

CYBERBEAR LOGIN INSTRUCTION

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.

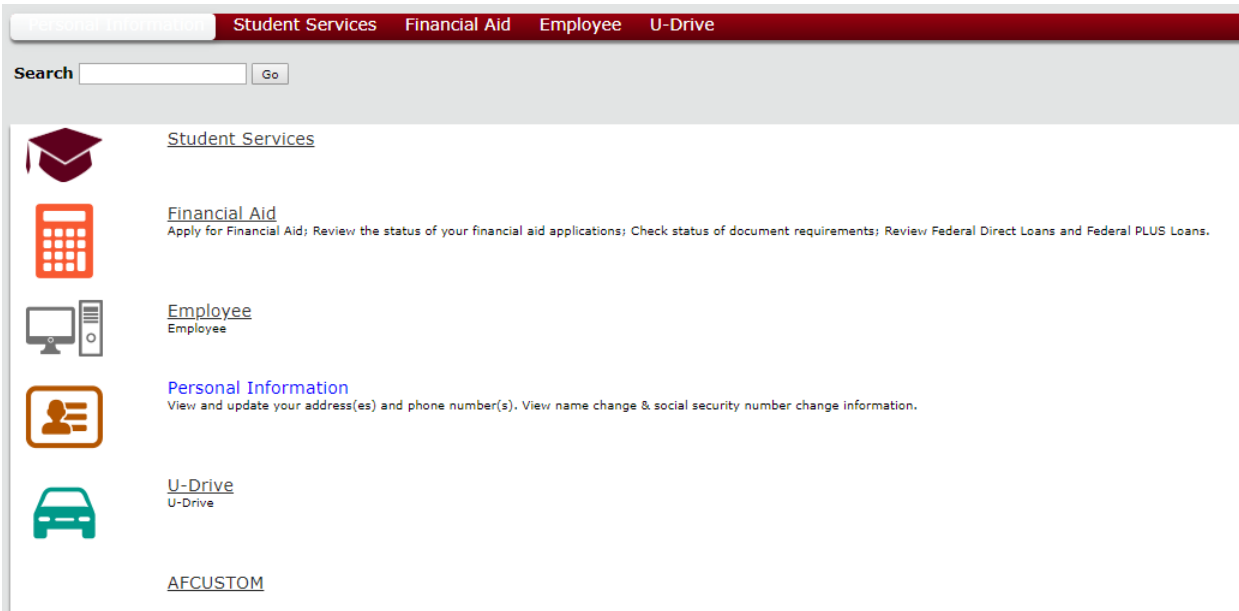
You can also call Information Technology (IT) Help Desk at (406) 243-4357 to find out your NetID # and Password.

You can also email them directly at chpbs-it-support@mso.umt.edu

IT is located in Social Sciences Room 126

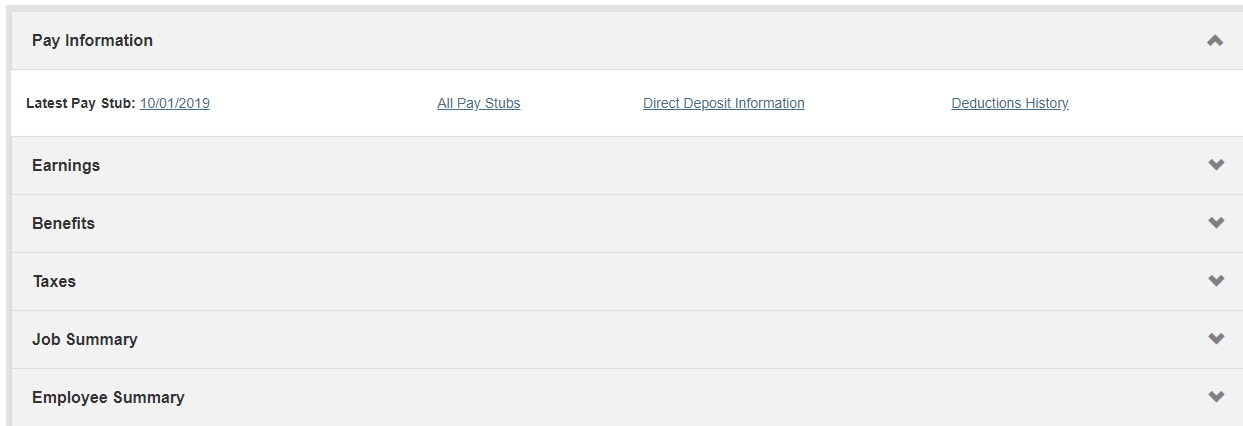
STEP 2

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



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.



STEP 4

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

My Activities

Employee Menu

Netnet Administration

Account Summary

Conflict of Interest Disclosure

vehicle use Form

InfoGriz

Time Sheet

Enter your payroll hours and submit your Time Sheet - Nanagan can also access timesheet approval.

Benefits and Deductions

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

Pay Information

View your Direct Deposit balance, View your Earnings and Deductions history, View Your Day Status.

Tax Forms

Orange View information, View your W-2, or 1095-G 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 dues and payment on your University account

Annual Renewal Forms

List of annual renewal forms

Grant Certification Forms

Crify Effort and Conduct, get tracking reports