These are MANDATORY procedures for ALL students to finalize their registration.

You must enter the secure area on Orediggerweb to complete your registration by finalizing your charges, waive/accept your health insurance and pay your bill if you have a balance due.

**Step 1** Go to:
Montana Tech Home Page
http://www.mtech.edu/

**Step 2** On the upper right hand side select “Orediggerweb”

**Step 3** Select “Secure Area”
Login using your student ID and PIN number (6 digit numbers)

**Step 4** Select “Student Services & Financial Aid”

**Step 5** Select “Student Records”

**Step 6** Select “Account Detail for Term”

**Step 7** Health Insurance options (students in 6 or more credits)
You must choose an option to proceed. Students in 6 credits or more are required to be covered by some type of medical insurance either private or through the university system.

**Step 8** Select “Finalize/Pay Now”

**IF** your balance is zero: you must select finalize now button and continue through the steps. You should receive a message that you have finalized your fall semester.

**IF** your account has a balance owing, you will be given the option to pay by credit card or electronic check. Please pay AMOUNT DUE balance from Student Schedule/Bill. Please note credit cards used online will be charged a $10 convenience fee.”

You may also pay at the Business Office in the MG building or by mail:
MT Tech Business Office
1300 W Park St
Butte, MT 59701

**IF** you have aid that is not posted to your account, please contact the Enrollment Services Office at 406-496-4256.

*If you have questions please contact the Business Office at: 406-496-4250*