fill out the information below.

Description (50 character limit)	Term	Amount	Comments (2000 character limit)
High School Booster Scholarship	Autumn Semest... <span>▼</span>	\$2,000.00	
High School Booster Scholarship	Spring Semeste... <span>▼</span>	\$2,000.00	
Elks Foundation Scholarship	Autumn Semest... <span>▼</span>	\$1,000.00	Scholarship is for full year.

[+ Add another resource](#)

**Submit**

8. After you have completed your desired resource entries hit 'Submit'. Your Outside Donor Scholarship Resource information will then be sent to the Financial Aid Office to be reviewed.

9. Entries in waiting to be reviewed will display in the 'Add/View Resource' box as 'Resources Waiting Review'

Outside Resources <span style="float: right;">✕</span>			
Resources Waiting Review <span style="float: right;">?</span>			
Description	Term	Amount	Comments
High School Booster Scholarship	Autumn Semester 2023	\$2,000.00	NA
Elks Foundation Scholarship	Autumn Semester 2023	\$1,000.00	Scholarship is for full year.
High School Booster Scholarship	Spring Semester 2024	\$2,000.00	NA

10. Once a resource has been reviewed you will see it update to an Existing Resource

Outside Resources <span style="float: right;">✕</span>			
Existing Resources			
Additional Resource	Term	Expected Amount	Received Amount
Elks Foundation Scholarship	Autumn Semester 2023	\$1,000.00	\$0.00
High School Booster Scholarship	Autumn Semester 2023	\$2,000.00	\$0.00
High School Booster Scholarship	Spring Semester 2024	\$2,000.00	\$0.00
			Total: \$0.00

**Note:** You will also be able to see it under 'Other Resources' on the 'Award Offer' main page.

Other Resources <span style="float: right;">?</span> <span style="float: right;">^</span>			
<p><b>i Other Funding/Payment Options</b>            Additional funding and payment options are available to cover your remaining costs after the aid accepted above. For more information on these options visit: <a href="https://www.umt.edu/finaid/otheroptions/default.php">https://www.umt.edu/finaid/otheroptions/default.php</a></p>			
<p><b>i Self Reporting Outside Donor Scholarships</b> <span style="float: right;">v</span>            Please report any outside donor scholarships (Not from UM or Montana University System (MUS)) below by selecting the Add/View Resource button. Enter the Description (name), term the scholarship is expected to ...</p>			
Type	Autumn Semester 2023	Spring Semester 2024	Amount
Elks Foundation Scholarship	\$1,000.00	NA	\$1,000.00
High School Booster Scholar...	\$2,000.00	\$2,000.00	\$4,000.00
	\$3,000.00	\$2,000.00	\$5,000.00
			-\$5,000.00
<div style="background-color: #800040; color: white; padding: 5px; border-radius: 15px; display: inline-block;">Add/View Resource</div>			