Tennessee Tech University

How to Add an Authorized User to Your Account
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Instructions

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."

3. Log in to Tech Express using your Username and Password.
   Note: Username is the first portion of your student email (example: jasmith42).

Note: After signing in to Tech Express, it will prompt you to use your Mobile Authenticator App.

4. After using the Mobile Authenticator, you will be taken to the next page.
   Select the "Eagle Pay" icon in the QuickLinks toolbar of Tech Express.

5. Click "Authorized Users."

6. Enter the email address of your authorized user.
   Answer "Yes" or "No" to the questions on the page:
   - Allow this person to view your billing statement and account activity.
   - Allow this person to view your 1098-T tax statement.
   - Allow this person to view your payment history and account activity.
   Click Continue.

7. Read the agreement. If you agree, check the "I Agree" box and click Continue.

8. An email will be sent to your new authorized user.
   You may enter more than one authorized user.

FERPA Notice

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. Authorized users do NOT have access to your stored payment methods, academic records, or other personal information.