

# HOW TO ACCESS IT TOOLS

## MONTANA TECH

### EMPLOYEE ID

Once you have completed the necessary new hire paperwork with HR, you will be assigned an EE ID #. Contact Cathy at 496-4380 or email her at [cisakson@mtech.edu](mailto:cisakson@mtech.edu) to get your EE ID #

### COMPUTER LOGIN & EMAIL

In order to login you will need to visit [www.mtech.edu/pw](http://www.mtech.edu/pw) and enter the requested information. – You will need your employee ID

### FERPA

FERPA training is mandatory and must be completed for access to Montana Tech Systems as well as every year. The training is located at MyMTech. For more information regarding FERPA please contact Cathylsakson at [cisakson@mtech.edu](mailto:cisakson@mtech.edu).

### MOODLE

All courses are automatically setup with a course shell in Moodle. This is accessible from [mymtech.mtech.edu](http://mymtech.mtech.edu) (This will become MY.MTECH.EDU when we launch the campus app/portal.) If you need assistance, please see our knowledgebase for training materials at [kb.mtech.edu](http://kb.mtech.edu) or contact ITHelpdesk at 496-4244 or email: [ithelpdesk@mtech.edu](mailto:ithelpdesk@mtech.edu)

### OREDIGGER WEB

Instructors submit grades, view their advisees, etc. via OrediggerWeb  
<https://orediggerweb.mtech.edu>  
Users get access to Orediggerweb by having their supervisor submit a ticket exactly as you indicate on your form. In order to be given access you must have completed your FERPA training.

### CYBERBEAR

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

You can access your paystubs, leave balances and tax information.

Enter your NetID (Enter NetID password. If you've never logged in with your NetID, your password is the last six digits of your 790#)

You can find your NetID using the [NetID lookup](#).

### SURVEYS

Montana Tech has a campus wide license for Qualtrics. To access this, navigate to [MyMtech.mtech.edu](http://MyMtech.mtech.edu) and Click Qualtrics within the Important Links menu



### MS TEAMS

Can be used to upload files, chat and video conferencing. An app can be downloaded to your phone and desktop for easy access and receiving notifications.

To request a MS Team, navigate to [kb.mtech.edu](http://kb.mtech.edu), sign-in and search TEAM, select 'How to Create a Team' and follow those directions. This tool is FERPA compliant and also is ADA accessible.

### ZOOM

Zoom is freely available for all users, by navigating to [zoom.us](http://zoom.us), however there are limitations to the free licenses.

They are...

- \*Cannot host more than 100 participants
- & \*Group meetings must not last more than 40 minutes

If a professional license is needed, you may contact Kathy Stevens at 496-4837 to inquire.

### OFFICE 365

Part of Office 365, can be downloaded on your personal device freely by following these directions:

<https://mtech.teamdynamix.com/TDClient/1921/Portal/KB/ArticleDet?ID=72404>.

Please Note: This is already installed on campus machines