

## How to Save Your Seat

1. Visit the Save My Seat webpage on the Tennessee Tech Website:
  - a. <https://www.tntech.edu/savemyseat>
2. Login to Tech Express using your Username and Password  
Note: Username is the first portion of your student email (jasmith42)



3. Carefully read the Save My Seat Notice and Consent information before moving forward.  
Select 'Next'.

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### Save Your Seat

Save Your Seat is a deadline extension for students enrolled in the Fall and Spring Semesters and does not confirm or pay your schedule. By enrolling, a student's payment confirmation deadline will be extended.

#### Notice and Consent

Tennessee Technological University, a public institution of higher education created by the laws of the State of Tennessee, is located at 1 William L. Jones Drive, Cookeville, TN 38505 (931-372-3101). Tennessee Tech collects the information you provide to it through its website's portals, request for information forms, etc. for the purpose of fulfilling its mission as required by Tennessee Code Annotated Section 49-8-101(d). Tennessee Tech may share the information you provide with contractors and state or federal authorities if required by law or if necessary to fulfill its stated mission.

Tennessee Tech will store your personal data consistent with its policy on document retention, which can be accessed through the Policy Central portal on this website. If you are a resident of the European Economic Area ("EEA") and have standing under the General Data Protection Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016, you have the right (i) to request from Tennessee Tech access to and rectification or erasure of personal data or restriction of processing; (ii) to object to processing; (iii) to data portability and (iv) to lodge a complaint with a supervisory authority in the EEA.

By providing personal data to Tennessee Tech, you consent to the processing of your data for the purposes described above.

Next

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4. Notice that your first name, last name, T number, and email automatically populate in the fields, since you have logged in to your student account through the IDme portal. Review and confirm that the populated information is accurate. Select **'Submit Form.'**

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Please verify the information in the form below and then click the submit button to indicate you will be attending Tennessee Tech University for the Spring 2021 Semester.

First Name	<input type="text" value="Katie"/>	Last Name	<input type="text" value="Bilbrey"/>
TNumber	<input type="text" value="T00251090"/>	Email	<input type="text" value="sw-knbilbrey@tntech.edu"/>

**Notice and Consent**

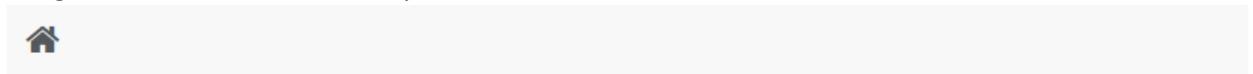
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Data Classification  
Level III: Confidential

5. Congratulations! You have saved your seat.



Thank you! Your form has been submitted.

 [View Form PDF](#)

Tennessee Tech University Bursar's Office  
(931) 372-3311 – [bursar@tntech.edu](mailto:bursar@tntech.edu)