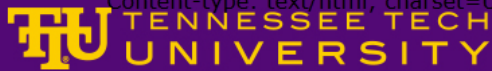


How to Add an Authorized User to Your Account

1. Go to <http://www.tntech.edu/eo>
2. Click *Enter Secure Banner Web Self Service* to log into Eagle Online. Use your T# and your Eagle Online PIN. Be sure to include the capital letter "T" in your T#.



Content-type: text/html; charset=UTF-8 Set-Cookie: SESSID=SVVTMEINMTA4MjQ4;

[Enter Secure Banner Web Self Service](#)
[Apply for Admission/Check Application Status](#)
[General Financial Aid](#)
[Class Schedule](#)
[Find your Tech ID Number \(T Number\)](#)

RELEASE: 8.5.2

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3. Click *Student*.
4. Click *Student Account*.
5. Click on *Enter/View Direct Deposit Info/View Monthly Statement*.
6. Click *Continue*.
7. You will be transferred to ePay to enter your authorized user's information. In addition to allowing you to add authorized user information, this site is also used for billing and refunds.
8. Click *Authorized Users*.

Important Information | Ask for Help | Log Out |
Logged in as: [REDACTED]

TU TENNESSEE TECH UNIVERSITY

My Account | Payments | Payment Plans | eBills | eRefunds

Account Activity | Personal Profile | Payment Methods | Paperless Options | **Authorized Users**

Account Alerts

One or more of the credit cards have expired, and can no longer be used for making payments.
[Edit Payment Information](#)

Announcements

Fall 2014 Important Dates and Information

Welcome to your Student Account Center! Here you can view your student bills and account activity as well as make payments and store payment profiles. You can also set up a 3rd party to access your bills and make payments on your account.

Important Dates To Remember

Early Registration Fee
Payment/Enrollment Confirmation
Deadline or First Installment of
Deferred Plan Due

My Account

Current Account Status

Amount Due: **\$0.00**

[Make a Payment](#) [View Account Activity](#)

Statements

eBill Statement

A new bill for Student Account was delivered on 8/4/14.

Account Type: **Student Account**

Statement Date: **8/4/14**

Bill Amount: [REDACTED]

1098-T Statement [View](#)

2013

You must have [Adobe Acrobat Reader 8.x](#) or higher to view your 1098-T statement.

Term Balances

[REDACTED]

9. Enter the email address of your authorized user. Answer "Yes" or "No" to the questions on the page. Click *Continue*.
10. Read the agreement. If you agree, check the *I Agree* box and click *Continue*.
11. An email will be sent to your new authorized user.

You may enter more than one authorized user.

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.