

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* Enter Secure Area
(You will need your student ID and PIN number (6 digit number))
- 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 7 or more credits)
You must choose an option to proceed. Students in 7 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. 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

Financial aid will not post to the student’s account until their registration has been finalized.

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