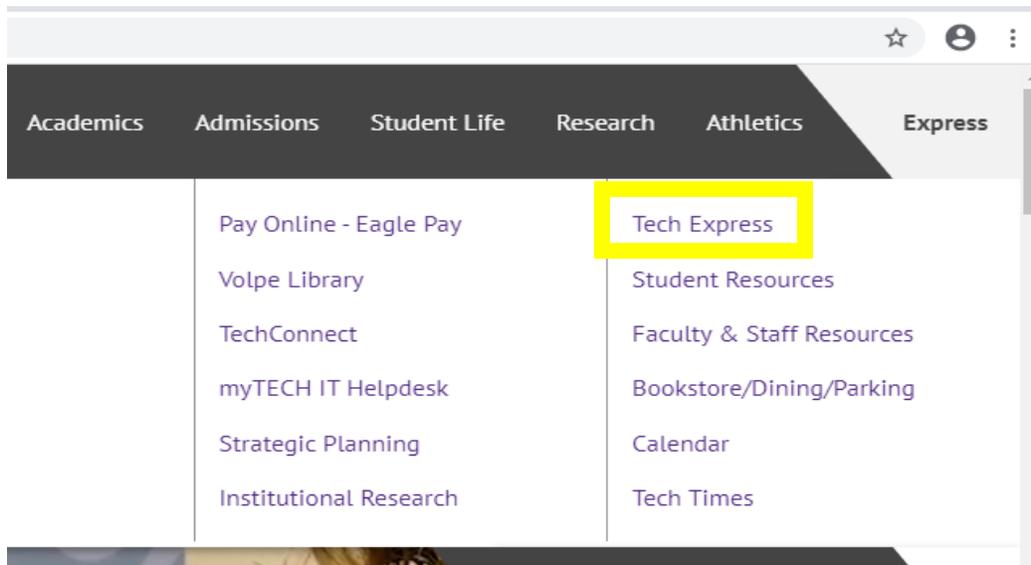


How to Add an Authorized User to Your Account

1. Visit the Tennessee Tech Website Homepage

a. <https://www.tntech.edu>

2. Move your cursor to the express tab in the top right corner and select “Tech Express”

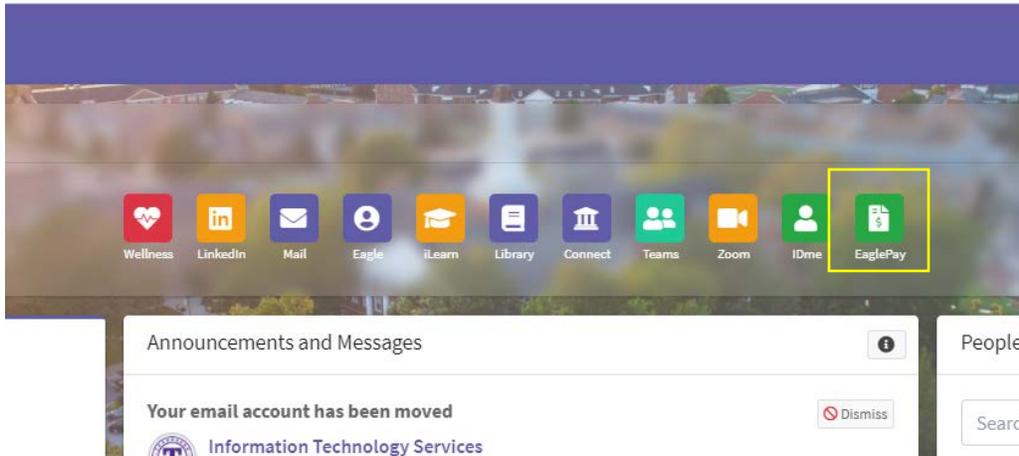


3. Login to Tech Express using your Username and Password

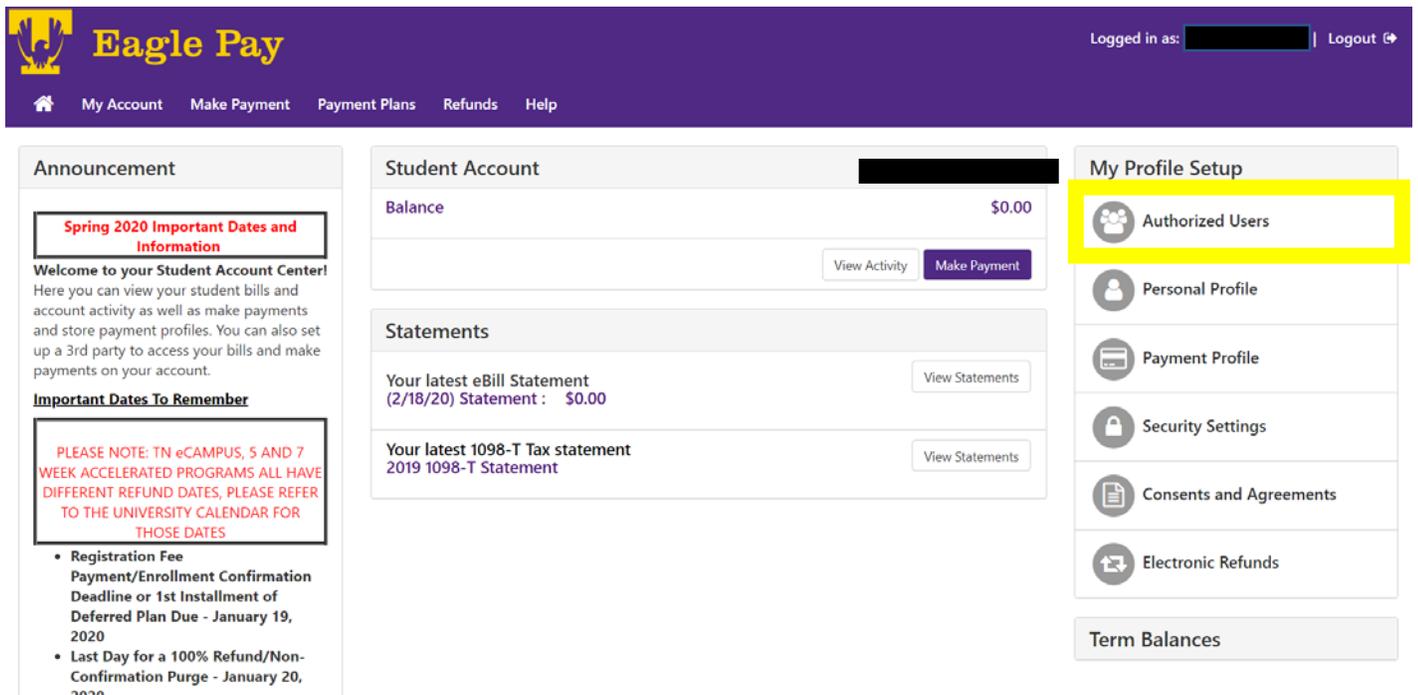
Note: Username is the first portion of your student email (jasmith42)

A screenshot of the IDme login page. The page has a light blue background. At the top, the text 'IDme' is displayed in a dark blue font. Below this, there are two input fields: 'Username' and 'Password'. To the right of these fields is the Tennessee Tech logo, which is a circular seal with 'TENNESSEE' at the top, 'TECH' at the bottom, and '19' and '16' on either side of a central emblem. Below the input fields, there is a red text link that says 'First Time User? Click Login to Register.' At the bottom of the page, there is a large yellow button labeled 'Login'. Below the button, there are two links: 'Change Password' and 'Forgot Password'.

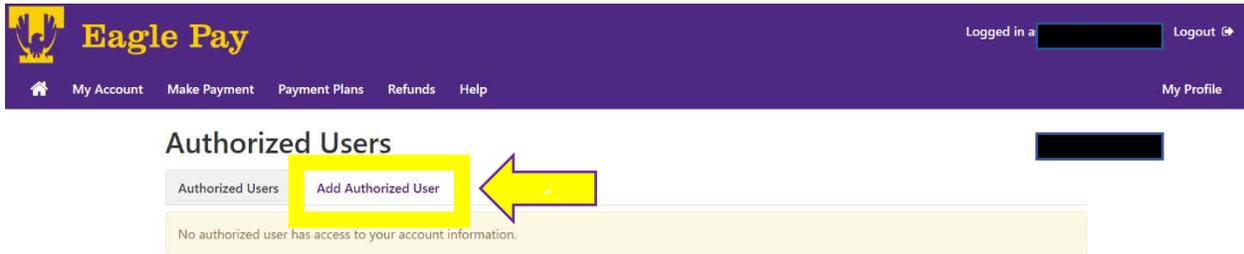
4. Select the "Eagle Pay" icon in the QuickLinks toolbar of Tech Express.



5. Select Authorized Users



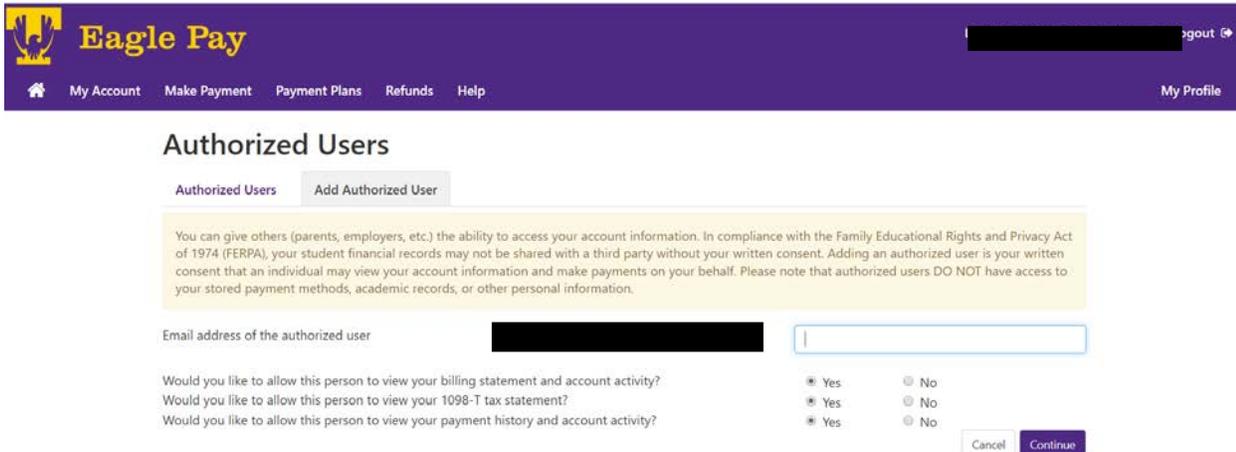
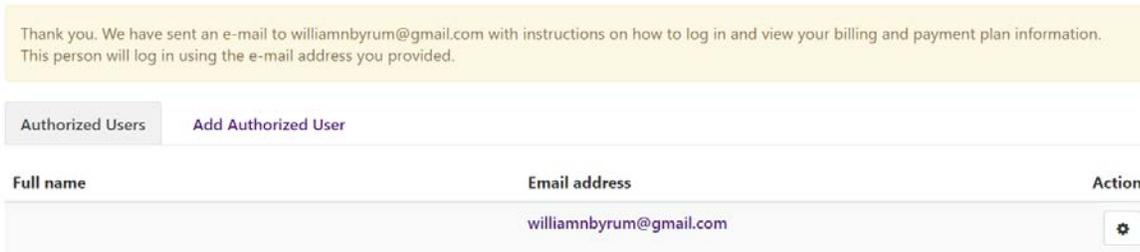
6. Select Add Authorized User



7. Enter in the email of your authorized user and answer yes or no to the questions on the page. Once finished click *Continue*

7. “

Authorized Users



8. Agreement to Add Authorized User” will load after selecting continue. Please read this carefully. If you agree, select *I Agree* and click *Continue*

Agreement to Add Authorized User ×

I hereby authorize **Tennessee Tech University** to grant williamnbyrum@gmail.com full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

Access to my accounts also includes the ability to :

- View my 1098-T tax statement

This agreement is dated 01-Apr-2020 12:19:15 PM CDT.

For fraud detection purposes, your internet address has been logged:
174.80.46.71 at 01-Apr-2020 12:19:15 PM CDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

Please check the box below to agree to the terms and continue.

I Agree

Cancel Print Agreement Continue

9. After selecting continue, 2 emails will be sent to your new authorized user with instructions

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.