Authorized User Payment

If you are not already an authorized user on the student's account, please visit the following link: https://www.tntech.edu/bursar/files/How_to_create_an_authorized_user.mp4

This will provide a video tutorial with step by step instructions on how to create an authorized user

1. In order to make a payment as an authorized user, visit the Tennessee Tech Bursar web page

    https://www.tntech.edu/bursar/

2. There are 2 links on this main webpage that you can select:

    a.

    Or

b. Scroll about half way down the web page until you see the "Students/Parents/Staff" box

3. Both links will take you to the Eagle Pay login screen for authorized users:

Eagle Pay login:

Login for parents or others who have been granted access.

Email:

Password:

Forgot Password   Login

Forgot your password? Have your student delete your authorized user profile and re-enter.

Enter your selected email and password

4. If you are authorized on more than one student's account, you can switch between them by clicking on Select Student and clicking on the student's name

5. Click *Make a Payment*

6. Click *Make a Payment* on the next page

7. You can either choose to pay current account balance by term or certain charges only.
   Once you have made your selections, click *Continue*

8. Select the payment method of your choice

   You can select a new credit card or checking account, or you can choose a previously saved payment method.

9. If you are using a new account, you will be directed to enter the account information. You can also save this payment method for future payments.

   When all information has been entered, click *Continue*

10. Payment confirmation information is displayed. Please check carefully to make sure information and amount to be paid are correct.

    Read the terms and conditions carefully and check *I Agree*
    Then click *Submit Payment*

11. A receipt page will the be displayed. The confirmation number shown on this receipt is **NOT** the student's schedule confirmation number.

12. Ask your student to log into Eagle Online and check their confirmation status to be sure they have been confirmed.

    To check confirmation status in Eagle Online:
    >Log in
    >Select Student
    >Select Registration
    >Select View Registration Times, Advisor, Campus Box, Confirmation Information
    >Select the appropriate Term