

## Familiarize yourself with GrizPortal (formerly CyberBear):

<https://www.umt.edu/cyberbear/>

**What is GrizPortal?** Montana Tech is an affiliated campus of The University of Montana and GrizPortal is The University of Montana's online portal that houses Montana Tech's employment records.

**How to log onto GrizPortal:** In order to access GrizPortal, you will need to know two important pieces of information; your **'NetID'** and your **'Employee ID'** (which is independent from your Montana Tech Student ID). This ID number is also referred to as your UM ID on the University of Montana's website. Your **NetID acts as your username** and will be two letters followed by six numbers, followed by an 'e' (ab123456e). For first time users, your **password will be the last six digits of your employee ID** or UM ID. If you have ever logged onto GrizPortal in the past (either as a UM student or an employee) your password may be different and you will need to follow prompts to retrieve it.

**Need to know you NetID?** You can use the NetID Lookup Tool through the University of Montana's [CyberBear login instruction page](#) or click here; [NetID Lookup Tool](#).

**Need to know your Employee ID?** Please contact Payroll at [payroll@mtech.edu](mailto:payroll@mtech.edu) or 406-496-4375 to retrieve your employee ID number.

## What employee information can I access in GrizPortal?

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Once logged in you will be brought to a home page, which will display an array of different "cards" to help access different kinds of information and services at the UM.

**For paystubs, W-2 forms, and direct deposit set up/changes, you will want to locate the "Employee Self-Service" card.** This is easily done using the magnifying glass in the upper right of the page.



**For updating personal email, phone number, or mailing address, you will want to locate the "Personal Information" card.** Again, this is easily done using the magnifying glass in the upper right of the page.



## Paychecks:

**Direct Deposit:** Direct deposit is not required, but **highly encouraged**. Direct deposit saves valuable time and has zero risk of getting lost or stolen.

Please note that when setting up a new direct deposit authorization and no other active account authorizations are currently in place, your first pay will be a physical check mailed to the address listed on file with payroll. Any subsequent payments will be direct deposited into your account following successful verification of the account. **Please contact payroll if you wish to have this first check held in the payroll office for pick-up; [Payroll@mtech.edu](mailto:Payroll@mtech.edu) or 406-496-4375.** A direct deposit in 'prenote' status is required in order for the payroll office to fulfill your request.

**Paper check:** If you opt out of direct deposit, your paycheck will be mailed to the current address listed with payroll.