HOW TO Access IT Tools

EMPLOYEE ID

Contact HR at 496-4380 or email at cisakson@mtech.edu to get your EE ID #

COMPUTER LOGIN

In order to login you will need to visit **www.mtech.edu/pw** and enter the requested information. – You will need your employee ID

MOODLE

New instructors who need login credentials or have not used Moodle 2 and would like to, must contact the CTS helpdesk at 496-4244 or ctshelpdesk@mtech.edu.

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 My MTech. For more information regarding FERPA please contact Cathy Isakson at cisakson@mtech.edu.

CYBERBEAR

CyberBear web

: https://www.umt.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.

OREDIGGER WEB

New instructors who have not used Orediggerweb should contact Leslie Dickerson at 496-4879, regarding usage of the faculty area of Orediggerweb.

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, 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, 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