

Tennessee Tech University

Authorized User Payment Instructions

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Before You Begin

If you are not already an authorized user on the student's account, view the step-by-step video tutorial at: [How To Create Authorized User on Eagle Pay 2024](#)

Accessing Eagle Pay as an Authorized User

1. Visit the Tennessee Tech Bursar webpage: <https://www.tnitech.edu/bursar/>
2. On the main webpage, select one of the following options to access Eagle Pay:
 - a. Click the link labeled "Authorized Users Eagle Pay" in the yellow 'Make Payments Now' box.
 - b. Scroll down to the "Students / Parents / Staff" section and select "Authorized User Login."
3. Both options will direct you to the Eagle Pay login screen for authorized users.
4. Enter your selected email address and password and select Log In.
5. If you are authorized on more than one student account, select "Select Student" and choose the appropriate student name.

Making a Payment

6. Select "Make a Payment."
7. On the next page, select "Make a Payment" again.
8. Choose one of the following payment options:
 - Pay current account balance by term, or
 - Pay specific charges only.Then select Continue.
9. Select your payment method (new credit card, new checking account, or a previously saved method).
10. If using a new payment method, enter the required account information and optionally save it for future use. Select Continue.

11. Review the payment confirmation details to verify the amount and information are correct.

12. Read the terms and conditions, check the “I Agree” checkbox, and select “Submit Payment.”

13. A receipt page will be displayed. The confirmation number on this receipt is NOT the student’s schedule confirmation number.

Confirming Student Enrollment Status

After payment, ask the student to log into Eagle Online and verify their confirmation status by following these steps:

- Log in
- Select Student
- Select Registration
- Select View Registration Times, Advisor, Campus Box, Confirmation Information
- Select the appropriate Term