

## CYBERBEAR LOGIN INSTRUCTION

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Cyberbear is an excellent resource allowing you to look at your benefits information, paystubs, sick and annual leave accrual, tax information, and renewal forms.

### STEP 1 CyberBear Login Information

CyberBear web address: <http://www.umt.edu/CyberBear/>.



- Enter your NetID (two letters followed by six numbers (ab123456). Employee NetID's will have an "e" at the end (ab123456e).
- Enter NetID password. If you've never logged in with your NetID, your password is the last six digits of your 790#.
- The first time you log in you will be promoted to change your password and establish a security question and answer. This will allow you to reset your password later if you forget it.

You can find your NetID using the [online NetID lookup tool](#). If you are a student who has requested confidentiality through the Registrar's Office, your information will not display in the NetID lookup.

If you can't remember your password, click on the password reset button on the login page.

You can also call Information Technology (IT) Help Desk at (406) 243-5350 to find out your NetID # and Password.

You can also email them directly at [italk@umontana.edu](mailto:italk@umontana.edu)

IT is located in Social Sciences Room 126

**NETID LOGIN**

▲ For your security, please close your web browser when not in use.

NetID	<input type="text"/>	<a href="#">What is my NetID?</a>
Password	<input type="password"/>	<a href="#">I don't know my password!</a>
	<input type="button" value="Sign In"/>	

**CYBER BEAR**


CyberBear is a secure web application that provides individual access to student administrative services and academic records, employee job and benefits information, personal information and tools for faculty and advisers to manage class rosters, grading and communication.


### STEP 2


You can select either Employee link or the Employee tab to view employee information.


Personal Information Student Services Financial Aid Employee U-Drive


Search  Go

 [Student Services](#)

 [Financial Aid](#)  
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review Federal Direct Loans and Federal PLUS Loans.

 [Employee](#)  
Employee

 [Personal Information](#)  
View and update your address(es) and phone number(s). View name change & social security number change information.

 [U-Drive](#)  
U-Drive

[AFCUSTOM](#)


### STEP 3

**Looking for Paystubs?** Click on Pay information and from there you can look at your paystubs. By clicking the dates you will be able to look at each paystub individually.

Pay Information				▲
Latest Pay Stub: <a href="#">10/01/2019</a>	<a href="#">All Pay Stubs</a>	<a href="#">Direct Deposit Information</a>	<a href="#">Deductions History</a>	
Earnings				▼
Benefits				▼
Taxes				▼
Job Summary				▼
Employee Summary				▼

### STEP 4

Under My Activities – click Employee Menu to view your benefits, pay information, tax forms, renewal forms, and more.

 **My Activities**

Employee Menu 

Nelnet Administration

Account Summary

Conflict of Interest Disclosure

Vehicle Use Form

InfoGriz

[Time Sheet](#)

Enter your payroll hours, and submit your time sheet. Managers can also access time sheet approvals.

[Benefits and Deductions](#)

View your retirement plans; Health insurance information; Flex spending accounts; Miscellaneous deductions.

[Pay Information](#)

View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.

[Tax Forms](#)

Change W-4 information; View your W-2, or 1095-C Form.

[Current and Past Jobs](#)

View information about your current & past jobs.

[Current Leave Balances and History](#)

View your leave balances & history.

[Account Summary](#)

View charges and payments on your University account.

[Annual Renewal Forms](#)

Listing of annual renewal forms

[Grant Certification Forms](#)

Certify Effort and Cost Match, go to InfoGriz reports