

To Add an Authorized User to Your Account

Log on to EAGLE ON-LINE at: <http://www.tntech.edu/>

Select: **Current Student**

Select: **Eagle on Line**

Select: **Registration, Grades, . . .**
Under Student Services

Enter: (Your 'T' number)

Click on:

Click the following links: **Student**

Student Account

Choose: ***Enter/View Direct Deposit Info***

Click on:

This will direct you to the payment site

Choose: **Authorized User** (tab is located at the top of the web page)

Click on: **Add an Authorized User**

Be sure to use a working email address and select the two yes radio buttons.

Click on:

Next enter the last four digits of the student ID number

Click on:

After you agree, an email notification will be sent to the authorized user telling them they now have access to your account and may make payments on your behalf.