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"

		☆ 😝 :
Academics	Admissions Student Life	Research Athletics Express
	Pay Online - Eagle Pay	Tech Express
	Volpe Library	Student Resources
	TechConnect	Faculty & Staff Resources
	myTECH IT Helpdesk	Bookstore/Dining/Parking
	Strategic Planning	Calendar
	Institutional Research	Tech Times

3. Login to Tech Express using your Username and Password

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

IDme						
Username	ANNESS P					
Password						
First Time User? Click Login to Register.						
Login						
Change Password Forg	ot Password					

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



5. Select Authorized Users

2020

🕁 Eagle Pay			Logged in as: Logout 🕩
😤 My Account Make Payment Paym	ent Plans Refunds Help		
Announcement	Student Account		My Profile Setup
Spring 2020 Important Dates and	Balance	\$0.00	Authorized Users
Welcome to your Student Account Center! Here you can view your student bills and account activity as well as make payments		View Activity Make Payment	Personal Profile
and store payment profiles. You can also set up a 3rd party to access your bills and make	Statements		Deumant Drafile
payments on your account. Important Dates To Remember	Your latest eBill Statement (2/18/20) Statement : \$0.00	View Statements	Payment Prome
PLEASE NOTE: TN eCAMPUS, 5 AND 7 WEEK ACCELERATED PROGRAMS ALL HAVE	Your latest 1098-T Tax statement 2019 1098-T Statement	View Statements	C Security Settings
TO THE UNIVERSITY CALENDAR FOR			Consents and Agreements
Registration Fee Payment/Enrollment Confirmation Deadline or 1st Installment of			Electronic Refunds
Deferred Plan Due - January 19, 2020 • Last Day for a 100% Refund/Non- Confirmation Pures - January 20			Term Balances

6. Select Add Authorized User

🕁 Eagle Pay	Logged in a
😤 My Account Make Payment Payment Plans Refunds Help	My Profile
Authorized Users	
Authorized Users Add Authorized User	
No authorized user has access to your account information.	

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

Thank you. We have This person will log	e sent an e-mail to g in using the e-mai	williamnbyrum@gmail. I address you provided	.com with instructions on how to log	g in and view your bill	ling and paym	ent plan information.	
Authorized Users	Add Authoriz	ed User					
ull name			Email address			A	ction
			williamnbyrum@gmail.c	om			0
Eagle	Pay Make Payment Payn	ient Plans Refunds H	łelp			1	agout My Profi
Eagle	e Pay ^{Make Payment Paym} Authorizec	nent Plans Refunds H USETS	ielp			1	ogout My Profil
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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.

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	-		

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

Cancel

Print Agreement

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.

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