



How to print your own Student Enrollment Verification

(Not to be used to verify a student's Financial Aid)

1. Go to www.umt.edu/cyberbear
2. Click on: *Login to CyberBear*
3. Enter your NetID and password.
4. Click: *Login*
5. Click: *Student Services* tab
6. Click: *Student Records*
7. Click: *NEW! Order Enrollment verification (free) or Official Academic Transcript (credit card req., add'l fee applies)*
8. Click: *Go to Clearinghouse site!!!* A new window will pop up!!!
9. WARNING!! Before clicking on *Obtain an Enrollment Certificate* be sure to select "current enrollment" or "all enrollment"
10. Click: *Print*

WARNINGS!!! *The watermark on the certificate disappears when faxed. It is not advised to fax this certificate. Students should not use this certificate as verification for "Good Student Discounts". This certificate does not verify a student's Financial Aid.*