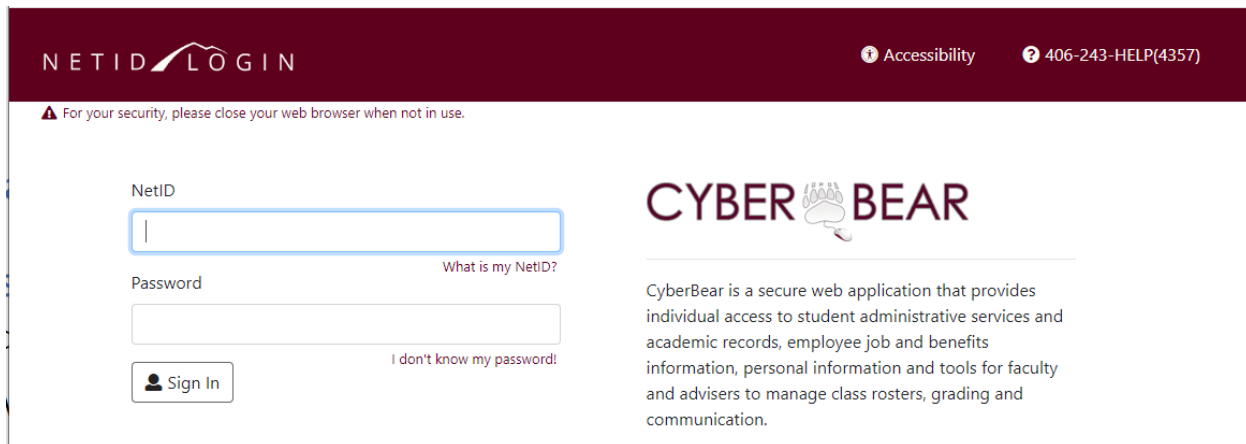# How to Self-Report an Outside Resource Scholarship on CyberBear

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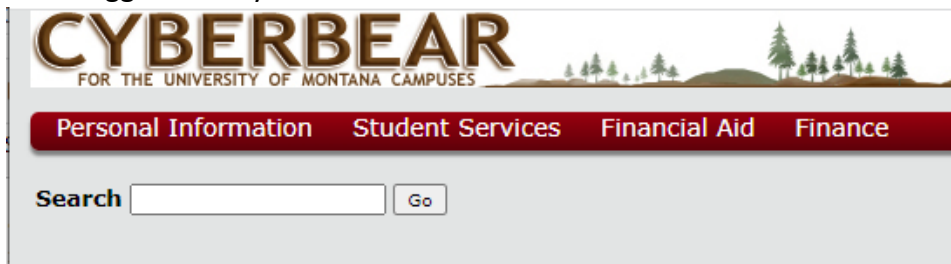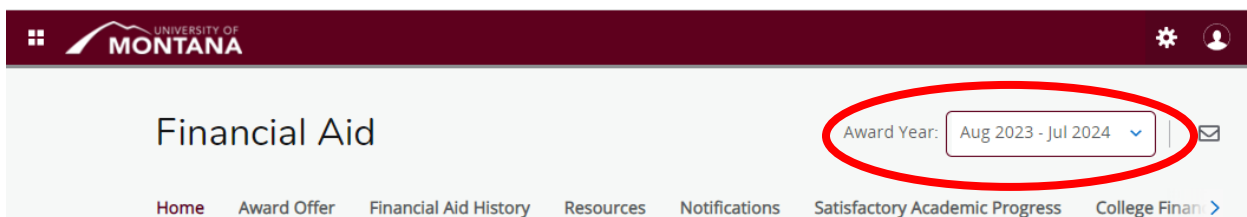


2. Log in with your student NetID and Password. Go to CyberBear login instructions if you need assistance logging in.



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'



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

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



- 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".
- Alternativly, 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.



**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    ✕

Resources Waiting Review ⑦

| 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    ✕

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 ⑦    ⌃

ⓘ **Other Funding/Payment Options**
Additional funding and payment options are available to cover your remaining costs after the aid accepted above. For more information on these options visit: https://www.umt.edu/finaid/otheroptions/default.php

ⓘ **Self Reporting Outside Donor Scholarships**    ⌄
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 ...

| 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

Add/View Resource